

Request for Proposal (RFP)

Qualified Forensic Officer Services – Two Year Term

Issue Date: January 19, 2024

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1. Introduction

The Mohawk Council of Akwesasne's Department of Public Safety invites proposals from qualified and experienced Forensic Officers to submit proposals for forensic services to the Akwesasne Mohawk Police (AMPS). The Akwesasne Mohawk Police Service is committed to maintaining the highest standards of criminal investigation and seeks to engage a skilled forensic officer to enhance its capabilities.

2. Background Information

The Akwesasne Mohawk Police Service is a First Nation law enforcement agency serving the northern portions of the Akwesasne Mohawk territory, which spans parts of Ontario, Quebec and New York State. The AMPS is responsible for maintaining public safety, enforcing laws, and providing community policing services to the Akwesasne Mohawk community on the Canadian portion (northern). The service contains a Joint Investigation Unit that handles Major Crimes within the community, which is also in need of its own Forensic Officer to provide their skills and insight to assist in investigations, as well as train AMPS investigative personnel.

3. Purpose

Forensic services play a pivotal role in enhancing the effectiveness of criminal investigations. As the intricate web of criminal activities continues to evolve, the need for qualified forensic professionals becomes paramount. These professionals bring specialized skills to analyze physical and digital evidence, providing critical insights that can unravel complex cases. The ability to deploy advanced forensic techniques not only strengthens the pursuit of justice but also contributes to building trust within the community. The Akwesasne Mohawk Police Service recognizes the significance of investing in qualified forensic professionals to uphold the highest standards of investigative excellence and to address the specific challenges faced by the community.

4. Scope of Work

The selected Forensic Officer will be expected to perform the following tasks:

- Conduct forensic analysis of physical evidence, including but not limited to fingerprints, DNA, trace evidence, and digital evidence.
- Provide expert testimony in court proceedings, if required.
- Collaborate with investigators and other relevant personnel to gather and analyze information crucial to criminal investigations.
- Stay current with advancements in forensic science and technology to enhance investigative techniques.

5. Deliverables

The selected Forensic Officer will be required to deliver the following:

- Summary of approach and methodology in forensic investigations.
- Comprehensive forensic reports detailing findings and conclusions.
- Expert testimony when required in legal proceedings.
- Training sessions for investigative personnel on forensic best practices, as needed

6. Timeline

The proposed timeline for the project is as follows:

Proposal submission deadline:	February 16, 2024
Forensic Officer selection:	March 4, 2024
Term Start Date:	March 18, 2024
Term End Date:	March 31, 2026

Please note that the timeline is subject to negotiation and adjustment based on mutual agreement between the Forensic Officer and AMPS.

7. Budget

The anticipated budget for the consultant's scope of work for this project should include the expected remuneration to the provider, not including any required equipment or related tools and/or supplies.

8. Proposal Submission Guidelines

Interested consultants are requested to submit the following information as part of their proposal:

- Brief cover letter.
- Overview of the Forensic Officer including full legal name, address, telephone and email contact information, and relevant experience and qualifications.
- A budget estimate, including a breakdown of costs, including any travel costs/per diem.

9. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the Forensic Officer
- Demonstrated expertise in relevant forensic disciplines
- Proposed approach and methodology
- Cost effectiveness and budget considerations
- Bilingualism which will be an asset as dealing with SQ and OPP will be necessary

10. Submission Instructions

Proposals must be received in person at the Akwesasne Mohawk Police Station OR by email as follows:

Hand-deliver proposals to:
Akwesasne Mohawk Police Station
73 Sweetgrass Lane
Akwesasne, QC
HOM 1A0

Email proposals to:
leeann.obrien@akwesasne.ca

All proposals MUST be received PRIOR to:
February 16, 2024 at 4 p.m. (noon) EST

11. Inquiries

Inquiries should be directed to Deputy Chief, Lee-Ann O'Brien by:

Email: leeann.obrien@akwesasne.ca

Phone: 613-575-2340 ext. 3504

OR

Directed to the A/Office Manager, Kristian Terrance by:

Email: kristian.terrance@akwesasne.ca

Phone: 613-575-2340 ext. 3539