

**Notice to Bidders
Request for Proposals**

**SECURITY SERVICES
RFP# 05-29-2019 –01**

**Due: 4:30 PM PST: May 29, 2019
(District clock is the official time)**

The KIPP Memphis Collegiate School (“KMCS”) hereby invites qualified security service providers to submit proposals (“Proposals”) for procurement of security guard and security response services to KMCS.

Proposals should be submitted in the manner prescribed in this Request for Proposals (“RFP”). All required forms and submissions requirements are included in this RFP or attached to it. Each person or entity that submits a Proposal to the Region in response to this RFP shall be designated as a “Vendor.”

I. Background

The safety and security of KMCS’s students, staff, and its facilities are of the utmost importance too and is a primary objective of, KMCS. KMCS issues this RFP to solicit Proposals for a qualified security contractor to provide security guards and security response services to facilitate and achieve KMCS’s objective. Through this RFP, KMCS seeks to identify a single vendor that can provide security services to KMCS. KMCS includes 7 schools and 1 non-instructional site, serving approximately 3000 students and 300 staff.

KMCS reserves the right to modify its needs or the scope of any proposed contract subsequent to the review of Proposals and to include such modifications in any contract with the successful Vendor.

II. Timeline/Schedule of Events

The following are key dates for this RFP. KMCS is committed to adhering to this schedule but reserves the right to make modifications.

Procurement Timeline for Transportation Services	
Bid advertised and set to eligible vendors	June 3, 2019

Bid submission deadline	June 18, 2019
Bid winner determined	July 8, 2019
Contract approved and contractor notified	July 12, 2019

III. Services to be Provided

The successful Vendor for security services must provide all services to be identified in a future agreement for security guard and security response services and/or other contract documents mutually agreed to by KMCS and the successful Vendor including, but not limited to, the items listed below for security services.

Armed and/or Unarmed Guard Service: Vendor will provide armed and/or unarmed security guard service available on an as-needed basis to patrol and monitor facilities before, during and after school and business hours, and during school events, such as sporting events, parent conferences, community outreach, and graduation ceremonies. In connection with all services, Vendor shall provide its own vehicles and equipment including, for armed guards, their own weapon and firearm permit licenses. An armed guard may be part of a security force that includes city police, other qualified safety members, police reserves, or a Shelby County Schools' school resource officer approved by KMCS.

Reporting: Vendor will investigate all intrusions and incidents; make telephone contact with KMCS representatives; write or email a brief, descriptive report for the designated school official; and write or prepare reports or other documents for the notification of persons other than school officials, such as law enforcement and KMCS' insurance carriers, depending on the intrusion or incident.

IV. Format and Content of Proposal

Each Vendor's Proposal should be clear, concise, complete, well organized, and demonstrate the Vendor's qualifications, ideas, and ability to meet the expectations outlined in this RFP.

Proposals should be organized into the following major sections and provide sufficient detail for KMCS to make an informed decision and comparison of Proposals. Additional information such as marketing brochures and promotional materials may be included but should be at the end of the Proposal in an appendix.

- A. Proposal Cover. Include the RFP's title and Proposal due date, the name, address, fax number, and the telephone number of Vendor.

- B. Table of Contents. Include complete and clear listings of headings and pages to allow easy reference to key information.
- C. Cover Letter. The cover letter should be signed by a person with authority to act on behalf of and bind the Vendor and should indicate the Vendor's interest in entering into a contract with KMCS. The cover letter should also include general information about the Vendor's firm, including at least the following:
1. number of employees;
 2. years in business;
 3. name(s) of owners(s);
 4. assurance and evidence of Vendor's certification, licensure, insurance, and/or other qualifications for the provision of security services;
 5. home office location;
 6. local office location (if different); and
 7. Proposed team member(s) or direct contact.
- D. Summary of Proposal. Provide a brief summary of the Proposal, in narrative or outline form, not to exceed 3 pages. Please describe your approach and methods for carrying out the security services. Please specifically discuss your company's unique qualifications to provide security services, including your experience providing high-quality, effective, and safe security services to schools or school districts.
- E. Body of Proposal. In order to be responsive to this RFP, Proposals must address all of the duties of a Vendor set forth in this RFP. To the extent the following matters are not addressed in those explanations, the Proposal should also address the following:
1. Experience
 - i. Vendor's experience providing security services to school facilities.
 - ii. Vendor's specific experience providing security services in situations or circumstances involving students, minors, and the general public.
 2. Hiring Requirements/Process
 - i. Vendor's specific requirements for the hiring of employees or any persons or entities that provide security services through Vendor, including first response services and armed and unarmed security guard services.
 - ii. Vendor's process for the hiring of employees or any persons or entities

that provide security services through Vendor, including background checks or other methods of screening such persons or entities.

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3. References - Provide at least three present or past clients KMCS may contact for reference purposes. Be sure to include the contact person who was directly responsible for overseeing the security services provided, and include the name of the client/agency, contact information (name, phone number and/or email address) and the dates the services were provided.

VI. Additional Materials.

In addition to the foregoing, a complete Proposal shall include:

- A. Sample Contract. Vendor shall provide a sample of the contract intended for use with KMCS for the implementation of this RFP. District, in its sole discretion, may elect to use the Vendor's sample contract, subject to negotiation of the terms thereof, or provide its own contract.
- B. Insurance. Proposals must include a letter from your insurance company indicating the Vendor's ability to provide insurance. The vendor will be required to obtain, in addition to any other insurance coverage required under the contract between District and the successful Vendor, a comprehensive general liability policy for not less than the following limits: personal insurance (\$1,000,000.00 each occurrence) and property damage (\$1,000,000.00 each occurrence).
- C. Acknowledgment of Amendments (Exhibit A). Proposals must include an executed form of Exhibit A.
- D. Vendor Representation and Certification (Exhibit B). Proposals must include an executed form of Exhibit B.

VII. Examination of Facilities.

Any Vendor may participate to inspect school sites on June 11-12,2019, at which security services may be provided by reporting to as follows:

Senior Director of Operations
KIPP Memphis Collegiate Schools
2370 Union Avenue Extended Suite 1110
(901) 320-6941

VIII. Suggested Enhancements.

The Vendor may, but shall not be required to, propose additional suggested enhancements beyond the scope of this RFP as part of its Proposal. However, Proposals should clearly indicate any elements of the Proposal that are suggested enhancements. Selection of any Proposal by KMCS shall not obligate KMCS to purchase any suggested enhancements included in that Proposal.

IX. Questions & Addendums.

All questions regarding this RFP shall be submitted no later than **5:00 PM CST July 1, 2019**, to KMCS employee designated below.

Gretchen Leavy
Managing Director of Operations
KIPP Memphis Collegiate Schools
gleavy@kippmemphis.org

Answers to all questions shall be provided to all Vendors as a numbered addendum. In order to receive such addendums, each Vendor intending to make a Proposal in response to this RFP is requested to designate, no later than July 1, 2019, an email address or fax number to which such addendums should be sent, by method for providing District with contact info, e.g., e-mail and/or fax number, etc. KMCS is not responsible for ensuring that addendums are received by any person or entity not providing a valid email address or fax number for receipt of such addendums. District may, at its sole discretion, issue addenda to this RFP at any time prior to the Deadline for submissions (defined below), if necessary to revise any part of this RFP or to provide clarification or additional information after the date of issuance of the RFP. All addenda issued shall become part of this RFP.

KMCS shall attempt to issue all amendments, if any, prior to July 1, 2019, but may issue amendments after that date if necessary. Each Vendor shall designate a person to receive any amendments and provide his or her contact information. KMCS is not responsible for ensuring that amendments are received by any person or entity not providing a valid email address for receipt of such amendments. Each Vendor is required to acknowledge receipt of any amendments issued to this RFP by completing Exhibit B and attaching it to the Vendor's Proposal.

X. Submission of Proposal.

A. Proposals may be submitted by hand delivery, email or U.S. mail. If by hand, an original copy of the Proposal must be hand-delivered to:

Gretchen Leavy
Managing Director of Operations
KIPP Memphis Collegiate Schools
gleavy@kippmemphis.org

- B. Proposals must be received no later than 5:00 PM CST on **June 18, 2019** (“Deadline”). KMCS reserves the right to reject any Proposal that is untimely or incomplete. It is the sole responsibility of any Vendor submitting a Proposal to ensure it is received by KMCS on time.
- C. Hand-delivered or mailed Proposals must be delivered in an envelope or envelopes clearly showing the respondent’s company name and address and must also be labeled: “Security Services Proposal.” Emailed Proposals must be marked as important and contain the subject line: “Security Services Proposal.”

XI. Evaluation Factors.

The evaluation of each response to this RFP will be based on a weighted matrix scale (from 0-100) to include but not limited to pricing, its demonstrated competence, financial stability, and ability to complete the work. The purpose of this RFP is to identify those suppliers who can best provide KMCS with transportation services as identified in the Scope of Work

The proposals will be opened in the presence of the following people:

- Laura Wilkinson, Senior Director of Operations
- Gretchen Leavy, Managing Director of Compliance & Accountability
- Thomas Scheer, COO will sign the evaluation criterion score sheet of competitive proposals, signifying a review and approval of the selections.

Weight		Score	Criteria
45	Points		Cost (Vendor with the lowest price receives 45 points. The second lowest price will receive 35. The third lowest price will receive 25, etc.)
25	Points		<ul style="list-style-type: none"> • Service Capability Plan - (Vendor needs to provide examples of providing service to similar type schools) • “Poor” shall mean the proposal does not meet RFP requirements. 0 points. • “Fair” shall mean that the proposal meets most, but not all of the RFP requirements. 10 points • “Good” shall mean that the proposal meets the RFP requirements. 20 points • “Exceptional” shall mean that the proposal exceeds the RFP requirements. 25 points

10	Points		Years of Experience in working with schools (Vendor with the most years of experience receives 10 points. Each vendor will receive 1 point for each year of experience with a maximum of 10.)
10	Points		<p>Financial Conditions/Stability, Business Practices – (Vendor needs to provide examples of past audits)</p> <ul style="list-style-type: none"> • “Poor” shall mean the proposal does not meet RFP requirements. 0 points. • “Fair” shall mean that the proposal meets most, but not all of the RFP requirements. 2 points • “Good” shall mean that the proposal meets the RFP requirements. 6 points • “Exceptional” shall mean that the proposal exceeds the RFP requirements. 10 points
10	Points		<p>Accounting and Reporting Systems - (Vendor needs to provide examples of their record keeping and logs)</p> <ul style="list-style-type: none"> • “Poor” shall mean the proposal does not meet RFP requirements. 0 points. • “Fair” shall mean that the proposal meets most, but not all of the RFP requirements. 2 points • “Good” shall mean that the proposal meets the RFP requirements. 6 points • “Exceptional” shall mean that the proposal exceeds the RFP requirements. 10 points
100	Points		Total Points

XII. Method of Selection and Award.

Any Proposal submitted to KMCS shall be considered an offer which may be accepted by KMCS, in whole or in part, with or without discussion or negotiation, at any time within **30** days from the Deadline. Any offer not accepted within this time period is rejected.

KMCS reserves the right to reject any or all Proposals and to waive informalities, minor irregularities, or other requirements in offers received, and/or to accept any portion of the

Proposal if deemed in the best interest of KMCS. Failure of the Vendor to provide in its Proposal any information requested in the RFP may result in rejection for non-responsiveness. Failure of the Vendor to meet or exceed any stated minimums in the RFP may also result in rejection for non-responsiveness. KMCS retains the right in its sole discretion to determine that a Proposal is not responsive to the material terms of this RFP.

KMCS expects to announce its selection and designate the Vendor on or July 12, 2019, but reserves the right to announce its selection at a later date.

XIII. Proposal Contents May Be Considered Public Information and Subject to Disclosure

Proposals may be subject to release as public information under applicable law unless the Proposal or specific parts of the Proposal can be shown to be exempt from disclosure under such law. Vendors are advised to consult as necessary with legal counsel regarding such disclosure and to take appropriate precautions to safeguard trade secrets and confidential data. KMCS assumes no obligation or responsibility for asserting legal arguments concerning exemption from disclosure on behalf of any Vendor.

XIV. No Representations.

KMCS makes no representations or guarantees of any kind, express or implied, with regard to the matters contained in this RFP, including any exhibits, attachments, letters of transmittal, or any other related documents. Each Vendor must rely solely on its own independent assessment as the basis for the submission of any Proposal.

XV. Miscellaneous.

- A. By issuing this RFP, KMCS assumes no obligation to make an award to any Vendor.
- B. KMCS reserves the right to modify its needs or the scope of any proposed contract subsequent to the review of Proposals and to include such modifications in any contract negotiated with the successful Vendor.
- C. In the event of any conflict or ambiguity between the terms of this RFP and state or federal law or regulations, the latter shall prevail. Additionally, all equipment to be supplied or services to be performed shall conform to all applicable requirements of local, state and federal law.

EXHIBIT A

ADDENDA

THE VENDOR SHALL ACKNOWLEDGE ALL ADDENDA TO THE RFP, AND COMPLETE THE FOLLOWING INFORMATION WITH THE SUBMISSION OF THE PROPOSAL.

Addendum number and date received:

By: _____
Manual Signature of Agent(s)

Date: