

July 22, 2026

Ms. Kira Tchang
Assistant Village Manager/Human Resources Director
Village of Oak Park
123 Madison Street
Oak Park, IL 60302

SENT VIA EMAIL TO KTCHANG@OAK-PARK.US

Dear Ms. Tchang,

Thank you for the opportunity to submit this revised proposal to provide technical assistance to the Community Police Oversight Committee (CPOC) in connection with the Village's policy development process regarding vehicle stops for equipment violations and other non-safety-related offenses.

Pivot appreciates the opportunity to continue supporting the Village and the CPOC. Through our previous work with the Village, including the CPOC assessment and development of the Community Impact Review framework, we are familiar with the Village's governance structure, the CPOC's advisory role, and the Village Board's policy development process. This familiarity will allow Pivot to provide focused research and technical assistance within the Village's sixty-day review period.

Pivot will serve as an independent technical advisor to the CPOC, providing comparative policy research, implementation guidance, and subject matter expertise throughout the Committee's participation in the Village's policy development process. Pivot will support the Committee's deliberations by providing objective analysis, answering technical questions, and assisting the Committee in developing informed feedback and recommendations that contribute to a collaborative policy recommendation for Village Board consideration.

The enclosed proposal outlines the revised scope of services, project schedule, estimated level of effort, and professional fees for the engagement.

We appreciate the opportunity to continue working with the Village of Oak Park and look forward to supporting the CPOC throughout this process. If you have any questions regarding this proposal, please do not hesitate to contact me.

Sincerely,

Luvimae Omana
Chief Operating Officer
Pivot Consulting Group

Proposal for Professional Consulting Services: Technical Assistance to the CPOC Regarding Vehicle Stops for Equipment and Other Non-Safety-Related Violations

1. Introduction

Pivot Consulting Group (Pivot) is pleased to submit this revised proposal to provide technical assistance to the Community Police Oversight Committee (CPOC) throughout its participation in the Village's policy development process regarding vehicle stops for equipment violations and other non-safety-related offenses, including concerns related to pretextual stops.

Consistent with the Village Board's direction, Pivot will work collaboratively with the CPOC during the sixty-day review period. Pivot will review relevant draft policy materials provided by the Village, conduct targeted regional and national policy research, facilitate informed Committee discussion, and assist the CPOC in communicating its feedback and recommendations.

Through its previous work with the Village and the CPOC, Pivot is familiar with the Village's governance structure, the CPOC's advisory role, and the Village Board's policy development process. The project team can therefore begin immediately and focus its efforts on the substantive policy questions presented during the Village's policy development process.

Pivot will serve in an advisory capacity and will not prepare a separate policy for Village Board consideration. The engagement is intended to support the CPOC's participation in a collaborative process leading to a single policy recommendation informed by relevant draft materials, CPOC feedback, Village staff input, and Pivot's technical assistance.

2. Scope of Services

Pivot will provide research and technical assistance to support the CPOC's participation in the Village's policy development process. The engagement will begin with a review of relevant draft policy and background materials provided by the Village, including policy examples, research, or implementation information considered during the process.

Pivot will conduct targeted research regarding regional and national approaches to vehicle stops for equipment violations and other non-safety-related offenses. The research may include policies adopted by comparable jurisdictions, guidance issued by professional organizations, available research regarding implementation and reported outcomes, and relevant statutory or case law considerations that help define the policy framework. The work will remain primarily policy focused and will be summarized in a concise research memorandum for CPOC discussion.

The comparative review will identify common policy approaches and implementation considerations, such as policy scope, public safety exceptions, officer discretion, documentation requirements, supervisory review, data collection, training, and oversight. Pivot will use this analysis to help the CPOC's evaluation of policy approaches, explain implementation considerations and policy tradeoffs, and assist the Committee in developing informed recommendations for the Village Board.

Committee Participation and Technical Assistance

Throughout the engagement, Pivot will provide technical assistance to support the Committee's participation in the Village's policy development process, including:

- Participation in CPOC meetings, virtually or in person;
- Presentation and explanation of comparative research and policy considerations;
- Assistance evaluating proposed policy approaches, implementation considerations, and potential policy guardrails;
- Responses to Committee questions and targeted follow up research; and
- Assistance organizing and clearly communicating CPOC feedback and recommendations as part of the Village's policy development process.

Following the CPOC's initial discussion, Pivot may review revised policy materials and participate in a follow up discussion to help the Committee assess how its feedback has been addressed. Pivot's role will remain advisory, with all participants working toward a single collaborative policy recommendation for Village Board consideration.

Project Deliverables

1. Research Memorandum summarizing targeted regional and national policy research, comparative approaches, implementation considerations, and key issues for CPOC discussion.
2. Technical assistance and presentations during up to two CPOC meetings.
3. Written summary or organization of CPOC feedback and recommendations for use in the Village's policy development process, as requested.

3. Project Schedule

Timeline	Activity
Weeks 1-2	Project initiation, review of relevant draft and background materials, and targeted comparative research
Weeks 2-3	Research memorandum and preparation for initial CPOC review
Weeks 3-6	CPOC meetings, technical assistance, and development of Committee feedback
Weeks 6-8	Review of revised policy materials and follow up technical assistance, as requested

The schedule may be adjusted based upon the timing of CPOC meetings, availability of policy materials, and Village Board direction.

4. Estimated Hours

Task	Estimated Hours
Project initiation, coordination, and review of Village background materials	4
Review of relevant draft policy materials and identification of key policy questions	6
Targeted regional and national policy research and preparation of the research memorandum	20
CPOC meeting preparation and participation	10
Technical assistance, targeted follow up research, and support organizing CPOC feedback	15
Review of revised policy materials and final project coordination	5
Total	60

5. Professional Fees

Professional services will be billed in quarter hour increments at a rate of \$250 per hour. Based on the estimated sixty (60) hours identified above, the anticipated consulting fee is \$15,000.

Should the Village request in person participation, Pivot will assess a flat travel fee of \$3,500 per trip, which covers travel time, airfare, lodging, ground transportation, and related travel expenses associated with the engagement. Travel expenses will only be incurred upon authorization by the Village.