

SLD PROCUREMENT INTELLIGENCE

Police Department Staffing and Operational Study

ISSUING AGENCY	SOLICITATION TYPE
Village of Croton-on-Hudson, New York	RFP — Request for Proposal (Formal)
SOLICITATION NUMBER	SUBMISSION DEADLINE
Solicitation No. 06-2026	June 25, 2026 at 4:00 PM EDT
ESTIMATED CONTRACT VALUE	LOCATION
\$58,000 — Confirmed Budget (Addendum No. 06-2026-01)	Croton-on-Hudson, NY (Westchester County)

Police Department Staffing and Operational Study

Village of Croton-on-Hudson, New York · Croton-on-Hudson, NY (Westchester County)

EXECUTIVE SUMMARY

The Village of Croton-on-Hudson, a municipal corporation in Westchester County, New York (pop. 8,327; ~\$24.2M operating budget), is soliciting proposals from qualified consulting firms to conduct a comprehensive Staffing and Operational Study for the Croton-on-Hudson Police Department (CPD). The CPD has 22 sworn officers, 2 non-sworn support staff, and processed 4,410 calls for service in 2025. The study will produce data-driven analysis and recommendations to equip the Village Board with an objective basis for future resource allocation decisions and community dialogue. The established budget is \$58,000 (confirmed via Addendum No. 1). The Village is NOT seeking to change the delivery model (no county contracting); the facility is considered adequate. Contract start is anticipated September 2026.

SOLICITATION OVERVIEW

ISSUING ORGANIZATION	Village of Croton-on-Hudson, New York
SOLICITATION NUMBER	06-2026
SOLICITATION TYPE	RFP — Request for Proposal (Formal)
PUBLISHED	May 28, 2026
QUESTIONS DEADLINE	June 11, 2026 at 4:00 PM EDT (written to Bryan Healy by email)
Q&A; RESPONSES ISSUED	June 18, 2026 (Addendum No. 1 — 7 RFI responses published)
PROPOSAL DUE	June 25, 2026 at 4:00 PM EDT
FINALIST INTERVIEWS	Early July 2026
VILLAGE BOARD SELECTION	End of July 2026
CONTRACT START	Anticipated September 2026
PROPOSAL VALIDITY	90 days from June 25, 2026 (through September 23, 2026)
ESTABLISHED BUDGET	\$58,000 — Capital Budget 2026-2027 (confirmed Addendum No. 1)
CONTRACT TYPE	Lump Sum (Fixed Price) — subject to negotiation
SUBMISSION METHOD	Electronic only — PDF via email to bhealy@crotononhudson-ny.gov
NAICS CODE	541611 — Administrative Management & General Management Consulting
NIGP CODES	91875 (Management Consulting); 91893 (Security/Safety Consulting); 91883 (Org Development)

SCOPE OF WORK

- Analyze the CPD's current organizational structure, chain of command, policies, and procedures against modern policing best practices, including community-oriented policing principles.

- Conduct a detailed workload and deployment analysis using calls-for-service data (4,410 CFS in 2025), crime statistics, traffic metrics, and officer deployment patterns to evaluate patrol beats and shift schedules.
- Determine appropriate sworn and non-sworn staffing levels for all department functions, benchmarked against peer municipalities of comparable size and service profile.
- Develop a community and stakeholder engagement plan — meetings with the Village's Police Advisory Committee, key stakeholder groups, and regular users of police services.
- Incorporate projected population growth: 67 residential units already built, 134 approved, with additional units anticipated within 12 months.
- Produce prioritized, phased recommendations covering short-, mid-, and long-term actions, each accompanied by a detailed fiscal impact analysis.
- Deliver a comprehensive final report and formal presentation to the Village Board.
- Note: CPD is in process of DCJS accreditation — policies/training governed by accreditation standards are NOT in scope.
- Note: Physical facility is NOT in scope (considered adequate for the foreseeable future).
- Note: Village is NOT seeking structural changes to service delivery model (no county contracting consideration).

KEY TECHNICAL REQUIREMENTS

- Principal investigator must have direct law enforcement organizational consulting experience with municipal departments of comparable scale.
- Firm must demonstrate prior police staffing study deliverables — provide 3+ recent examples of similar engagements.
- Community engagement capability required — consultant expected to meet with Police Advisory Committee, stakeholder groups, and community users of police services.
- Conflict of interest disclosure required — signed statement in the submitted proposal.
- Proposal must include: firm qualifications, team resumes, relevant references, proposed methodology, sample deliverable, detailed work plan, and fee proposal.
- Fee proposal must fit within the \$58,000 established budget (confirmed per Addendum No. 1).
- Proposals submitted after 4:00 PM EDT June 25, 2026 will not be accepted — no grace period.
- Electronic submission only — PDF attached to email to bhealy@crotononhudson-ny.gov; no physical copies requested.
- All questions required in writing to Bryan Healy by June 11 deadline — no informal verbal clarifications.

EVALUATION CRITERIA

CRITERIA	WEIGHT / SCORE	POINTS
Qualifications & Experience of Firm and Assigned Team	35/100	35
Approach in Delivering Scope of Services	35/100	35
Proposal Quality and Completeness	15/100	15
Fees (within established \$58,000 budget)	15/100	15

SUBMISSION SCHEDULE & METHOD

RFP RELEASED	May 28, 2026
QUESTIONS DEADLINE	June 11, 2026 at 4:00 PM EDT (written, email to Bryan Healy)
ADDENDUM NO. 1 ISSUED	June 18, 2026 — 7 RFI responses published, distributed to all interested parties
PROPOSAL DUE	June 25, 2026 at 4:00 PM EDT — EMAIL PDF ONLY (no physical copies)
FINALIST INTERVIEWS	Early July 2026
VILLAGE BOARD SELECTION	End of July 2026
CONTRACT EXECUTION	Anticipated September 2026 (negotiation required post-selection)
STUDY DURATION	Not stated; scope implies 3–6 months from contract start
SUBMISSION EMAIL	bhealy@crotononhudson-ny.gov (Bryan Healy, Village Manager)

RISK REGISTER

#	Risk	Mitigation
1	Budget ceiling \$58,000 is firm and confirmed — proposals over budget will be non-competitive on fee scoring	Price at or below \$58,000; build contingency through scope efficiency rather than budget padding
2	Finalist interviews in early July — unprepared primes risk losing on presentation quality even with strong proposals	Prepare a structured interview deck in advance; anticipate questions on methodology and team structure
3	DCJS accreditation scope restriction — scope creep into policy/training territory may alarm the Village	Explicitly acknowledge the DCJS accreditation boundary in your methodology section; confirm out-of-scope items
4	Population growth analysis requires knowledge of specific development projects (67 built + 134 approved)	Reference the specific unit counts from Addendum No. 1 in your proposal to demonstrate document-level reading
5	Village Manager as sole point of contact — no purchasing department buffer	All communication through bhealy@crotononhudson-ny.gov only; do not contact other Village staff

NEXSTAIR WIN STRATEGY (RSP FRAMEWORK)

- This is a 100-point evaluation dominated by qualifications (35) + methodology (35) = 70 points. Price is only 15 points. Win on expertise, not price.
- Use the 7 published RFI responses (Addendum No. 1) as a competitive intelligence advantage — reference the community survey/Police Advisory Committee context, the 67+134 unit growth numbers, and the non-service-delivery-change scope boundary directly in your proposal.
- Demonstrate direct municipal police consulting experience — abstract consulting credentials will score poorly against firms with specific CPD-comparable case histories.
- Community engagement plan specificity wins the methodology criterion — describe exactly how you will interface with the Police Advisory Committee, not just that you will.

- Nexstair RSP Value: Provide full technical proposal structure — executive summary, methodology narrative, work plan with milestones, sample deliverable framework, and a fee proposal template that fits within \$58,000. Identify primes from the bidder database with law enforcement consulting backgrounds (Federal Engineering, Inc. is identified as a top prime candidate).
- Conflict of interest disclosure is required — draft a clean, compliant statement for the prime to sign.
- Finalist interview preparation: prepare a 20-minute deck addressing CPD's specific call-volume, staffing ratios, and the population growth projection.

CONTACT DIRECTORY

POINT OF CONTACT	Bryan Healy, Village Manager
EMAIL	bhealy@crotononhudson-ny.gov
SUBMISSION METHOD	Email PDF to Bryan Healy — electronic only
VILLAGE ADDRESS	Village of Croton-on-Hudson, New York
NOTES	ALL questions and communications must go through Bryan Healy only; do not contact other Village staff

COMPETITIVE LANDSCAPE & MARKET INTELLIGENCE

- Law enforcement consulting is a specialized niche dominated by former police executives and academic criminology institutions — generic management consulting firms face significant credential barriers.
- Federal Engineering, Inc. (Reston, VA) is identified as the top prime candidate — large firm with demonstrated consulting + law enforcement alignment.
- Village budget of \$58,000 is relatively tight for a comprehensive police operational study — mid-sized specialized consulting firms are better positioned than large national firms whose overhead pricing will compress the scope.
- Village has a Police Advisory Committee that conducts annual surveys — the consultant is expected to build on this existing community engagement infrastructure, not replace it.
- Population growth pressure (67 + 134 units + potential additions) makes this a forward-looking study — the recommendation report will likely influence the next 3–5 years of CPD resource allocation decisions.
- No incumbent identified — Village is not looking for an incumbent renewal, it is seeking a genuinely independent assessment.
- Westchester County context: Croton-on-Hudson is a small municipality (~40 miles north of NYC) — Hudson Valley regional consulting firms with New York municipal government experience have implicit advantages.
- Revenue opportunity: \$700–\$5,000 per prime; scope implies full proposal writing support is appropriate given the complexity.

NAICS / NIGP CLASSIFICATION

NAICS CODE	541611 — Administrative Management and General Management Consulting Services
NIGP CODE(S)	91875 (Management Consulting); 91893 (Security/Safety Consulting); 91883 (Org Development Consulting); 91806 (Administrative Consulting); 91846 (Feasibility Studies)

SET-ASIDE	Full and Open — No Set-Aside
AWARD METHOD	Best Value — Scored Evaluation (35+35+15+15 = 100 points) + Finalist Interview + Village Board Selection

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