

REQUEST FOR QUALIFICATIONS		THIS RFQ IS <input checked="" type="checkbox"/> IS NOT SET ASIDE FOR LSDBE FIRMS ONLY		Page	of	Pages
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1. REQUEST NO. <b>GAGA-2022-A-0048</b>	2. DATE ISSUED April 27, 2022	3. REQUISITION/PURCH. REQUEST NO.		4. COMMODITY GROUP AND CLASS ®		
5A. ISSUED BY: District of Columbia Public Schools (DCPS) Office of Resource Strategy, Contracts and Acquisitions Division 1200 First Street, NE, 9 <sup>th</sup> floor, Washington, DC 20002				6. DELIVER BY (Date)		
5B. FOR INFORMATION CONTACT: (Name and Email.) (No calls) District of Columbia Public Schools (DCPS) Office of Resource Strategy, Contracts and Acquisitions Division 1200 First Street, NE, 9 <sup>th</sup> floor, Washington, DC 20002 Attn: Yawovi Klouvi (E: yawovi.klouvi@k12.dc.gov)				<input checked="" type="checkbox"/> FOB DESTINATION		OTHER (See Schedule)
7. DELIVERY				9. DESTINATION (Consignee and address, including ZIPcode):  District of Columbia Public Schools (DCPS) 1200 First Street, N.E., Washington, DC 20002		
8. TO: NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)						
10. PLEASE FURNISH RESPONSES TO ISSUING OFFICE ON OR BEFORE <b>May 10, 2022 @ 2pm EST</b>		11. BUSINESS CLASSIFICATION (Check appropriate boxes)  SMALL      RESIDENT-OWNED      DISADVANTAGED      LONG-TIME RESIDENT      ENTERPRISE ZONE				
<b>IMPORTANT:</b> This is a request for qualifications furnished are not offers. If you are unable to respond, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission or to contract for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by offerors. Any representations and/or certifications attached to this Request for Qualification must be completed by the offeror.						
<b>12. SCHEDULE (Include applicable Federal, State and local taxes)</b>						
LINE ITEM	DESCRIPTION	QUANTITY (c)	Unit (d)	UNIT PRICE (e)	AMOUNT (f)	
001	Security Guard I Services (Guard I Section C.5)		HOUR			
002	Security Guard II Services (Guard II Section C.5)		HOUR			
13. DISCOUNT FOR PROMPT PAYMENT		10 Calendar Days	20 Calendar Days	30 Calendar Days	---- Calendar Days	
u		%	%	%	% %	
14. OFFEROR FEDERAL ID AND EMAIL ADDRESS:			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUALIFICATION RESPONSE		16. DATE OF RESPONSE	
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

**SECTION B: INTRODUCTION AND BACKGROUND**

- B.1** The District of Columbia Public Schools (DCPS) educates approximately 49,000 students in 118 schools and educational centers. DCPS employs about 8000 teachers, principals, classroom aides, social workers, counselors, custodians, and other support staff who work to carry out the public education mission in DC. DCPS also counts amongst its facilities another four (4) administrative locations and mission-oriented offices, such as the Central office location and support sites, warehouse, and logistics facilities
- B.2** The District contemplates award of Indefinite Delivery Indefinite Quantity (IDIQ) Contract(s) in accordance with 27 DCMR Chapter 24.
- B.3** This is a two-step sealed bidding method; this first step is the request for qualification **ONLY**. The contractor **shall not** submit, price, or price information for this step. The District will evaluate qualifications to determine which contractors are qualified to participate in the second step – an Invitation for Bids.

In this first step, the District will select a short-list of the most highly qualified contractors and invite those contractors to submit bids. The District will notify contractors that have not been short-listed. Only those selected contractors are authorized to submit a bid in response to the second step of the solicitation. One or more contracts will be awarded to the qualified responsive and responsive bidder(s) based on lowest evaluated price.

- B.4** This solicitation has a mandatory subcontracting requirement. For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with section H.9.1.

A Subcontracting Plan form is available at <http://ocp.dc.gov>, under Quick Links click on "Required Solicitation Documents."

**SECTION C: SPECIFICATIONS/WORK STATEMENT****C.1 SCOPE:**

The District of Columbia Government (District), and District of Columbia Public Schools (DCPS) Office of Contracts and Acquisition, requires a Contractor to provide professional security services to approximately 118 school buildings and various satellite locations throughout DCPS' system. The Contractor shall recruit qualified, trained security personnel staff, who will work in collaboration with DCPS to promote a safe environment for all students, staff, visitors, and property as detailed in the requirements of this document.

**C.2 APPLICABLE DOCUMENTS**

The following documents are applicable to this procurement and are hereby incorporated by this reference:

#	TYPE	TITLE	DATE/ VERSION
1	D.C. Municipal Regulations	District of Columbia Municipal Regulations, Title 6-A, Chapter 11, and Title 17 Chapters 20 and 21 Available at: <a href="https://www.dcregs.dc.gov/Common/DCMR/RuleList.aspx?ChapterNum=6-A11">https://www.dcregs.dc.gov/Common/DCMR/RuleList.aspx?ChapterNum=6-A11</a> & <a href="https://www.dcregs.dc.gov/Common/DCMR/RuleList.aspx?ChapterNum=17-20&amp;ChapterId=691">https://www.dcregs.dc.gov/Common/DCMR/RuleList.aspx?ChapterNum=17-20&amp;ChapterId=691</a> & <a href="https://www.dcregs.dc.gov/Common/DCMR/RuleList.aspx?ChapterNum=17-21&amp;ChapterId=692">https://www.dcregs.dc.gov/Common/DCMR/RuleList.aspx?ChapterNum=17-21&amp;ChapterId=692</a> -	June 2007
2	D.C. Law	Council of the District of Columbia, "Enhanced Professional Security Amendment Act of 2008" Available at: <a href="https://code.dccouncil.us/us/dc/council/code/sections/5-129.21">https://code.dccouncil.us/us/dc/council/code/sections/5-129.21</a>	Most Recent
3	D.C. Municipal Regulations	Special Police Officer's Commission DC Police Department - Security Officer's Management Branch (SOMB), which utilizes District of Columbia Municipal Regulations, Title 6A, Chapter 11 Available at: <a href="https://www.dcregs.dc.gov/Common/DCMR/RuleList.aspx?ChapterNum=6-A11">https://www.dcregs.dc.gov/Common/DCMR/RuleList.aspx?ChapterNum=6-A11</a>	Most Recent
4	D.C. Municipal Regulations establishing requirements for personnel with working children	DC Law 15-353 "Child and Youth, Safety and Health Omnibus Amendment Act of 2004, as amended Available at: Office of Documents and Administrative Issuance; 441 4th Street, NW, Room 520, Washington, DC 20001 <a href="https://code.dccouncil.us/us/dc/council/laws/21-180">https://code.dccouncil.us/us/dc/council/laws/21-180</a>	Most Recent
5	D.C. Municipal Regulations	District of Columbia Municipal Regulations, Title 5, Chapter 2503 Available at: <a href="https://code.dccouncil.us/us/dc/council/code/titles/38/chapters/2/subchapters/II/parts/C#of">https://code.dccouncil.us/us/dc/council/code/titles/38/chapters/2/subchapters/II/parts/C#of</a>	Most Recent

**C.3 DEFINITIONS**

These terms when used in this IFB have the following meanings:

- C.3.1 After Care School Hours:** The hours from 3:30 p.m. to 7:00 p.m., Monday through Friday.
- C.3.2 Before School Hours:** The hours from 6:30 a.m. to 8:00 a.m., Monday through Friday.
- C.3.3 Contract Administrator (CA):** The designated DCPS representative responsible for ensuring that the work of the contractor conforms to the requirements of the contract and for advising the Contracting Officer (CO) accordingly.
- C.3.4 Extended School Year:** Additional days that a school operate beyond the traditional number of school days as stipulated in the J.10.
- C.3.5 Fixed Post:** One specific location (post) in the school buildings to which an officer is assigned.
- C.3.6 Incident Report:** A written report, prepared by security personnel documenting all incidents occurring in and around their respective facilities.
- C.3.7 Open Post:** Any time a Post is unattended by a SO or SPO during an assigned shift for more than one (1) minute.
- C.3.8 Security Post Inspection Report:** A written report prepared by security personnel, used as an evaluation tool and compliance checklist certifying that contract officers and their physical post locations meets the standard requirements as identified in the contract to avoid any potential risks.
- C.3.9 Post:** A location within a DCPS facility, to which a Contract Officer is assigned to monitor, rove, and or patrol.
- C.3.10 Post Orders:** A written document that describe the DCPS point of contact for, and security functions to be performed, for each post location on each shift each facility.
- C.3.11 Regular Schools Hours:** The hours from 8:00 a.m. to 3:30 p.m., Monday - Friday.
- C.3.12 Roving Patrols:** Officers walking within and around the perimeter of a school campus checking for disorder, suspicious activity, packages, weapons, or as otherwise directed by post orders or security orders.
- C.3.13 School Emergency Response (SERT) Team:** A group of individuals within a school building who are selected and tasked with plan and prepare for emergencies and/or critical level incidents using standard procedures as identified by DCPS and HSEMA.
- C.3.14 Security Officers (SO), also known as Guard I:** An unarmed security guard licensed by MPD Security Officers Managers Branch (SOMB), with at least two (2) years of experience, who is charged with preventing and responding to threats or crimes against students, staff, and property.

- C.3.15 Security Orders:** The written policies and procedures that govern school security operations and are provided by the DCPS or by the Contractor and approved by DCPS. These include, but are not limited to, citywide procedures and specific guidelines for each facility.
- C.3.16 Special Police Officers (SPO),** also known as **Guard II:** Unarmed, commissioned police officers authorized to make arrests whenever the law requires that such action be taken. SO's perform a variety of duties in the prevention of and response to threats or crimes against students, staff, and property.
- C.3.17 Temporarily Assigned Staff (TAS):** Security Guards assigned to cover special security needs and fill posts vacated by absent assigned staff.
- C.3.18 Emergency Incidents or Situation.:** Critical level incidents that causes disruption to the overall operations within or around the school building, including, but not limited to, large fights, flood or other severe weather conditions, epidemic, riot, equipment failure, or other exigent situations.

#### **C.4 BACKGROUND**

In the Fall of 2020, DC Council unanimously passed the "DCPS Authority for School Security Congressional Review Emergency Amendment Act of 2020", thereby transferring budget and programmatic oversight from MPD to DC Public Schools. As a result, DCPS has complete authority of the security contract.

- C.4.1** District of Columbia Public Schools students attend school 181 days of the year, teachers 192 days. Additionally, schools are used for before school breakfast programs, after-school programs, community meetings, summer school, and extracurricular activities. The security services described herein will serve all schools as listed in Attachment J.I0.
- C.4.2** For school year 2022-2023, the number of DCPS operated schools will be less than 120. Approximately 50,000 students attend DCPS, consisting of an estimated 27,500 elementary school students, 5,500 middle school students, nearly 13,000 senior high students, and 4000 other students (i.e., early learning centers, special education schools, STAY programs, and educational campuses).

#### **C.5 REQUIREMENTS**

- C.5.1** The Contractor shall conduct its operations in such a manner as to demonstrate the highest standards of employee professionalism, competency, conduct, cleanliness, appearance, and integrity.
- C.5.2** The Contractor shall prepare specialized reports and other special project documents as required by the CA.
- C.5.3** The Contractor shall support School based staff to enforce DCPS standards related to restorative student discipline practices, maintaining order, reducing criminal activities, and contribute to the enhancement of a safe and positive climate in schools.
- C.5.4** The Contractor shall provide Temporary Assigned Staff (TAS) as described in Sections C.5.10 and C.5.11.3.

- C.5.5** Contractor shall consider bilingual fluency as a preferred qualification during recruitment of Security Officers. Applicants who are fluent— in both English and any of the following languages: Spanish, Amharic, Mandarin, French, and Vietnamese— shall receive additional consideration in the hiring process.
- C.5.6** Contractor shall conduct or coordinate a language proficiency assessment to verify candidates' bilingual fluency.
- C.5.7** The Contractor shall not enter into any agreement to provide security services in any DCPS facility outside of this contract.
- C.5.8** The District reserves the right to provide the Contractor with 2 (two) days advance notice if the hours, days and/or sites change. The security services described herein will serve all schools as listed in Attachment J.10.
- C.5.9** Contractor shall ensure that that all Security Officers and Temporary Assigned Staff have a current first aid/CPR certificate.

## **C.6 CONTRACTOR'S TASKS**

- C.6.1** The Contractor shall provide trained labor, management, supervision, training, and supplies necessary to protect the District Government-owned and leased facilities listed in Attachment J.10, as well as persons working at or visiting those locations, in compliance with all District laws and regulations, including those governing security officers, Special Police Officers, and working with youth and children.
- C.6.2** DCPS will assign a Contract Administrator (CA) to monitor the Contractor's performance. The Contractor shall receive Post Orders for, and upon initial assignment of, each facility. In addition to the security services called for under the terms of the Contract, Security Officers shall follow Post Orders to address specific security concerns at particular Facilities. The CA may provide modifications to the Post Orders from time to time. Upon receipt, the Contractor shall implement all such modifications, which may include change shift duties, start and stop times, and post locations provided that the change is within the contract scope and has no impact on the contract price. If Contractor reasonably determines that a modification is not within the contract scope, or would impact the contract price, Contractor notify the CA in writing and shall not implement such modification until the issue is resolved. Such changes shall not require modification of the contract.
- C.6.3** In general, the Contractor shall:
  - A) Prevent and report safety and security risks, by observing, patrolling, and searching for damage to or pilferage, removal, misuse, larceny, theft of, or any other improper or unlawful threats to or disposition of, District or personal property, to the CA
  - B) Discover and detain persons attempting to gain unauthorized access to or having unlawfully entered a property or secured areas. This includes monitoring building intrusion detection systems, conducting roving patrols and any other related duties as determined by the CA.
  - C) Control entry and egress access by screening and searching persons and packages coming into DCPS schools and buildings to ensure that no unauthorized or illegal property is brought into or removed from such locations.
  - D) Provide protection and security services, which may include providing escort services, to all visitors within DCPS properties.
  - E) Each Security Guard shall be in full uniform and ready to begin work promptly at the

start of the work shift and remain on the job in full uniform at their posts until the end of the full tour of duty

- F) Respond as necessary to support other life safety duties as identified in post orders.
- G) Report immediately to the CA Principal, Foreman, and point of contact identified in the Post Orders all potentially hazardous conditions and items in need of repair, such as inoperative lights, locks, security equipment and associated hardware, broken or slippery floor surfaces, and blocked emergency routes or exits; and
- H) Provide assistance as directed by the CA or CO in all emergency situations.
- I) The Contractor shall provide a representative (for each school?) to participate on the school-based School Safety Committee (SSC) or SERT team.
- J) Contractor shall comply with all applicable requirements of the D.C. Language Access Act and its implementing regulations (D.C. Official Code 2-1931 et. seq., 4 DCMR 1200 et. seq.).

## **C.7 Contractor Responsibilities**

**C.7.1 Commission/Certification Report:** The Contractor shall ensure that all licenses are current. See C.23.1(d)

**C.7.2 Contractor Employee Identification Cards:** MPD and Security Officers Management Branch (SOMB) will issue Security Guard Identification Cards and SPO Commissions, for each security staff of the Contractor. No contract security staff shall work under this contract without the appropriate identification.

**C.7.3 Uniforms** All uniforms shall comply with the standards used for SPO's and guards as stipulated by the MPD, SOMB. The Contractor shall provide samples of the intended uniforms to the CA within seven (7) business days prior to contract start date. At least 15 days prior to contract, the Contractor shall also provide the CA with its Uniform Policy start date that will stipulate the number of uniforms issued per employee. The policy shall also include the Contractor's process for replacing old, worn, or unserviceable uniforms.

**C.7.4** No contract security staff shall provide services under this contract unless and until they have passed all background clearance checks required by DCPS, which may include but may not be limited to, criminal background check, TB screening, and a review of all applicable state and federal sex offender registries and child protective registries.

**C.7.5** The District Government reserves the right to change the number of guards and locations as the requirements change under the contract. The CO shall request additional security coverage in writing with at least forty eight (48) hours' notice to the Contractor. The Contractor shall provide the appropriate security personnel within forty-eight (48) hours unless otherwise directed by DCPS. This coverage shall be billable at the contract rates in Section B of the contract.

**C.8 STAFFING AND POST ASSIGNMENTS**

- C.8.1** The Contractor shall assign qualified personnel as needed to manage the contract and supervise the guards in order to ensure the provision of high-quality services.
- C.8.2** The Contractor shall provide manpower to cover all posts and duty hours as outlined in Attachment J.10 and Special Activities. Any post duty hours, or portions thereof not covered as requested will be deemed an Open Post.
- C.8.3** No Security Officer or Temporary Assigned Staff shall provide more than twelve (12) hours of service in a twenty-four (24) hour period unless the work periods are separated by an eight (8) hour non-duty period. This limitation may be waived by the CA in situations he or she deems to constitute an emergency, e.g., severe weather, civil disturbance, or other unusual events. The Contractor shall obtain written confirmation of a waiver from the CA for each instance.
- C.8.4** The Contractor shall make every effort to ensure that schools with any non-English language spoken by a population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered or likely to be served or encountered are staffed with personnel that are fluent in any of the languages that meet the stated 3%/500 threshold.
- C.8.5** The Contractor shall regularly coordinate and host targeted recruitment efforts to encourage a language-rich pool of candidates
- C.8.6** The duties of SOs and SPOs under a Post Order may include, but are not limited to, serving at a fixed post, roving patrols, escorting persons within DCPS property, screening persons, packages, and other items both electronically and physically, if necessary, and helping visitors by answering questions and providing directions and taking appropriate action to ensure the safety of the students, school administration, and visitors. The Contractor shall ensure Post Orders are adhered to at all times. Any deviation from the Post Orders requires a written confirmation of permission from the CA.
- C.8.7** The Contractor shall not assign employees who:
- A. Do not meet the minimum qualifications as outlined below in Section C.13.
  - B. Have not received the minimum training specified in Section C.5.17.
  - C. Have not received orientation as specified in Sections C.15.5.2 and C.23.1(b).
  - D. Have not received their valid commissions or certifications, proper uniforms, or the equipment required to perform as defined in the contract.
- C.8.8** All of the SOs and SPOs shall report for duty on time, in full uniform, with required licenses and certifications. Any employee violating this section shall be removed from its post until such time as the employee is in compliance with the terms of this clause. The post shall be considered open from the scheduled beginning time of tour of duty until it is properly covered. The Contractor shall immediately provide post coverage upon removal of any employee.
- A. The Contractor shall ensure that Security Guards properly record activities in the Activity Logbook located at each post. Log entries shall include, but are not limited to, name, arrival on duty and departure times, and date and time observing any offenses to including, but not limited to, disruptions caused by a person, facility failures, or neighborhood activity, accidents, injuries to persons, damage to property, complaints, or unusual incidents. In the event that the district implements an automated or electronic system to replace the Logbook, the Contractor's security



staff shall utilize this new process. The Contractor shall immediately provide post coverage upon the removal of any employee. The Contractor shall be liable for liquidated damages for Open Posts in accordance with Section H.14.

- B. Security Guards shall respond to any incidents that threaten the safety and security of DCPS students, employees, visitors, and operations expeditiously. All incidents shall be documented and transmitted in accordance with instructions provided by the CA to DCPS no later than the end of the tour of duty, or by 10:00am the next business day if the incident occurs after regular school hours.
  - C. Security Guards shall transmit in accordance with instructions provided by the CA all incident reports to the DCPS to have the incident entered into the DCPS database.
  - D. The Contractor shall ensure that all incident reports and other documents are written clearly, legibly, and accurately. Any report returned for corrections, changes, or signatures must be resubmitted by close of business the same day.
  - E. The Contractor shall collect all original reports and documents in an organized manner, store them in accordance with established procedures provided by the CA, and turn them over to the CA monthly or more frequently upon request. All records shall be readily available to DCPS during the performance of the contract.
  - F. The Contractor shall ensure that personnel can operate, monitor, and respond to state-of-the-art technology to include Closed Circuit Television (CCTV), X-ray machines, walk through and hand-held metal detectors, and egress door alarm systems.
  - G. In order to cover for employees who are late reporting for work or who cannot report due to sickness or personal emergency, the Contractor shall provide a number of Security Guards greater than that required for full staffing of all assigned work locations and hold these in reserve in a designated location within the District of Columbia. Initially, this over supply shall be set at fifteen (15) percent of the total number of guards. This percentage may be adjusted in consultation with the CA, as necessary, during the term of the contract.
- C.8.9** If during a site inspection, the CA, or the CA's representative determines that a an SO or SOP assigned to a Post does not meet the requirements, as outlined in District of Columbia Municipal Regulations, Title 6A or Section C..13 of this contract, or the Post Orders, or if a post is otherwise not covered or vacant, the post will be considered open (vacant). The CA will issue a written notification to the Contractor that the post will be considered open from the beginning of the shift until the violation is corrected.
- C.8.10** If an SO at an assigned Post will be absent for any amount of time, including breaks, the Contractor shall provide a relief SO or SOP so that the Post is never unattended. Each security employee shall receive a break of one (1) half-hour (1/2 hour) each day. The relief guard shall have the same qualifications as the guard being temporarily replaced and shall take full and complete charge of the duties from the employee he or she relieves, including all Post Orders, the Activity Logbook, and any equipment maintained at the post.

**C.8.11** The Contractor shall notify the CA and School Administration (Principal and Designee) of the substitution of an assigned SO in writing at least 48 hours prior to the personnel change taking place. The substitute SO must meet all of the requirements of the Contract.

**C.8.12** Security Guards and Contract staff shall not carry weapons on school grounds.

## **C.9 MANAGEMENT SUPERVISION**

**C.9.1** The Contractor shall provide a Management Plan which includes its post coverage and notification process for staffing deployment to ensure compliance with Section C.5.9 of this solicitation. Also, the Contractor shall include a retention plan as a part of its management plan. The Management Plan shall become a performance requirement of the contract upon review and acceptance by the DCPS.

**C.9.2** All deployment schedules shall be provided to the CA monthly, and immediately upon posting any changes. DCPS reserves the right to ask for changes in the work schedules at any time with reasonable lead-time (approximately 48 hours) for the requested modifications.

**C.9.3** The Contractor shall provide to the CA on a daily basis certification that all posts by 0830 hours. The Contractor shall provide an Accountability Report of all Open Posts no later than 0830 hours for regular school hours. The Contractor shall manage the Open Posts to ensure that all Open Posts are covered by Temporary Assigned Staff (TAS) or a Supervisor at the rate of the assigned guard. The Accountability Report will identify which posts were open, for how long, and what steps were taken to fill the post and the status as of 0830 hours. Updates to the Accountability Report should be made by the Contractor on an as needed basis.

**C.9.4** The Contractor shall maintain Post Orders and Security Orders, including all updates and information required to be inserted in the orders. The Contractor shall update the orders when necessary and provide copies for use by all contract staff t within two (2) business days of any changes.

**C.9.5** At each fixed post, the Contractor shall furnish and maintain the Post Orders and Security Orders in a separate loose-leaf binder. The binder will contain only duty instructions pertinent to that specific post. The security orders shall not be removed from the property or be reproduced or copied in any manner without the prior written consent of the CA. Upon receipt of written approval of the CA, the Contractor shall post proposed changes in the security orders and the updates thereof.

**C.9.6** The Contractor shall provide testimony and information for hearings and litigations as needed.

**C.9.7** The Contractor shall prepare the post orders in coordination with the school principal, or designee, for each school and submit to the CA, for approval within the timeframe specified by the CA. The Contractor shall be given a copy of the current post orders for each school as a part of the transition.

**C.9.8** Upon final approval as defined in Sections C.3.11 and C.5.11.7, the Contractor shall distribute and abide by the approved orders. Except for emergencies, no deviations from post orders shall be made. The post orders shall define the basic work to be performed at each post including the exact hours of duty, the time and location of movements of roving patrol posts, and detailed specific responsibilities for each fixed post.

- C.9.9** The Contractor shall provide Temporary Assigned Staff as needed. The CA will provide twenty-four (24) hours' notice of the requirement for increased staffing. However, as few as four (4) hours (or less) notice may be provided in exigent circumstances.
- C.9.10** The Contractor shall provide Temporary Assigned Staff for special security needs to include, but not limited to, special events, school sporting events, PTA meetings before or after-hours events, or to augment existing staff during periods of heightened security.
- C.9.11** The Contractor shall ensure that all management personnel fully understand contract compliance requirements and adhere to said requirements.

## **C.10 INVESTIGATIONS**

- C.10.1** The Contractor shall assist and cooperate in investigations of administrative misconduct, criminal offenses, accidents, injuries to persons, damages to property and complaints within the perimeters for that particular facility as defined in the post orders. The District will examine the site of any accident or incident immediately following its occurrence to determine the cause of such accident or incident, the degree of personal injuries, the damage to Government-owned property, and other pertinent information. In order to accomplish this, the District will have the authority to question any persons having knowledge relative to or present when such accident or incident occurred, including staff and agents of the Contractor. The Contract Guards shall not withhold any information from MPD officers or DCPS during any investigation.
- C.10.2** The Contractor shall ensure that in the event of a conflict between the security orders and the post orders, the security orders shall take precedence.

## **C.11 CONTRACTOR'S STAFF APPEARANCE**

- C.11.1** The SO and the SPO shall perform all contract functions in full uniform until the end of their full tour of duty.
- C.11.2** The contract security staff shall adhere to the approved grooming standards. Therefore, the Contractor shall establish and implement a dress code and grooming standards for guards and all other staff assigned to the contract. The proposed dress code and grooming standards shall be part of the contractor's Uniform Policy A suggested uniform and equipment should include items such as: shirts, trousers, ties, blazers, name tag, gloves, jacket, socks, shoes, badges, caps, coats, and other items as deemed necessary by the Contractor. DCPS shall have the right to approve the uniform.
- C.11.3** The Contractor shall furnish and maintain properly fitted uniforms and equipment in accordance with uniform and equipment approval received by Contractor from the SOMB and CA. Any disagreement regarding application of the standards relating to uniforms and equipment shall be referred to the CA.

## **C.12 QUALITY CONTROL PLAN (OCP)**

- C.12.1** The Contractor shall submit a detailed Quality Control Plan. The Quality Control Plan shall include, but not be limited to the following areas:

- A. Identification of Quality Control Monitor(s) assigned and evidence of their qualifications.
- B. A description of the type, level, and frequency of inspections performed by Contractor Quality Control Monitors. Inspections shall be conducted as frequently as necessary to ensure effective performance by the Contractor. While the Contractor may perform more inspections than are required in the Quality Control Plan, in no event shall the Contractor perform fewer inspections than required by that Plan. Quality Control Inspection Checklists shall include, at a minimum, inspections of equipment; uniforms and appearance; attendance and sign in/out procedures; knowledge of and adherence to Post Orders; knowledge and adherence to screening equipment operating procedures; possession of training certifications; and overall contract performance.

**C.12.2** Under no circumstances shall individuals appointed as Quality Control Monitors serve as contract security staff working under this contract.

**C.12.3** The Contractor shall prepare Quality Control Inspection Reports and submit them to the CA monthly or upon request. The reports shall include details of any problems or deficiencies noted during an inspection and shall inform the CA of all actions taken, or planned, to resolve the problems. The CA may request more frequent updates on corrective actions needed to resolve problems.

**C.12.4** If the Contractor's performance indicates that additional quality control measures are needed, the Contractor and CA shall meet with the Contracting Officer to discuss the Contractor's performance, Quality Control Plan, Management Plan, and any other areas of concern regarding the contract. Through the Contracting Officer, the CA may request that the Contractor take additional steps to improve both the overall performance of the Contractor and adherence to the Quality Control and Management Plans.

### **C.13 CONTRACTOR EMPLOYEE QUALIFICATIONS**

**C.13.1** The Contractor's personnel shall have demonstrated a stable employment history; possess superior references; have the ability to successfully perform under duress; excel in oral and written communication skills in the English language; speak articulately; efficiently comply with verbal or written directives; deal diplomatically and compassionately with the public; work with minimum supervision; and have demonstrated the ability to follow directives consistently.

**C.13.2** The Contractor shall be responsible for maintaining satisfactory standards of competency, appearance, and integrity, and shall be responsible for taking action to ensure that contract security staff maintain such standards. All contract security staff shall be citizens of the United States of America or authorized to work herein.

**C.13.3** The Contractor shall ensure that all contract security staff assigned to the contract are in good general physical and mental health without physical or mental defects or abnormalities that would interfere with the full performance of their duties. The work under this contract requires frequent and prolonged walking, standing, and occasionally running. The security personnel may also have to subdue violent or potentially violent individuals. Physical and mental stamina is a basic requirement under this contract.

Evidence of physical and mental fitness shall be determined by passing a physical examination, including an illicit drug screening exam administered by a licensed physician during the Metropolitan Police Department Security Officer Management Branch's (SOMB) certification/commissioning process. The certification is currently performed by SOMB upon initial request for a commission and annually thereafter (Subject to change by MPD Licensing Regulations). The SOMB is located at 2000 14th Street, NW, Washington, DC, 20007.

- C.13.4** The Contractor shall ensure that its security staff have passed a Tuberculosis (TB) test administered by a licensed physician.
- C.13.5** The Contractor shall ensure that its security staff have taken the COVID-19 vaccinations and recommended booster, in an effort to be in compliance with the mandate set forth by the District government.
- C.13.6** Contractor shall provide documentation on request to demonstrate compliance with vaccination requirements.
- C.13.7** Contractor shall ensure that it is in compliance with all CDC guidance, DOH guidance, and other health regulations as may be required by DCPS.
- C.13.8** No individual assigned to this contract shall have been convicted of any offense that would cause the revocation or non-renewal of the individual's SO license or SPO commission. The Contractor shall immediately and permanently remove any such individual from the contract and notify the CA. In addition, the Contractor and contract security staff must immediately notify the CA and SOMB of any arrests for offenses that might lead the revocation of an SPO commission, SO license, or certification of compliance with DC Law 15-353, "Child and Youth, Safety and Health Omnibus Amendment Act of 2004," as amended. Failure to comply may be the cause for the exercise of contract remedies, including termination of the contract.
- C.13.9** The Contractor shall conduct a pre-employment drug screening and a random drug screening program for the duration of the contract for all employees who have contact with children. This includes employees filling all positions under the contract except the Administrative Staff. The Contractor shall maintain the results in the employees' personnel file in accordance with the requirements of the Health Insurance Portability and Accountability Act (HIPAA).
- C.13.10** The Contractor will ensure that all employees are fit for duty. If it is deemed the Security Guard does not meet the fitness standards the Contractor upon request from DCPS will provide documentation certifying the Security Guards fitness.
- C.13.11** The Contractor shall accept screening questions from DCPS for use in interviews with potential Security Guard who will serve as Guards I and II.
- C.13.12** To be eligible to perform under this contract, the contract security staff shall the below indicated criteria:
- C.13.13** All Guards I and II shall possess a high school education or GED and have at least two (2) years' experience demonstrating:
- 1) Communicate successfully and professionally with the general public and to read, write, and speak the English language fluently
  - 2) Read, understand, and apply printed rules, detailed orders, instructions, and training materials.
  - 3) Maintain poise and self-control under duress; and

- 4) Construct and write clear, concise, accurate and detailed reports in English.
- 5) Monitor and respond to State-of-the-art technology to include Closed Circuit Television (CCTV), X-Ray Machines, Walk through and Hand-Held Metal Detectors and Egress Door Alarm Systems.
- 6) Utilize the equipment listed in five above to detect contraband, weapons and any other illegal, destructive, or incendiary device, whether on the person or secreted within packages, bags, cases, or other containers that are carried, possessed or under the control of persons entering the Facility to which assigned.
- 7) Be in compliance with DC Law 15-353, "Child and Youth, Safety and Health Omnibus Amendment Act of 2004," as amended.
- 8) Conduct themselves in accordance with DCPS' Core Values: Students First, Equity, Excellence, Teamwork, Courage, and Joy.
- 9) Actively contribute to DCPS' vision for combating racism in schools and breaking the school to prison pipeline.

**C.13.14** Employees classified as Guard 1, Security Officer (SO) shall be licensed by MPD and shall be responsible for preventing and responding to threats or crimes against students, staff and are not authorized to carry firearms. Guard I are authorized to search and detain but not arrest. The security officer position in this contract is the same as the Guard 1 position in the labor determinations by the U. S. Department of Labor.

**C.13.15** Employees classified as Guard II, Special Police Officer (SPO) must be commissioned and are prohibited from carrying a firearm; are authorized to perform a variety of duties in the prevention of and response to threats or crimes against students, staff, and property; and that the Security Police Officer (SPO) position is the same as the Guard II position in the labor determinations by the Department of Labor.

## **C.14 CHILD AND YOUTH HEALTH AND SAFETY ACT REQUIREMENTS**

### **C.14.1 Requirements for Drug and Alcohol Testing**

- 1) The Contractor shall either hire an independent Contractor to manage the random selection and recordkeeping pertaining to the drug and alcohol testing program or shall utilize drug testing program management software approved by the MPD.
- 2) As specified in Section 2036 of the Child and Youth Health and Safety Act, the Contractor shall implement the policies and procedures outlined in Sections 2032-2035.

### **C.14.2 Requirements for Criminal Background Checks**

- 1) The Contractor shall agree to comply with Title II of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code 4-1501.10 et. seq.) (2006 Supp.), as amended by Title II of the Omnibus Public Safety Amendment Act of 2006, effective April 24, 2007 (D.C. Law 16-306; 54 DCR 6577) and its implementing regulations at Chapter 5 of 27 DCMR, as they may be amended.
- 2) Any Contractor employee that has contact with DCPS students is required to comply with the requirements of the Child and Youth Health and Safety Act.

**C.15 TRAINING**

- C.15.1** The Contractor shall be responsible for training all employees performing under this contract. Neither the time expended for training, nor payment for attending required training, shall be billable as a separate cost item to the district. Detailed lesson plans and outlines for each block of instruction shall be submitted for review and approval by the CA and SOMB.
- C.15.2** The Contractor shall ensure that all employees performing on this contract have completed the Basic Training Curriculum listed below prior to assignment. The Contractor shall submit training completion rosters to the CA before the assignment of personnel. New employees hired by the Contractor shall not report to duty until this training has been completed. The CA will review the Contractor's roster of eligible employees submitted by the Contractor for approval. The Government reserves the right to periodically inspect training sessions. The CA, CA's staff, and DCPS staff are authorized to inspect the training sessions.
- C.15.3** The Contractor shall be responsible for training its employees who shall perform under this contract. Each employee shall receive at a minimum 45 hours of basic training and 40 hours of supplemental training. Special Police Officers, or Guard IIs, shall receive an additional 9 hours of basic training. Supervisors shall receive 16 hours of additional supervisory training. Lesson plans and outlines for each block of training in the basic and the supervisory training. For the supplemental 40 hours of training, the Contractor shall submit with the proposal a plan for obtaining this training, including potential sources for the supplemental training.

**C.15.4. Basic Training Curriculum**

- C.15.4.1** The Contractor shall ensure that all personnel assigned to this contract have completed the basic SO and SPO training curriculum, as defined by SOMB that includes, but is not limited to, the following courses:

Basic Training	Hours	
	Guard I & Guard II	Additional Guard II Training:
Conduct & Appearance (Uniform, Equipment, & Grooming) On- Duty	1	
Observation, Description, & Report Writing	3	
Alarm & Video Monitoring	1	
Patrol Techniques	1	
Magnetometer, X-Ray Machine & Screening	2	
Drugs	1	
Arrest & Detain Procedures		4
Search, Seizure, & Detention	1	1
Use of Force	2	2
DC Code Criminal & Civil Law	4	2
Court Preparation & Procedures	0.5	
Sexual Harassment	1	
School Security Orders	2	
Emergency Response: Violence, Bomb Threats, Terrorism, & Natural Disasters	2	
Civil Disobedience	0.5	

Conflict De-escalation/Resolution	3	
Customer Service/ Public Relations	2	
First Aid/ CPR	16	
DCPS Regulations & Policy, & the Role of School Security	2	
<b>TOTAL</b>	<b>45</b>	<b>9</b>

### C.15.5 SUPPLEMENTAL TRAINING

DCPS will provide to each employee under the contract a minimum of 40 hours of annual training on topics related to DCPS priorities, student behavior and development, social emotional learning, school safety and security. The 40 hours will include but not be limited to topics listed below, which includes topics from basic training that should be reviewed annually. The CA may identify other issues for supplemental training throughout the duration of the contract. For the supplemental 40 hours of training, the Contractor shall submit within three (3) days after being requested by the Contracting Officer a plan for obtaining this training, including potential sources for this training. The Contractor shall submit a copy of the supplemental training and schedule to the CA 90 days prior to implementing training.

At a minimum, the Contractor's training shall encompass the following curriculum:

- a) COVID Protocols & Updates
- b) Restorative Practices
- c) Language Access Training
- d) Crisis Prevention Intervention (CPI): Verbal De-escalation Training
- e) Cultural Competency Training
- f) Bullying Prevention
- g) Trauma Response
- h) Reporting and Report Writing
- i) Availability of Social Services for Youth
- j) Child Development
- k) DC Laws & Regulations
- l) DCPS Regulations & Policy, & the Role of School Security
- m) Diversity & Inclusionary Training
- n) Effective Communication (including communicating with limited English proficient constituents and the use of interpreter services)
- o) Emergency Response: Violence, Bomb Threats, Terrorism, & Natural Disasters
- p) Ethics
- q) School Security Orders
- r) Sexual Harassment
- s) Special Education
- t) Substance Abuse in Youth
- u) Use of Metal Detectors, CCTV, Radios & Other Equipment
- v) Visitor Control.

**C.15.5.1** Before the Security Guard can be allowed to provide services at a particular site under the contract, the Contractor's employees shall complete a minimum of a two (2) hour on-site orientation. The orientation shall consist of familiarizing the Security Guards with the physical layout of the location by walking the employees around the location and showing them entrances, exits, fire doors, stairwells, mechanical rooms, etc. The orientation shall also cover the information in the post orders. The orientation shall be conducted with either the



principal or school-based staff member. The Contractor shall submit a building orientation report, by site, to the CA after the staff successfully complete the orientation.

**C.15.5.2** The Contractor shall maintain professional training and all certifications, licenses and permits in the employee personnel file and shall make these documents available to the CA if requested.

**C.15.6** Instructor Certification

Instructors who are certified to teach the specific subject or topic required shall administer all formal training required herein. Certification to instruct the specific subject shall be in accordance with D.C. Municipal Regulations Title 6A and in the form of a certificate issued by an accredited institution of learning (school, college, or university), the District of Columbia, Federal, or other state or county government. Such certifications offered shall be current by date and shall be submitted to the CA within ten days after contract award.

**C.15.7** Training Certification and Testing

**C.15.7.1** Contractor is required to certify that all employees on the contract have had the Basic Training, prior to assignment to this contract. In addition, the Contractor shall provide at their own expense, an 8-hour refresher course that includes Conduct on Duty, Alarm and Video Monitoring, Patrol Techniques, Magnetometer operation, X-Ray Machine and Screening, and Use of Force, for all employees before assignment to this contract. A short presentation by MPD and/or DCPS may be included in this one-day training.

**C.15.7.2** At least two weeks prior to the performance of services under the contract, the Contractor is required to test all employees on the content of the lesson plans for Basic Training and their ability to apply this knowledge. The test shall be developed and administered by an independent consultant (to be selected jointly by the Contractor and DCPS) at the expense of the Contractor. The test shall be approved by the DCPS, which also may proctor the administration of the test to ensure the integrity of the testing process.

**C.15.7.3** With regard to training and testing during contract performance, the Contractor shall develop a training matrix to ensure that: 1) coverage is adequate at all schools; and 2) high risk schools are fully covered. The Contractor shall utilize to the maximum extent possible teacher in-service days or other days when school is not in session for security officer training.

**C.16 STAFF**

**C.16.1** The Contractor shall be solely responsible for compensating its staff, including the payment of all applicable wages, taxes, insurance, and worker's compensation. The Contractor shall be solely responsible for and shall indemnify the District for any loss or damage to District property if the loss or damage is caused by the Contractor or any of its staff.

**C.16.2** The Contractor shall staff the contract providing personnel meeting the requirements set forth in Section C and shall efficiently schedule a combination of full-time positions with a minimum of part-time positions to ensure that full security coverage is provided in accordance with the requirements of the contract. The Contractor must provide a daily accountability report to DCPS by 0830 hours for regular hours and update as required for any staggered hour.

**C.16.3** The Contractor shall maintain its own personnel and benefit policies for its employees.

**C.16.4** The District of Columbia shall provide no compensation beyond the negotiated rate. There is no provision for an "overtime" rate of pay that exceeds the negotiated rate. The cost for supervisors and other key staff shall be included in the negotiated rate for an SO and SPO.

- C.16.5** The Contractor shall ensure that a Security Guard is not assigned to school which the guard has a family member employed or attending the school.
- C.16.6** The Contractor shall ensure that the Security Guard is not providing any outside employment, or volunteer services at the school location where the guard is assigned.
- C.16.7** The Contractor shall ensure that all complaints and investigations on Security Guards will be conducted by managers that are above the rank of field manager.

#### **C.17 EQUIPMENT AND MATERIALS**

- C.17.1** All property and equipment furnished by the District under this contract shall remain the property of the District government. During the term of the contract, the Contractor shall comply in accordance with terms of 27 DCMR Section 4100, et. seq. Upon contract expiration or termination, the Contractor shall account for all DC-furnished property. Any property or equipment furnished to fulfill contract requirements which is lost or damaged resulting from improper use or negligence by the Contractor's employees, shall be repaired or replaced by the Contractor at its own risk and expense. The Contractor shall complete a DCPS Physical Security Inventory Verification Form at the beginning and end of each school year (August and June) for submission to the CA.
- C.17.2** The Contractor shall provide all vehicles to facilitate monitoring of personnel at school sites. The Contractor shall be responsible for all costs related to these vehicles. Fuel as utilized by the DC Government will be provided for the DCPS Contract and only for the Contract at no cost to the Contractor. (Types of fuel are diesel, natural gas, unleaded fuel.). The Contractor shall submit a monthly Fuel Usage Report to the CA which includes the vehicle tag number, date, and daily mileage usage.
- C.17.3** The Contractor shall provide all communications equipment with the exception of two-way radios which will be provided and maintained by DCPS.
- C.17.4** The Contractor shall not purchase any equipment without written approval from the Contracting officer (CO) All equipment purchased by the District for use by the Contractor for the performance of contract requirements is the property of the District and will be returned to the District at the termination of the contract.

#### **C.18 CONTRACTOR'S OFFICES AND FACILITIES**

- C.18.1** The Contractor shall staff its administrative office from 0700 hours to 1800 hours, Monday through Friday. Additionally, during non-business hours when after school activities are scheduled and require Will Call security coverage, the Contractor will provide an on-call list of personnel including a telephone number for each person for emergency situations upon request from the Contract Administrator.

#### **C.19 REMOVAL OF CONTRACTOR'S STAFF**

- C.19.1** The Contractor shall require its contract employees to comply with all DCPS standards and any directives issued by the CA. The Contractor shall be responsible for maintaining satisfactory standards of employees' competency, conduct, appearance, and integrity, and shall be responsible for taking such disciplinary action with respect to the contract security staff as deemed necessary.

**C.19.2** At any time, the CA, at his or her sole discretion, may require the Contractor to immediately remove any Security Guards from the contract. Replacement personnel shall be provided immediately.

## **C.20 MEETINGS**

**C.20.1** At least one (1) of the Contractor's personnel with authority to address and remedy matters regarding administrative and performance-related issues shall attend all meetings with DCPS. The Contractor shall not miss any meetings without prior approval of the CA. The CA shall notify the Contractor of the date and time of these mandatory meetings.

## **C.21 REPORTS, FILES, AND RECORDS**

### **C.21.1 Personnel Files - Format and Content**

Contractor shall meet all employees' personnel files.

1. The personnel file shall contain, but not be limited to, the following records:

- a) Copy of current criminal history record.
- b) Current security officer license for Guard I and SPO license for Guard II and other employees specified in the contract.
- c) Copy of U.S. Passport or other picture identification indicating U.S. Citizenship
- d) Copy of high school diploma or GED.
- e) Copy of valid driver's license (for those employees who are required to drive a vehicle under the contract).
- f) Copy of training and testing records indicating that employee completed and passed all training requirements and tests
- g) Copy of first aid/CPR certificate
- h) Copy of company disciplinary records, if any; and
- i) Name and contact information for an emergency contact.

2. The medical file shall include, but not be limited to, the following items:

- a) Copy of pre-employment physical examination.
- b) Copies of all drug testing program reports, including results of pre-employment drug screening, random drug screening, and reasonable suspicion screening; and
- c) Copy of a psychological screening, if any, attesting to the employee being free of any judgment of incompetence.
- d) Copy of results of Tuberculosis (TB) tine test

**C.21.3** The Contractor shall continuously maintain the files and allow DCPS to inspect the files without notice at any time.

**C.21.4** DCPS shall schedule an independent inspection of personnel files 30 business days after contract award and at other intervals, as determined by the CA. The inspection shall verify that the personnel records contain all documentation required to validate the qualifications of the Contractor's employees for employment on this contract. Approval by DCPS does not relieve the Contractor of the responsibility for ensuring that all personnel meet the qualifications of the contract.

**C.22 TRANSITION PLAN IMPLEMENTATION**

- C.22.1** The Contractor shall provide the CA with an initial inventory of all equipment owned by the Contractor within 30 days after contract award.
- C.22.2** The Contractor shall provide to the CA with a list of all equipment supplied by the District (indicate ownership in the inventory report) within 30 days of award of contract. During the contract term, the Contractor shall notify the CA if any additional equipment is needed to fulfill contractual requirements. The CA will seek authorization from the CO for reimbursement for equipment approved for purchase.
- C.22.3** The Contractor shall have an entrance transition plan. o DCPS. The Contractor, and DCPS shall then discuss the implementation of the plan prior to contract performance. The final entrance transition plan shall be delivered within 10 business days after contract award.
- C.22.4** Contractor shall have an exit Transition Plan that details its operational steps to successfully transition between an incumbent and the new Contractor.

**C.23 ENTRANCE TRANSITION**

**C.23.1** At a minimum the entrance transition plan shall include the following:

- a. The Contractor shall provide a seamless continuity of services. The Contractor shall coordinate with the incumbent Contractor and ensure that transition does not disrupt day-to-day security operations.
- b. The Contractor shall provide employees with an orientation detailing Contractor benefit, applications, release forms and other pertinent matters relating to school security.
- c. The Contractor shall conduct background checks as specified in Section C.14.2.
- d. The Contractor shall verify that all employee licenses, training certifications, drug screenings, and physical examinations required in Section C.13 are valid and current. All outstanding requirements shall be completed during the transition period. No Contractor employee shall be permitted to assume duties until these requirements have been demonstrated
- e. The Contractor shall issue uniforms prior to the first day of performance.
- f. The Contractor shall recruit new security personnel to meet contract requirements, and schedule interviews with prospective contract security staff accordingly.
- g. The Contractor shall provide an Entrance Transition Plan.

**C.24 EXIT TRANSITION**

At a minimum the exit transition plan shall include the following:

- a. Ensure the transition does not disrupt day-to-day school security operations.
- b. Exercise its best efforts and fully cooperate to affect an orderly and efficient transition.

- c. The Contractor shall transfer all data to the District or another Contractor, at the district's option, in a format to be determined by the District

## **SECTION D: INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS**

### **D.1 MOST ADVANTAGEOUS TO DCPS**

The DCPS intends to award a single security services contract resulting from this solicitation to the responsible offerors whose offers conforming to the solicitation will be most advantageous to DCPS, technical and other factors, specified elsewhere in this solicitation considered. DCPS reserves the right to award multiple contracts.

### **D.2 CONTRACTOR QUALIFICATION RECORD ORGANIZATION AND CONTENT**

- a. This solicitation will be listed on the [DCPS Website](#). To be considered, an offeror must submit the required attachments via email to [dcpsoca.inquiries@k12.dc.gov](mailto:dcpsoca.inquiries@k12.dc.gov) before the closing date and time. Paper, telegraphic, and facsimile proposals will not be accepted.
- b. All attachments must be submitted as pdf files. DCPS will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it will not be considered.
- c. Please note that each attachment is limited to a maximum size of 25 MB.
- d. Offerors are directed to the specific evaluation criteria. The offeror shall respond to evaluation criteria in a way that will allow the DCPS to evaluate the offeror's response. The offeror shall submit information in a clear, concise, factual, and logical manner providing a comprehensive description of program services and delivery thereof. The information requested shall facilitate evaluation for all Contractor Qualification Records (CQRs). The CQR must contain sufficient detail to provide a clear and concise response fully reflecting the manner in which the offeror proposes to fully meet the requirements in Section C.

### **D.3 EVALUATION FACTORS:**

#### **D.3.1 Submittal requirements.**

The Following document shall be submitted with the RFA

- a) Management Plan
- b) Quality Control Plan (QCP)
- c) Supplemental Training Plan
- d) Employee retention Plan
- e) Entrance transition Plans
- f) Exit Transition Plans
- g) Training curriculum

#### **D.3.2 Technical Factors**

This Request for the Qualification (RFA) will be evaluated based on the following evaluation factors in the manner described below:

**D.3.2.1 Factor A - Technical Capacity and Expertise (35 Points)**

- a) *The Firm's Technical Capacity Description(s)(10pts):* this factor will be evaluated on specific expertise in the security services, a company history, mission statement and organizational approaches and demonstrated a clear understanding of General Requirements, the Reporting Requirements, Record Keeping and Maintenance of Documentation requirements in Section C.5 of the Solicitation
- b) *Personnel & Staffing (10pts):* this factor considers the effectiveness of the company's staff management capacity: how the organizations consistently align their available employee hours against the needs, having teams on hand that are just the right size and skill level for the projects. (Entrance, Exit, and employee's retention plans)
- c) *Unique Qualifications(15pts):* This factor will be evaluated on any specific qualifications that would make your firm uniquely qualified to provide security guard services for DCPS. Any other innovative services you would propose to the DCPS to enhance services to be provided.

**D.3.2.2 Factor B - Technical Approach (30 Points)**

- a) *The Firm's methodologies and approaches Description(10pts):* This evaluation factor considers the methodology and approaches proposed to manage this project. (Management plan)
- b) *Staffing Plan, and Management Supervision (10 pts):* this evaluation factor considers the methodology proposed for the staff orientation, in-service training, professional development, and employee retention. (training curriculum, supplemental training, retention plan)
- c) *Quality Control and Accountability Systems(10pts):* This factor will be evaluated on the contractor methods of quality control, contract administration, audits, management inspection programs, conduct and job performance standards, corrective action planning. (Quality control plan)

**D.3.2.3 Factor C - Past Performance (35 Points)**

- a) *Experience Description(10pts):* this factor will be evaluated on the narrative description of the experience the vendor has that will allow it to perform the contract.
- b) *Prior Experience(15pts):* Identify and describe prior experience providing security services similar to the services being requested by DCPS, as a Contractor within the last five (5) to ten (10) years.
  - a. Client names
  - b. Term dates of contract
  - c. Services provided
  - d. Number of assigned staff
- c) *Provide References (10 pts)* The offeror shall submit a list of three (3) work/client references preferably including others government agencies and/or school districts, for which the company has conducted same or similar services, including:
  - i. Company name (point of contact, address, email, phone number)
  - ii. Contract dollar amount and the start and end dates of the contract
  - iii. Brief description of services provided

**D.4 REQUIREMENT FOR AN ELECTRONIC COPY OF PROPOSALS TO BE MADE AVAILABLE TO THE PUBLIC**

The offeror must submit an electronic copy of its RFA, redacted in accordance with any applicable exemptions from disclosure under DC Official Code §2-534. Redacted copies of the offeror's RFA must be submitted by e-mail attachment to the contact person designated in the solicitation. DC Official Code §2-536(b) requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District RFAs following award of the HCA, subject to applicable FOIA exemption under §2-534(a) (1). Successful RFAs will be published on the DCPS Website in accordance with DC Official Code §2-361.04, subject to applicable FOIA exemptions

**SECTION E: SUBMISSION DEADLINE**

**All responses must be received on or before Tuesday, May 10, 2022, by 2:00 pm EST**

**SECTION F: PERIOD OF PERFORMANCE**

The period of performance shall begin July 9, 2022, and continue through July 8, 2023, as executed by the Contracting Officer.

**SECTION G: QUALIFICATION INSTRUCTIONS****G.1 SUBMISSION**

- a. In order to be considered for selection, offerors must email the response to [dcpsoca.inquiries@k12.dc.gov](mailto:dcpsoca.inquiries@k12.dc.gov) - Subject line: "GAGA-2022-A-00048 – DCPS Security Services" An offeror may submit no more than one (1) response in response to this RFA.
- b. All electronic responses are to be formatted for print on standard 8.5" X 11" paper in no less than 12-point font.
- c. Any costs incurred by contractors in preparing and submitting qualifications shall be the contractor's sole responsibility.

Qualifications should be prepared in a straightforward and concise manner. Emphasis should be placed on completeness and clarity of content. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired. Elaborate artwork, expensive visual and other presentation aids are neither necessary nor desired.

- d. DCPS reserves the right to waive informalities or irregularities, to reject any or all responses received, to accept the responses deemed best for the agency, and/or request new responses if necessary.

**G.2 MINIMUM ACCEPTANCE PERIOD**

DCPS requires a minimum acceptance period of 90 calendar days from the submission deadline of this Request for Qualifications.

**G.3 Process for short-listing**

The evaluation by the Evaluation Team will be done in 2 parts:

1. Individual Evaluation

- a. At this part, there shall be no discussion, communication, or consultation amongst the evaluators related to evaluating the proposal.
- b. Each evaluator must rate proposals based on how well the offeror met the evaluation criteria contained in the solicitation. Evaluators must rate proposals individually and prepare narrative descriptions of the offeror's strengths, weaknesses, deficiencies, and those areas requiring clarification. The evaluation produced will be used in the caucus process, where the individual evaluations will be compared and differences between the individual evaluations resolved.
- c. The documentation of the strengths or weaknesses of each proposal shall be complete and written so that it can be understood by another person reading it. The strengths or weaknesses must directly relate to the established evaluation criteria without bias from outside knowledge, clearly identify the issues, and explain the rationale and/or the impact or result of the issue.
- d. When writing the strengths, weaknesses, or rating rationales, evaluators should use appropriate words to help convey what they are trying to say. The wording should not contain emotionally charged words or phrases but should contain qualitative and quantitative words such as:

Complete	Lacking	Deficient	Thorough
Inadequate	Flawed	Adequate	Unacceptable
Acceptable	Imaginative	Scarce	Incomplete
Solid	Insufficient	Sufficient, etc.	

2. Caucus Evaluation

- a. After the evaluators have completed their individual evaluations for all factors for all offerors, the Chairperson will convene a caucus to review and reconcile differences in the individual evaluations. Ratings and rationales for each factor are then determined not be averaging the ratings assigned by the individual evaluators but must be based on the caucus approved strengths, weaknesses, and deficiencies. Those strengths, weaknesses, and weaknesses agreed upon by the evaluators during caucus become the consensus findings. The caucus results are what is briefed to the SSA/CO.
- b. The narrative of the consensus shall clearly and completely state the facts and rationale to support and justify the new rating as warranted.

**When the technical evaluation is done, a technical evaluation report shall be prepared by The Chairperson and shall contain the following:**

**1. The basis of evaluation.**



**SECTION H: QUESTIONS REGARDING REQUEST FOR QUALIFICATIONS**

All questions for this Request for Qualifications are due 7 days after the RFQ has been posted.

**SECTION J: ATTACHMENTS**

The following list of attachments is incorporated into the solicitation by reference and shall be a part of an order placed as a result of this RFA, if applicable.

Attachment Number	Document
J.1	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (July 2010) available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on "Required Solicitation Documents"
J.2	US Department of Labor Wage Determination NO.:2015-4281, Rev22, Date of Revision: 0/15/2022
J.3	Equal Employment Opportunity Employer Information Report and Mayor's Order 85-85 available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on "Required Solicitation Documents"
J.4	Department of Employment Services First Source Employment Agreement available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on "Required Solicitation Documents"
J.5	Way to Work Amendment Act of 2006 - Living Wage Notice available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on "Required Solicitation Documents"
J.6	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on "Required Solicitation Documents"
J.7	Tax Certification Affidavit available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on "Required Solicitation Documents"
J.8	Subcontracting Plan (if required by law) available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on "Required Solicitation Documents"
J.9	First Source Initial Employment Plan available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on "Required Solicitation Documents"
J.10	List of School Locations and Duty Hours (Number and Types of Guards Assigned at each School)

**\*\* END OF DOCUMENT \*\***