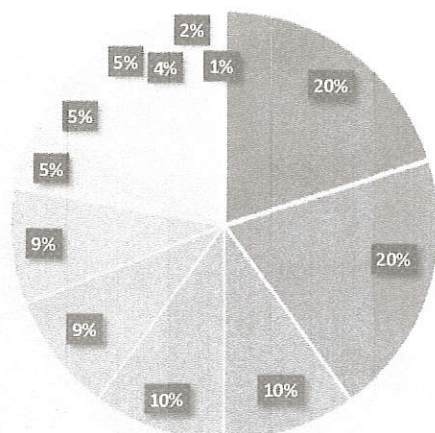


# Milwaukee Collaborative Community Committee for Draft DOJ Implementation Budget

(created by Markasa Tucker updated by Tammy L. Rivera 07/23/18)

<u>Budget Need</u>	<u>Cost</u>	<u>Break Down</u>	<u>Information</u>
Portal Cost (Fire and Police Commission pre CCC)	\$ 20,000.00		(Remaining balance of the budget)
Final report	\$ 20,000.00		Printing, graphics, design, etc
Indepentent Contractor	\$ 10,000.00		Review of data and portal
Coordinator Cost	\$ 10,000.00	Administration cost (10%)	information from 3rd party
			Markasa Tucker (AART)
			continued community engagement
12 Post Hubs	\$ 9,000.00	11 hubs each hub \$750.00	& education
Input Hubs	\$ 8,704.87	4 Hubs @ Tier 1	\$1,385.87 \$0.00-
		7 Hubs @ Tier 2	\$4,819.00 \$501.00-
		1 Hub @ Tier 3	\$2,500.00 \$1,000.00-\$2,500.00
Co-Coordinator Cost	\$ 5,000.00	Adminstration Cost	Fred Royal (NAACP)
			Pwr Fwd Media interviews,
			video/editing, and marketing needs
Marketing	\$ 5,000.00		for final report
			Sharing findings with community.
Sharing Ceremony	\$ 5,000.00		Special event.
Miscellaneous	\$ 3,795.13		unexpected cost
			Food & beverage, printing materials,
			etc.
Community Committee Meeting Costs	\$ 2,000.00		Interpert report
Interperation Assistance Cost	\$ 1,500.00		
<b><u>Grand Total</u></b>	<b>\$ 100,000.00</b>		
Total Allocated Budget	\$ 100,000.00		
Difference	\$ -		

MKE CCC BUDGET 2018



- Portal Cost (Fire and Police Commission pre CCC)
- Final report
- Indepentent Contractor
- Coordinator Cost
- 12 Post Hubs
- Input Hubs
- Co-Coordinator Cost
- Marketing
- Sharing Ceremony
- Miscellaneous
- Community Committee Meeting Costs
- Interperation Assistance Cost



Collaborative Community Committee (CCC) of the Milwaukee Collaborative Reform (CR)  
**TIMELINE OF REQUEST FOR PROPOSAL (RFP) FOR RESEARCH**

<b>TIMELINE OF RFP FOR RESEARCH</b>	
Please note there were several other communications regarding this process that occurred as this is not an exhaustive list of activity, but rather captures key activities.	
DATE	ACTIVITY
4/10/18	CCC discussed RFP during meeting including next steps to be taken. Some members provided leads to researchers prior to and during meeting. Tammy Rivera agreed to make virtual introductions between researchers and CCC Chair, Markasa Tucker.
04/16/18	Tammy Rivera (CCC member) accepted responsibility to lead the RFP effort during a series of communications with Markasa Tucker.
	RFP Task Team created at CCC meeting including Tammy L. Rivera (Task Team lead), Fred Royal (CCC Vice Chair), La Toya Sykes (CCC member), and Lanelle Ramey (CCC member)
4/17/18	Tammy Rivera completed a phone meeting with research subject matter experts she recruited from prior projects to advise on the development of the RFP including them providing sample RFPs - Staci Young, Primary Investigator for the Medical College of Wisconsin and Nicole Robinson, NNR Evaluation, Planning & Research
5/17/18	CCC Research Task Team met to review draft RFP version I created by Tammy Rivera
5/21/18	RFP edited draft version II submitted by Tammy Rivera to Markasa Tucker and Fred Royal.
5/31/18	RFP timeline edited via email by Tammy Rivera to Markasa Tucker and Fred Royal.
6/7/18	RFP Task Team report to CCC during meeting and approval of RFP.
6/8/18	RFP edited draft version III submitted by Tammy Rivera to Markasa Tucker and Fred Royal
6/8/18	RFP version III submitted to the Ptosha Davis, President Hamilton's Chief of Staff, and Clifton Crump, staff for Fire and Police Commission including any Legislative Review Board (LRB) review needed by Markasa Tucker.
6/14/18?	Ptosha informed Markasa Tucker that CCC would have to become an official committee of the Common Council in order to proceed with the RFP and that process would begin immediately.
6/20/18	Common Council approves CCC as a formal committee
6/25/18	CCC Executive Committee meets with President Hamilton, his staff, LaKeisha Butler of the Fire and Police Commission, and LRB representatives
by 6/28/18	Ptosha Davis sent Clifton Crump LRB RFP revision version IV noted in email from Ptosha Davis to Markasa Tucker
7/5/18	LRB revised RFP version IV returned to CCC Executive via Ptosha Davis
7/11/18	Tammy Rivera reviews LRB version IV edits and compares to originally submitted version, makes recommendations to LRB's edits, creates RFP timeline, and submits to Markasa Tucker and Fred Royal.
7/12/18	RFP version V presented to CCC at meeting by Tammy Rivera (or Fred Royal in Tammy's absence)
7/16/18	RFP version VI edits and submitted by Tammy Rivera to Markasa Tucker
7/17/18	Markasa Tucker submits RFP version VI to Ptosha Davis & Dana Zelazny, of President Hamilton's office
by 7/18/18	RFP new proposed posting date & press conference including announcing RFP
?!	RFP distribution by City and/or CCC directly
8/1/18	Research proposals are due and postmarked (via mail or email)
by 8/8/18	Researcher candidates' Interviews conducted
by 8/15/18	Researcher selection and contract completed
by 9/28/18	Research final products will be completed and submitted to FPC Policy Committee
Oct./Nov.	FPC reports out to Common Council for legislative, budget and policy development
Oct./Nov.	FPC Hearing/Votes/Policy Changes - September
end of fall	Completion of the CCC recommendations process



REQUEST FOR PROPOSAL FOR RESEARCH ON EXISTING DATA  
Collaborative Community Committee (CCC) of the Common Council of the City of Milwaukee

### About the CCC

In 2015, at the request of the Milwaukee Police Department (MPD), the U.S. Department of Justice (US DOJ) embarked on a collaborative review of MPD's operations and policies. In September 2017, the US DOJ halted Milwaukee's federal review without issuing a final report on its findings. A 273-page draft report was released, which included 55 findings and 110 recommendations, with a central focus on strategies to build trust between MPD and the community. While incomplete, City officials recognize the significance of the work performed during the original US DOJ process, including the public input gathered. The Fire and Police Commission (FPC) and MPD have committed to continuing the community conversation started during the US DOJ's review so that the collaborative reform process is not left unresolved. Given the size and complexity of the US DOJ report, and the fact that it will remain in draft format, the City of Milwaukee, with the support of the FPC and MPD, has developed a locally-led process to see to it that collaborative reform continues - the Milwaukee Collaborative Reform Initiative (MKECR).

MKECR has been a yearlong process that offered City of Milwaukee residents an opportunity to review, digest, and respond to the US DOJ draft report through an online MKECR portal (Online Portal) and through various community-led meetings (Community Hubs) held throughout the City in the spring of 2018.

Members of the Milwaukee Common Council also established the Collaborative Community Committee (CCC) and entrusted this body with the task of carrying forward the goals of the MKECR. The CCC will analyze the information from both the Community Hubs and the Online Portal, as well as submissions from the FPC and MPD, to develop a summary report for guiding reformative legislative, budget and policy actions by the FPC, MPD, Mayor's Office, and Common Council.

Individuals and groups selected to serve on the CCC were chosen on the basis of their demonstrated commitment to collaborate with: community residents and other stakeholders, the Mayor's Office, members of the Common Council, the Fire and Police Commission, and the Milwaukee Police Department.

The CCC's activities, in coordination with MKECR, are intended to:

- Ensure the implementation of and facilitate a series of broad-reaching Community Hubs that create opportunities for diverse representations of constituents to share their input to guide the implementation of recommendations and policies as described in the US DOJ report.
- Facilitate healthy and productive dialogues strategically held in spaces where individuals and communities that have been historically marginalized are invited to participate in asset-based and restorative conversations aimed at repairing breaches of trust and supporting the development of positive police-community relations.
- Discuss and recommend practices and policies that are durable and will withstand shifts in political climate and trends, to be adopted by the Fire and Police Commission and implemented by the Milwaukee Police Department.



- Develop a Final Report for submission to the Common Council and the Fire and Police Commission that summarizes findings, thematic concepts derived from Community Hubs and other sources, and recommendations for consideration.

### **About the Community Hubs and Online Portal**

The CCC facilitated a series of community-led discussions, known as Community Hubs, from January to June 2018. Community Hubs were held throughout Milwaukee and were moderated by trained facilitators and note-takers who assisted participants in understanding the US DOJ draft report's findings and recommendations and also provided a process for participants to discuss, identify, and prioritize action items for the MPD and FPC.

The Online Portal was created by the FPC to serve as a new web interface to offer the residents of the City of Milwaukee an opportunity to read, review, learn about, and comment on the findings and recommendations contained in the US DOJ's draft report. The web address of the Online Portal is: <http://city.milwaukee.gov/MKECR>

The MKECR Online Portal organizes the US DOJ draft report's findings and recommendations and provides informative responses and context for each one from both the FPC and MPD. Users may submit their own comments and suggestions for each recommendation via the Portal, creating an online community conversation working toward the development of actionable solutions to issues identified in the US DOJ draft report.

### **Evaluation**

The CCC is seeking a qualified researcher/research group/research institution (Researcher) who will work closely with the CCC as the Researcher compiles, interprets, and reports on data gathered from various sources relating to the Milwaukee Collaborative Reform Process. The CCC desires a Researcher with considerable experience in working with diverse populations, historically marginalized populations, community-based and -led efforts, asset-based work, and, preferably, with law enforcement reform processes.

### **Qualifications and Expectations**

- The Researcher will synthesize, analyze, and compare data from different sources (including Community Hubs, the Online Portal, FPC submissions, MPD submissions, data from other law enforcement bodies, etc.), and present the data, analysis and any implications or conclusions drawn from the data. The data includes the results of approximately 18 Community Hubs (an average of five pages of data each), and approximately 60 responses submitted through the Online Portal.
- Through analysis, the Researcher will identify those issues, recommendations, and solutions prioritized by the community for reforming law enforcement policies and practices in Milwaukee and building trust between residents and law enforcement. The analysis will include the a statistical compilation of the distinct data groups of input as a whole and to each other including the most frequently discussed perceived injustices and suggested reforms from the: Community Hubs, the Community Hub subgroups of community residents/stakeholders and law enforcement, and the online portal comments. The analysis will include a comparison of community input to the responses to the US DOJ Report from the FPC and MPD. The Researcher will align analysis with the structure of the US DOJ draft report.

- The Researcher will provide at least two types of presentations, including a written narrative Final Report, with executive summary, and a digital report in the form of a Power Point or similar output to be negotiated between CCC and Researcher. The presentations will be targeted at a community audience, will explain methodology, and will have user-ready supporting documentation accessible to the community.
- The Researcher will have a demonstrated ability to work and be flexible with diverse communities, urban areas, and different perspectives.
- The Researcher will have a demonstrated commitment to equity and social justice in research practices.
- The Researcher will have a high level of communication skills, including quick response rates and accessibility.
- Only those individuals, groups, or institutions who have a formal business or status as a 501(c)(3) non-profit may apply.
- The Researcher must primarily analyze data at least 50% of the time as part of their ongoing work.
- The Researcher must have experience with qualitative data and explicit and extensive work with similar-type projects.
- The Researcher must be available within the contract timeline to attend a two-day retreat and up to three additional meetings in-person with the CCC to work through the research. Schedule to be negotiated between CCC and Researcher.
- The Researcher must be available to attend public FPC and Common Council meetings in-person throughout the term of the contract (approximately August 2018 through fall 2018) to report on research status and answer questions.

### **Budget and Timeline**

The project budget is not to exceed \$8,500 over a three-month period from the signing of the contract on or before August 15, 2018 to October 31, 2018. Partial payments will be made upon completion of each of the following phases: contract execution deposit, compilation of raw data, draft report, and final report. Payments are contingent on satisfactory completion, determined by CCC, of each project phase and corresponding products negotiated during the contract. Please include any in-kind contribution being considered for donation by the Researcher to the City to enhance the project.

RFP posted by July 18, 2018

Proposals are due via email and dated no later than August 1st, 2018.

Interviews with applicants will be conducted by August 8th, 2018.

Selection and contract execution will be completed by August 15th, 2018.

The Final Report will be completed by September 28th,, 2018.

The completion of the CCC recommendations process is projected for the end of fall 2018.

### **Application Process**

- In no more than five pages, submit a letter of interest including:
  - A description of yourself and team, including the name of each team member and the role they will have on the project. Identify the lead researcher who will be primarily responsible for interactions with the CCC.

- Proposed methodology and theories that will guide your analysis, including, for example, those relating to critical race, power, law enforcement, community, people/communities of color, etc.
- Response to the Qualifications and Expectations listed above, demonstrating that the Researcher qualifies for and is able to complete the project.
- Any other information you would like the selection committee to consider.
- The application should also include:
  - CV/Resume for the lead researcher.
  - Not more than one page biography for each team member including their personal experience with overall law enforcement and MPD, as well as disclosure of any potential conflicts of interest with the CCC, FPC, Milwaukee Common Council, Mayor's Office, law enforcement, or any other entity deemed to potentially impact the project.
  - Two samples of work completed within the last seven years from the lead researcher.
  - Three references from contracted research work completed within the last seven years.

Please email proposal to the email below dated no later than Wednesday, August 1st, 2018:

Collaborative Community Committee  
 Attn.: Markasa Tucker, CCC Chairperson  
[MKECCC@milwaukee.gov](mailto:MKECCC@milwaukee.gov)

If you have questions, please contact the CCC at the email and you will receive a follow up contact/call.

Proposals will be evaluated based on:

- Compliance with application process
- The Researcher's ability to meet the Qualifications and Expectations
- The Researcher's ability to collaborate with stakeholders
- Samples of work submitted
- Cost

## **Contract**

A contract will be negotiated with the Researcher upon selection.

### **Ownership of Work Products and Materials Provided**

The Collaborative Community Committee of the City of Milwaukee is the sole and exclusive owner of source documents and any financial, statistical, organizational, membership, and personnel information provided to the Researcher under this agreement. Likewise, the Collaborative Community Committee, Milwaukee Common Council, the Milwaukee Fire and Police Commission, or any other entity is the sole and exclusive owner of their name, logo, and other proprietary materials. All files, reports, papers, records and other proprietary materials provided or made available by any corresponding entity to the Researcher under this agreement shall at all times remain the sole and exclusive property of that entity and may only be used by the consultant as authorized by that entity. Any work produced by the Researcher under this agreement, including the Final Report, will be the sole property of the Collaborative Community Committee.

### **Confidentiality and Non-disclosure**

You, the Researcher, agree that all confidential information communicated or provided by Collaborative Community Committee or any other entity pursuant to the work performed under this agreement, and including any confidential information gained by the Researcher or its employees or agents through sources other than Collaborative Community Committee, shall be and remain confidential except as specifically authorized by the corresponding entity in writing. When in doubt, the Researcher shall not disclose any work or document thought or perceived by the Researcher to be confidential without the written consent of the corresponding entity.