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POWAY UNIFIED SCHOOL DISTRICT

PURCHASING, PUBLICATIONS, WAREHOUSE
13626 Twin Peaks Road
Poway, CA 92064-3034

Janay Greenlee, Director of Purchasing
jgreenlee@powayusd.com

(858) 679-2544
FAX (858) 679-8561

April 18, 2018

Re: Request for Proposal (RFP) No. 2018-14P – Security Assessment Services

The Poway Unified School District cordially invites you or your company to submit a proposal to provide Security Assessment Services for the District. Attached for your company's review and compliance are the general terms and conditions and specifications.

Please review the attachments and provide your response in writing no later than 4:00 p.m. on April 30, 2018. Proposals are to be delivered to PUSD Purchasing Department, Attn: Janay Greenlee, Director of Purchasing, 13626 Twin Peaks Road, Building 700, Poway, CA 92064.

Interviews for finalists will be scheduled to take place on May 3, 2018. Please plan to be available on that day for interview, which may be either in person at the School District Office or, if respondent is unable to travel to our location, may be by Skype or other similar service (consultant must be able to accommodate the connection).

If you have any questions, please contact me by e-mail at jgreenlee@powayusd.com.

Respectfully,

Janay Greenlee

Janay Greenlee
Director of Purchasing

Attachments

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A. TIMELINE

Deadline to submit questions related to RFP: 4:00 p.m., April 24, 2018

Response to RFP due: 4:00 p.m., April 30, 2018

Date(s) for Interviews, if scheduled: May 3, 2018
Selected finalists will be expected to be available for an interview, either in-person or via Skype, or similar service

Contract Award: May 10, 2018
It is anticipated that the recommendation to award this contract will be presented to the District's Board of Education at their meeting scheduled to take place on May 10, 2018.

B. PROPOSAL GUIDELINES

1. Request For Proposal

The Poway Unified School District ("District"), Poway, California is issuing a Request for Proposal (RFP) for Security Assessment Services.

2. Scope

The District is seeking a Contractor to provide Security Assessment Services for school and administrative sites throughout the Poway Unified School District. These services are described in the Specification Section of this Request for Proposals.

Firms or individuals submitting a response to this RFP shall provide the District with a detailed description of the work that will be completed and other information as requested in this RFP.

3. District Information

The Poway Unified School District is located in northern San Diego County, California. PUSD operates 25 elementary schools (K-5), one elementary & middle school combination (TK-8th), six middle schools (6-8), one continuation high school, five comprehensive high schools (9-12), and one adult school. Twenty-six schools are located in the city of San Diego; twelve schools in the city of Poway. The District serves approximately 35,500 students and is the third largest school district in the county.

4. Proposal Due Date

Proposals shall be submitted to Janay Greenlee, Director of Purchasing, 13626 Twin Peaks Road, Poway, CA 92064 on or before **4:00 p.m. on April 30, 2018.** The Proposer shall submit their Proposal in a sealed envelope prior to the deadline and to the address noted on the cover of this RFP

Questions related to this RFP shall be submitted to the Director of Purchasing via email (jgreenlee@powayusd.com) no later than **4:00 p.m. on April 24, 2018.**

5. Term of Contract

The term of the contract will begin upon award of contract. On-site evaluations must be completed prior to June 14, 2018.

6. Rejection of Proposals

The Board of Trustees reserves the right to reject any and all proposals.

7. Mandatory Documents

This RFP requires the mandatory completion and submission of the following documents. Please provide one (1) original copy on paper.

- Cover letter
- Proposal Form (Page 10 – Section D)
- Statement of Qualifications and attachments in response to listed required information (Page 11 and 12 – Section E.)
- IRS W-9 Form (Taxpayer Identification Number)
- Entire Proposal Submittals: one (1) original, three (3) copies and an electronic/digital copy recorded on a CD or thumb drive of the firm's proposal in response to this request must be submitted prior to the deadline to submit proposals for evaluation.
- Contractor's proposed agreement document

8. Statement of Qualifications

In addition to the required "Statement of Qualifications" form (page 11 and 12 of this document), firms or individuals may submit additional information related to their qualifications. The Board of Trustees is interested in securing the services of an organization which has demonstrated high-level experience for California school districts.

9. Independent Contractor

While performing services hereunder, the Contractor is an independent contractor and not an officer, agent, or employee of the District.

C. OTHER GENERAL REQUIREMENTS

1. Equal Opportunity

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, ethnic group identification, ancestry, religion, gender, gender identification, mental or physical disability. For more information, please contact the Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.

2. Error and Omissions

If a Contractor discovers any ambiguity, conflict, discrepancy, omissions, or other error in the RFP, the Contractor shall immediately notify the District of such error in writing and request clarification or modification of the document. Modifications will be made by addenda. Such clarification shall be given by written notice to all parties who have been furnished an RFP for quoting purposes, without divulging the source of the request for same. Insofar as practicable, the District will give such notices to other interested parties, but the District shall not be responsible therefore.

If a Contractor fails to notify the District, prior to the date fixed for submission of proposals, of an known error in the RFP, or an error that reasonably should have been known, the Contractor shall quote at his own risk; and if awarded the contract, the Contractor shall not be entitled to additional compensation or time by reason of the error or its later correction.

The Contractor should carefully examine the entire RFP and any addenda thereto and all related materials and data referenced in the RFP or otherwise available and should become fully aware of the nature and location of the work, the quantities of the work, and the conditions to be encountered in performing the work.

3. Contact for Information

Contractor may contact the PUSD Director of Purchasing, Janay Greenlee, at jgreenlee@powayusd.com to obtain any additional information needed.

4. Contractor Agreement/Form of Agreement

In compliance with this request for proposal, the Contractor will propose and agree to furnish all labor, materials, transportation, and services for the work described and specifications and for the items listed herein.

Proposing firm must submit the agreement document that they propose that the District execute should their firm be selected to provide services.

5. Contractor Signee

If the Contractor is an individual or an individual doing business under a firm name, the quote must, in addition to the firm name, be signed by the individual; if the Contractor is a partnership, the quote should be signed with the partnership name by one of the partners; if a corporation, it should be signed with the name of the corporation by an officer authorized to execute a quote on behalf of the corporation.

6. Contractor's Understanding

It is understood and agreed that the Contractor has, by careful examination, satisfied her/himself as to the nature and location of the work, the character, quality and quantity of the materials to be encountered, the character of equipment and facilities needed preliminary to and during the prosecution of the work, and general and local conditions, and all other matters which can in any way affect the work under this contract. No verbal agreement or conversation with any officer, agent or employee of the District, either before or after the execution of this contract, shall affect or modify any of the terms or obligations herein contained.

7. Assignment and Subcontracting

The Contractor shall not assign or subcontract the work, or any part thereof, without the previous written consent of the District, nor shall the Contractor assign, by power of attorney or otherwise, any of the money payable under this contract unless written consent of the District has been obtained. No right under this contract, nor claim for any money due or to become due hereunder, shall be asserted against the District, or persons acting for the District, by reason of any so-called assignment of this contract or any part thereof, unless such assignment has been authorized by the written consent of the District. Nothing contained in this contract shall create any contractual relation between any Contractor and the District.

8. Indemnity and Insurance

The Contractor shall indemnify and hold harmless the District from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against it by reason of any act or omission of the said Contractor, Contractor's agents, or employees of the contracting firm in the execution of the work or in consequences of any negligence or carelessness in guarding the same.

The Contractor shall carry errors and omissions insurance in an amount not less than one million dollars ($1,000,000.00) and shall furnish the District with a certificate evidencing such coverage.

9. Disposition of Proposals

All materials submitted in response to this RFP will become the property of the District and will be returned only at the District's option and at the Contractor's expense. The original copy shall be retained for official files and will become a public record after the date and time for final quote submission as specified. Confidential financial information submitted in support of the requirement will be returned upon request.

10. Fingerprinting

The Contractor acknowledges that Education Code Section 45125.1 applies to contracts for the provision of janitorial, administrative, landscaping, transportation, food-related, and any similar services. Section 45125.1 requires that employees of entities providing such services to school districts must be fingerprinted, and their fingerprint cards must be submitted to the California Department of Justice for a criminal records check. The Contractor is required to fulfill this requirement at its expense. No such employee may be permitted to come in contact with pupils until the records check is completed.

11. Award Evaluation Criteria

Evaluation Criteria that will be used to evaluate all proposals that are received are listed below:

a. Qualifications and availability of key persons to be assigned to the contract resulting from this solicitation.
b. Number of years of experience your firm has in this type of business and with accounts of this size, especially other school districts.
c. Demonstrated competence in relative experience.
d. Experience in performance of comparable work.

e. Conformance with the specifications of this RFP
f. Costs/fees
g. References
h. Appropriateness of the Terms and Conditions contained in the contractor's proposed agreement document.

		Score	Max Score
1	Assessment Approach		30
2	Qualification of Team		10
3	School Security Experience		10
4	Budget Conscious Recommendations		10
5	Example of a Final Report		5
6	Reference Review		5
7	Form of Agreement		5
8	Cost to District for Services		25
		Total	**100**

The Evaluation Committee may also contact and evaluate the firm's references; contact any vendor representative to clarify any response; contact any current users of the firm's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The Evaluation Committee and Board of Education shall not be obligated to accept or recommend the lowest priced proposal, but may make an award in the best interest of the District.

Discussions may, at the District's sole option, be conducted with responsible representatives who submit proposals determined to be reasonably susceptible of being selected for an award. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Firms shall be given fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. Revisions may be permitted after submissions and before award for obtaining best and final proposals. In conducting discussions, the District will not disclose information derived from proposals submitted by competing firms.

15. Award Selection Process - Selection of qualified firm(s) will be based on the criteria stated above and following: quality and completeness of submitted

proposal; understanding of objectives; project approach. Additional questions may be asked of firms and interviews may be conducted.

D. PROPOSAL FORM

PROPOSAL FORM
SECURITY ASSESSMENT SERVICES, RFP NO. 2018-14P

I hereby certify that I have read the attached **Request for Proposal and Qualifications – (RFP) NO. 2018-14P for Security Assessment Services,** and the instructions for submitting a proposal. I further understand that I must submit one (1) original, three (3) copies **and an electronic/digital copy recorded on a CD or thumb drive of the firm's proposal** in response to this request, and that I am authorized to commit the firm to the proposal submitted.

Submitted herewith is our proposal to perform the Security Assessment Services for the Poway Unified School District. The undersigned agrees to perform services specified at a total cost not to exceed the price quotation indicated below. Include a cost for initial assessment of all sites, report and all services described in the Scope of Work and in the Deliverables section of the specifications, including availability for a one-year period following the District's acceptance of the final security assessment report to provide information and answers to questions that may arise during implementation of recommendations contained in the final written report:

The services listed in the Scope of Services and Deliverables will be provided for a sum of:	
dollars	$

Provide hourly rates or other payment structure for which services outside the scope of services described herein will be provided.

Description of Additional Work	Sum	Unit (Hour, Lot, Monthly)

_____
Signature of Proposer

_____
Name (printed)

_____ _____
COMPANY NAME Date

E. STATEMENT OF QUALIFICATONS (additional information may be attached)

1. FIRM INFORMATION

Name of Firm: _____

Address: _____

_____

Telephone: _____

FAX: _____

Name and Title of Primary Contact: _____

Email for primary contact: _____

2. PRIMARY CONTACT

Name of individual who will have primary responsibility for the Contract. Attach their biography.

_____

3. PERSONNEL BIOS

Names of Personnel, with their classifications and biographies, who will be assigned to the Contract.

Name	**Classification**
_____	_____
_____	_____
_____	_____
_____	_____

4. ORGANIZATION HISTORY / RELEVANT EXPERIENCE

Attach a brief history and description of the organization and a summary of your experience in providing Security Assessment Service for school districts in California and other entities. Include specific experience working with school districts comparable in size, demographics, and student achievement.

5. SERVICES OFFERED AND PROCESS USED

Please provide the description of the scope of services you provide and the process and procedures your company provides. Include the expected interaction with District personnel.

6. METHOD OF PAYMENT FOR CONTRACTOR'S SERVICES

A fixed price should be provided for Services outlined in Scope of Services with designated progress payments.

A break-down of fees for other services outside specified Scope of Services and Deliverables should also be provided.

7. REFERENCES

Attach a list of references. At least two of these should be from school districts in California.

School Facilities Security Assessment Specifications

Poway Unified School District (PUSD) is seeking proposals from firms with a strong background and experience in school security and safety assessments. The successful firm will be selected based on its overall qualifications, quality and alignment of their proposed security assessment plan with district needs, and their cost proposal. Finalists will be required to participate in a final selection interview.

Scope of Services:

Conduct on site assessments and evaluate vulnerabilities associated with physical security and emergency preparedness at each of the school and administrative locations noted in Appendix A. The site assessment should be comprehensive and include a 360 degree examination of the site, its practical functions, and its surroundings. Identify both best practices used by the site and any deficiencies related to safety and emergency preparedness identified during the site assessment.

Security Evaluation at each site should include at a minimum the following:

- Environmental – conduct a full examination of the area surrounding the facility to determine any threats that may exist in the area surrounding the facility. This would include neighboring facilities, roadways, ingress and egress routes, crime trends, sex offenders, and a variety of other regionally impactful threats.
- Exterior - examine the exterior of the site to determine any weaknesses or deficiencies in external security features. Identify external features that can affect emergency response and overall preparedness. This would include lighting, parking, perimeter fencing, glass and windows, doors, exterior access control, and a variety of other exterior design features that can affect safety, security and preparedness.
- Interior – Complete an intensive examination of the interior of each facility to include access control, doors and locks, glass, entrance security, security cameras and an examination of all interior related safety and security design features.
- Policy and Procedure/Operations – Thoroughly examine all relevant policies and procedures that relate to safety, security and overall preparedness. This will include observation of critical elements of the organization to ensure the features and policies and procedures are in alignment.
- Equipment/Training – Review the organizations training programs, drills, and examine all safety and security related equipment. This would include emergency kits, medical equipment, CCTV, and other relevant safety and security items.
- Design – While not a specific deliverable in this RFP, discuss your ability to provide safety, security and overall preparedness guidance related to design, construction, and renovation

related items to assist the District in any projects. How do you integrate with the design team and ensure budget and goals related to safety and emergency preparedness are maintained. Hourly rates or other pay structure for Design Services should be included in proposal for as a cost separate the sum provided for other work detailed in the Scope of Services.

DELIVERABLES:

- On - Site Assessment: Describe your process.
- Written Site Assessment Findings Report for each location. The report should include findings for each of the above areas, as well as actionable mitigations strategies. Recommendations should be consistent with the district's culture, school operations, and budget.
- Separate district wide Assessment Report re: security camera recommendations particularly at those sites that do not currently have security cameras.
- Both the Security Camera Assessment Report and the Site Assessment Findings Report are delivered within 3 weeks of completion of the onsite assessment in a draft format to be approved by the district prior to final submittal. Contractor must begin onsite assessment within 5 days of contract award and be completed not later than June 14, 2018. Final Written Site Assessment Reports must be submitted within 90 days from completion of onsite assessment.
- Consultants must be able to appear at a meeting in person with stakeholders that could include Board Members, Administrators and the Public to discuss the findings of the site assessments and discuss any relevant mitigation and solution strategies that should be taken by the District.
- Consultants must remain available for 1 year following the completion of the project to assist the client with relevant questions regarding safety and security and questions arising from implementation of recommendations.

Appendix A - PUSD Sites

	ELEMENTARY SCHOOLS SITES
1	Adobe Bluffs
2	Canyon View
3	Chaparral
4	Creekside
5	Deer Canyon
6	Del Sur
7	Garden Road
8	Highland Ranch
9	Los Penasquitos
10	Midland
11	Monterey Ridge
12	Morning Creek
13	Painted Rock
14	Park Village
15	Pomerado
16	Rolling Hills
17	Shoal Creek
18	Stone Ranch
19	Sundance
20	Sunset Hills
21	Tierra Bonita
22	Turtleback
23	Valley
24	Westwood
25	Willow Grove
	MIDDLE SCHOOLS SITES
26	Bernardo Heights
27	Black Mt.
28	Meadowbrook
29	Mesa Verde
30	Oak Valley
31	Twin Peaks
32	Design 39 Campus (K-8)
	HIGH SCHOOLS SITES
33	Abraxas
34	Del Norte

	HIGH SCHOOLS SITES (Continued)
35	Mt. Carmel
36	Poway
37	Rancho Bernardo
38	Westview
	ADMINISTRATIVE SITES
39	PUSD District Office
40	Twin Peaks Center - (includes Adult Ed, Alternative programs, CTE, Warehouse, Transportation, Maintenance and Grounds)