

**Notice to Respondents
Request for Proposals**

**SECURITY GUARD SERVICES
RFP# 08222022**

**Due: 4:30 PM CST - August 22, 2022
(District clock is the official time.)**

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

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 KMPS’s students, staff, and its facilities are of the utmost importance too and is a primary objective of, KMPS. KMPS issues this RFP to solicit Proposals for a qualified security contractor to provide security guards and security response services to facilitate and achieve KMPS’s objective. Through this RFP, KMPS seeks to identify a single vendor that can provide security services to KMPS. KMPS includes 4 schools (2 buildings) and serves approximately 2000 students and 200 staff.

School	Address
KIPP Memphis Collegiate Campus	230 Henry Avenue Memphis, TN 38107
KIPP Memphis Academy Middle/Collegiate High School	2110 Howell Avenue Memphis, TN 38108

The successful awarded Vendor will be required to provide one (1) armed security guard at each campus address indicated above for a day shift during school hours (7:00 am – 3:45 pm). KMPS reserves the right to modify shift hours as needed.

KMPS 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. KMPS is committed to adhering to this schedule but reserves the right to make modifications.

Procurement Timeline:	
Bid advertised/posted	August 12, 2022
Deadline to Submit Questions	August 16, 2022 @ 4:30pm CST
Responses to Questions on Website	August 17, 2022 by COB
Bid Submission Deadline	August 22, 2022 by 4:30pm CST
Services Start Date	September 01, 2022

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 KMPS 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, overnight/weekend, 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 KMPS.

Reporting: Vendor will investigate all intrusions and incidents; make telephone contact with KMPS 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 KMPS' insurance carriers, depending on the intrusion or incident.

Term: The term of this contract is for one year. Upon satisfactory service and by mutual agreement KMPS reserves the right to renew the contract. The term of renewal shall not exceed two (2) additional one (1) year(s) each, provided that the maximum duration of the Agreement shall not exceed three (3) years.

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 KMPS 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 KMPS. 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. 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.

3. Vendor needs to provide examples of their sign in systems, record keeping and daily logs.

4. Financial Stability

Vendor shall include in its proposal evidence of financial stability. Some acceptable methods include, but are not limited to, one or more of the following:

- i. Recently audited (or best available) financial statements
- ii. Dunn and Bradstreet Rating
- iii. Standard and Poor's Rating
- iv. Lines of credit
- v. Evidence of a successful financial track record
- vi. Evidence of adequate working capital

5. References - Provide at least three present or past clients KMPS 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.

V. 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 KMPS 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/Certificate of Insurance (COI) 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). The successful vendor shall submit a COI immediately after a notice of intent to award that names KMPS as an additional insured.

- 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.
- E. Compensation/Pricing Schedule. Proposal must include the pricing schedule for services. See page

VI. Examination of Facilities.

Any Vendor may request to inspect school sites upon request and appointment time that can take place no later than August 16, 2022 by contacting the following:

Dr. Canidra McGuire, Chief Operating Officer
KIPP Memphis Public Schools
2670 Union Avenue Extended, Suite 1100
(901) 452-2682
cmcguire@kippmemphis.org

VII. 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 KMPS shall not obligate KMPS to purchase any suggested enhancements included in that Proposal.

VIII. Questions & Addendums.

All questions regarding this RFP shall be submitted in writing no later than **4:30 PM CST on August 16, 2022** to KMPS employee designated below.

Gwendolyn Johnson
Managing Director of Operations
KIPP Memphis Public Schools
2670 Union Avenue Extended, Suite 1100

Memphis, TN 38112
gjohnson@kippmemphis.org

Answers to all questions shall be provided to all Vendors as a numbered addendum. In order to receive such addendum, all responses will be posted on KIPP Memphis Public Schools Procurement website on August 17, 2022 by the close of business at:
<https://www.kippmemphis.org/procurement>

District may, at its sole discretion, issue addenda to this RFP at any time prior to the Deadline for submissions, 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. Any addenda for this RFP will be posted on KIPP Memphis Public Schools Procurement website at: <https://www.kippmemphis.org/procurement>. Vendors are responsible for viewing the website during the solicitation period.

KMPS shall attempt to issue all amendments, if any, prior to the due date/deadline of the proposal, but may issue an amendment after that date if necessary. Each Vendor is required to acknowledge receipt of an amendment issued to this RFP by completing Exhibit A and attaching it to the Vendor's Proposal.

IX. Submission of Proposal.

- A. Proposals may be submitted by hand delivery or delivered by mail. When submitting the proposal, **an original and 3 copies** of the Proposal must be delivered to:

Gwendolyn
Johnson
Managing Director of Operations
KIPP Memphis Public Schools
2670 Union Avenue Extended, Suite 1100
Memphis, TN 38112

- B. Proposals must be received no later than 4:30 PM CST on **August 22, 2022** ("Deadline"). KMPS 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 KMPS 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 Guard Services Proposal."**

There is not a public opening of proposals responses. Proposals will be opened in the presence

of two KMPS staff members.

X. Evaluation Factors/Criteria.

The evaluation of each response to this RFP will be based on a weighted matrix scale 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 vendors who can best provide KMPS with services as identified in the Scope of Work.

Vendors may be asked to make an oral presentation to the Evaluation Committee. The purpose of the oral presentation is to provide an opportunity for the Vendor to clarify its proposal submission and substantiate proposal representation. If an oral presentation is requested, the oral presentation is a part of the evaluation.

If it is determined to be in the best interest of KMPS, KMPS may invite Vendors to make final revisions to their technical and/or financial proposals through submission of a Best and Final Offer.

The Committee will recommend the vendor whose overall proposal provides the most advantageous offer to KMPS considering all RFP requirements, based on evaluation factors set forth in this RFP.

The Evaluation committee will evaluate proposals using the following criteria below. The committee shall determine which proposals have the basic requirements of the RFP and shall have the authority to determine whether any deviation from the requirements of the RFP is substantial in nature. The committee may reject in whole or in part any and all proposals and waive minor irregularities.

CATEGORIES	Major weight
Experience	15%
Service Capability Plan	25%
Accounting and Reporting System	10%
Financial Stability	5%
Cost	45%
Total	100%

XI. Method of Selection and Award.

Any Proposal submitted to KMPS shall be considered an offer which may be accepted by KMPS, 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.

KMPS 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 KMPS. 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. KMPS retains the right in its sole discretion to determine that a Proposal is not responsive to the material terms of this RFP.

XII. 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. KMPS assumes no obligation or responsibility for asserting legal arguments concerning exemption from disclosure on behalf of any Vendor.

XIII. No Representations.

KMPS 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.

XVI. Miscellaneous.

- A. By issuing this RFP, KMPS assumes no obligation to make an award to any Vendor.
- B. KMPS 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.

Compensation/Pricing Schedule

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(NOTE: Vendor must include the Compensation/Pricing Schedule in the proposal and pricing for each year indicated.)

YEAR 1

Armed Security Guard Services Hourly Billing Rate: \$ _____

Unarmed Security Guard Services Hourly Billing Rate: \$ _____

OPTIONAL RENEWAL YEAR 2

Armed Security Guard Services Hourly Billing Rate: \$ _____

Unarmed Security Guard Services Hourly Billing Rate: \$ _____

OPTIONAL RENEWAL YEAR 3

Armed Security Guard Services Hourly Billing Rate: \$ _____

Unarmed Security Guard Services Hourly Billing Rate: \$ _____

EXHIBIT A

SECURITY GUARD SERVICES

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ADDENDA

THE VENDOR SHALL ACKNOWLEDGE ALL ADDENDUMS 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: _____