



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

REQUEST FOR QUALIFICATIONS		THIS RFQ IS ☒ IS NOT SET ASIDE FOR LSDBE FIRMS ONLY,		Page of Pages 1 31	
1. REQUEST NO. GAGA-2026-Q-0030	2. DATE ISSUED April 09, 2026	3. REQUISITION/PURCH. REQUEST NO.	4. COMMODITY GROUP AND CLASS		
5A. ISSUED BY: District of Columbia Public Schools (DCPS) Office of Fiscal Strategy, Contracts and Acquisitions Division 1200 First Street, NE, 9 th floor, Washington, DC 20002			6. DELIVER BY (Date)		
			7. DELIVERY ☒ FOB DESTINATION OTHER (See Schedule)		
5B. FOR INFORMATION CONTACT: (Name and telephone no.) (No collect calls) District of Columbia Public Schools (DCPS) Office of Fiscal Strategy, Contracts, and Acquisitions Division 1200 First Street, NE, 9 th floor, Washington, DC 20002					
8. TO: NAME AND ADDRESS OF QUOTER (Street, city, county, State, and ZIP Code)			9. DESTINATION (Consignee and address, including ZIP code) District of Columbia Public Schools (DCPS) 1200 First Street, N.E., Washington, DC 20002		
10. PLEASE FURNISH RESPONSES TO THE ISSUING OFFICE ON OR BEFORE: April 23, 2026 @ 12pm EST	11. BUSINESS CLASSIFICATION (Check appropriate boxes) ☐ SMALL ☐ RESIDENT OWNED ☐ DISADVANTAGED ☐ LONG-TIME RESIDENT ☐ ENTERPRISE ZONE				
IMPORTANT: This is a request for qualifications; the information furnished is not an offer. 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.					
12. SCHEDULE (Include applicable Federal, State, and local taxes)					
LINE ITEM	DESCRIPTION	QUANTITY (c)	Unit (d)	UNIT PRICE (e)	AMOUNT (f)
001	Reserved				
002	Reserved				
13. DISCOUNT FOR PROMPT PAYMENT	10 Calendar Days %	20 Calendar Days %	30 Calendar Days %	----- Calendar Days %	
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 50,204 students in 117 schools and educational centers. DCPS employs about 4,591 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 the 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 a 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 shortlist of the most highly qualified contractors and invite those contractors to submit bids. The District will notify contractors who have not been short-listed. Only the selected contractors are authorized to submit bids in response to the second step of the solicitation. Based on the lowest evaluated price, one contract will be awarded to the qualified, responsive, and responsible bidder.
- B.4 NONPROFIT FAIR COMPENSATION ACT OF 2020, D.C. CODE § 2-222.04 et seq.**
- B.4.1** Nonprofit organizations, as defined in the Act, shall include in their rates the indirect costs incurred in providing goods or performing services under this contract pursuant to the nonprofit organization's unexpired Negotiated Indirect Cost Rate Agreement (NICRA). If a nonprofit organization does not have an unexpired NICRA, it may elect to include its indirect costs in its rates.
1. As calculated using a *de minimis* rate of 10% of all direct costs under this contract.
 2. By negotiating a new percentage indirect cost rate with the awarding agency.
 3. As calculated with the same percentage indirect cost rate as the nonprofit organization negotiated with any District agency within the past two years; however, a nonprofit organization may request to renegotiate indirect cost rates in accordance with 4.5.2 or.
 4. As calculated with a percentage rate and base amount, determined by a certified public accountant, as defined in the Act, using the nonprofit organization's audited financial statements from the immediately preceding fiscal year, pursuant to the OMB Uniform Guidance, and certified in writing by the certified public accountant.
- B.4.2** If a federal agency funds this contract, indirect costs shall be consistent with the requirements for pass-through entities in 2 C.F.R. § 200.331 or any successor regulations.
- B.4.3** The Contractor shall pay its subcontractors, which are nonprofit organizations, the same indirect cost rates as the nonprofit organization subcontractors would have received as a prime contractor.

- B.5** 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 DCPS, Office of Fiscal Strategy, Contracts & Acquisitions Division, on behalf of the Office of Operations, School Security division ("District") is seeking a highly skilled and technically proficient security Contractor to provide security services and qualified personnel, with experience working with school aged children and students, to protect persons and property at DCPS.

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: https://www.dcregs.dc.gov/Common/DCMR/RuleList.aspx?ChapterNum=6-A11 & https://www.dcregs.dc.gov/Common/DCMR/RuleList.aspx?ChapterNum=17-20&ChapterId=691 & https://www.dcregs.dc.gov/Common/DCMR/RuleList.aspx?ChapterNum=17-21&ChapterId=692 =	June 2007
2	D.C. Law	Council of the District of Columbia, "Enhanced Professional Security Amendment Act of 2008" Available at: https://code.dccouncil.us/us/dc/council/code/sections/5-129.21	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: https://www.dcregs.dc.gov/Common/DCMR/RuleList.aspx?ChapterNum=6-A11	Most Recent
4	D.C. Municipal Regulations establishing requirements for personnel 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 https://code.dccouncil.us/us/dc/council/laws/21-180	Most Recent
5	D.C. Municipal Regulations	District of Columbia Municipal Regulations, Title 5, Chapter 2503 Available at: https://code.dccouncil.us/us/dc/council/code/titles/38/chapters/2/subchapters/II/parts/C#of	Most Recent

C.3 DEFINITIONS

These terms, when used in this RFQ, have the following meanings:

C.3.1 Afterschool Programming Hours: The hours of operation for after-school programming and services, Monday through Friday, from 3:30 p.m. to 7:00 p.m.

C.3.2 Before School Programming Hours: The hours of operation for before-school programming and services, Monday through Friday, from 7:00 a.m. to 8:00 a.m.

C.3.3 Captain: a mid-level operational supervisor responsible for the direct oversight, management, and performance of assigned security personnel within a designated region, cluster, or portfolio of sites. The Captain ensures daily operational readiness, compliance with post orders, and adherence to all contractual performance standards.

The Captain serves as the primary field-level leader and liaison between frontline supervisors (e.g., DCPS School-based and Central Service staff, DCPS Police Officers, Lieutenants, Sergeants), the contractor's executive leadership team, and the Client (e.g., DCPS Security Division).

C.3.4 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.3.5 English as a second language (ESL) Schools:** A school with a student body composed of at least 500 individuals (or 3 percent of the student body, whichever is less) who speak English as a second language.
- C.3.6 Emergency Incidents or Situations.:** Critical level incidents that cause disruption to the overall operations within or around the school building, including, but not limited to, large
- C.3.7 Extended School Year:** Additional days that a school operates beyond the traditional number of school days as stipulated in Attachment J.10 (Typically, between June 1 and September 30)
- C.3.8 Fixed Post:** One specific location (post) in the school building, where an officer is assigned to.
- C.3.9 Incident Report:** A written report prepared by security personnel documenting all incidents occurring in and around their respective facilities.
- C.3.10 High-Risk Schools** are schools where safety risks, instability, or disruptive conditions occur at a higher-than-typical frequency. These risks may be long-term or temporary in nature. The CA is responsible for designating a school as High-Risk, and this classification may change at any time based on emerging safety concerns or evolving operational needs.
- C.3.11 Open Post:** Any time a Post is unattended by a SO or SPO during an assigned shift for more than one (1) minute.
- C.3.12 Post:** A location within a DCPS facility where a Security Officer is assigned to monitor, rover, and/or patrol.
- C.3.13 Post Orders:** A written document describing the DCPS point of contact and security functions for each post location on each shift in each facility.
- C.3.14 Project Manager:** a professional responsible for planning, executing, monitoring, controlling, and closing projects, ensuring they are completed on time, within budget, and according to specifications. They act as the central point of contact, coordinating teams, managing resources, and mitigating risks to achieve defined goals.
- C.3.15 Quality Control Manager (QCM)** is the contractor-designated management official responsible for developing, implementing, and overseeing the contractor's Quality Control Plan to ensure all security services are performed in full compliance with contract requirements, performance standards, policies, and applicable laws. The QCM serves as the primary point of contact for all quality assurance and performance-related matters and is accountable for monitoring, documenting, and correcting deficiencies in service delivery.
- C.3.16 Regular Schools Hours:** The standard operating hours, Monday through Friday, from 8:00 a.m. to 3:30 p.m.

- C.3.17 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.3.18 School Emergency Response (SERT) Team:** A group of individuals within a school building who are selected and tasked with planning and preparing for emergencies and/or critical-level incidents using standard procedures as identified by the DCPS and HSEMA Emergency Response Handbook.
- C.3.19 Secured areas:** Area(s) not open to the public, staff or students without express authority to enter
- C.3.20 Security Officers (“SO”),** also known as **Security Officer I:** An unarmed Security Officer 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.3.21 Security Orders:** The written policies and procedures that govern school security operations are provided by the DCPS or the Contractor and approved by DCPS. These include, but are not limited to, citywide procedures and facility-specific guidelines.
- C.3.22 Special Police Officers (“SPO”) also known as Security officer II:** perform a variety of duties in the prevention of and response to threats or crimes against students, staff, and property
- C.3.23: Security Post Inspection Report:** A written report prepared by security personnel, used as an evaluation tool and compliance checklist certifying that Security Officers and their physical post locations meet the standard requirements as identified in the contract to avoid any potential risks
- C.3.24 Temporarily Assigned Staff (“TAS”):** Security Officers assigned to cover special security needs and fill posts vacated by absent assigned staff, fights, flood or other severe weather conditions, epidemics, riots, equipment failure, or other exigent situations.

C.4 BACKGROUND

In the Fall of 2020, the D.C. 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 DCPS.

- C.4.1** DCPS students attend school 181 days of the year, and teachers attend 192 days. Additionally, schools are used for before- and after-school programs, community meetings, summer school, and extracurricular activities. The security services described herein will serve all schools listed in Attachment J.10.
- C.4.2** For school year 2026-2027, the number of DCPS-operated schools will be fewer than 120. Approximately 50,000 students attend DCPS, including an estimated 27,500 elementary school students, 5,500 middle school students, nearly 13,000 senior high school students, and 4,000 other students (e.g., Early Learning Centers, Opportunity Academies (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. Daily Accountability Report, Weekly Captain's Report, Monthly Quality Assurance Report, Monthly Officer Deployment Report (to include TAS officers) Monthly Training Reports, Monthly Officer Disciplinary Reports, Monthly Weapons abatement Report, Other reports as determined by the CA.
- C.5.3** The Contractor shall support School-based staff to enforce DCPS Restorative Justice Guidelines" (J.11) related to restorative student discipline practices, maintaining order, reducing illegal activities, and contributing 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.9.9 and C.9.10.
- C.5.5** Contractor shall consider bilingual fluency as a preferred qualification during the 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** The 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 give the Contractor two (2) 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** The Contractor shall ensure that all SOs and TAS have a current first aid/CPR certificate from any District of Colombia certified provider. (A provider, duly authorized/licensed by the governing agency of The Government of the District of Columbia to provide First Aid and CPR certification)

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, SPOs, 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 each facility upon their initial assignment. The Contractor shall deliver Post Orders to all schools within 30 days of receipt from the first day of the deployment schedule. Additionally, the Contractor will deliver signed Post Orders to the CA no later than September 30th each Academic Year. The signed Post Orders shall be presented to the CA for electronic signature. 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 modify the Post Orders from time to time. Upon receipt, the Contractor shall implement all such modifications, which may include changes in 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 the Contractor reasonably determines that a modification is outside the Contract’s scope or would affect the Contract price, the Contractor will notify the CA in writing and shall not implement such modification until the issue is resolved.

C.6.3 In general, the Contractor shall:

- A) Prevent and timely report safety and security risks, by observing, patrolling, and searching for damage, pilferage, removal, misuse, larceny, theft , or any other improper or unlawful threats to or disposition of District or personal property to the CA
- B) Prohibit persons from attempting to gain unauthorized access to or from having unlawfully entered a property or Secured Areas (Area(s) not open to the public, staff or students without express authority to enter). This includes monitoring building safety through CCTV and access control, conducting interior and/or exterior Roving Patrols, and any other related duties as determined by the CA.
- C) Monitoring and conducting Roving Patrols during dismissal, including the immediate area surrounding (50 to 100 feet) the school grounds as deemed necessary for the safe passage of students.
- D) Control entry and access by screening and searching visitors and packages coming into DCPS buildings to ensure that no unauthorized or prohibited items are brought into DCPS buildings and outdoor spaces.
- E) Provide protection and security services, which may include providing escort services to all visitors within DCPS properties.
- F) Each Security Officer shall be in full uniform, as outlined in Section C.7.3, and ready to begin work promptly at the start of the work shift and remain on the job in full uniform while on post and during their full tour of duty.
- G) Respond as necessary to support other life safety duties as identified in Post Orders.
- H) 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
- I) Assist as directed by the CA or CO in all emergency situations.
- J) The Contractor shall provide a representative at each DCPS duty location to participate in the school-based School Safety Committee (SSC) or SERT team.
- K) 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 SSOMB will issue Security Officer Identification Cards and SPO Commissions for each security staff member of the Contractor. No contract security staff shall work under this Contract without this appropriate identification.
- C.7.3 Uniforms:** All uniforms shall comply with the standards used for SPOs and Security Officer SOs as stipulated by the SOMB. The Contractor shall provide samples of the intended uniforms to the CA within seven (7) business days prior to the contract start date. At least 15 days prior to contract, the Contractor shall also provide the CA with its Uniform Policy start date, which will specify 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** Contract security staff shall not 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 Security Officers 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 from the Contractor. The Contractor shall provide the appropriate security personnel within forty-eight (48) hours unless otherwise directed by DCPS. This coverage shall be billed at the Contract rates set forth 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 Security Officers 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** The Contractor shall provide a minimum of six (6) full-time Daytime Captains and two full-time Weekend and Evening Captains. The Daytime Captain will ensure that all events scheduled during the regular school day are adequately staffed and will conduct site inspections. The Daytime Captain will provide additional services under the direction of the Project Manager or the Project Manager's designer.

The Weekend and Evening Captain will ensure that events scheduled outside the regular school day are adequately staffed and will conduct on-site inspections. The Weekend and Evening Captain will further provide additional services under the direction of the Project Manager or their

designee. The CA reserves the right to assign any Captain to pay special attention to specific events and/or locations.

- C.8.4** No SO or TAS 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. The CA may waive this limitation 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.8.5** The Contractor shall make every effort to ensure that ESL Schools are staffed with personnel that are fluent in any of the languages that meet the stated 3%/500 threshold
- C.8.6** The Contractor shall regularly coordinate and host targeted recruitment efforts to encourage a language-rich pool of candidates
- C.8.7** 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 visitors, parents and vendors s within DCPS property, monitoring students and staff as they arrive and leave 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 that Post Orders are adhered to at all times. Any deviation from the Post Orders requires written confirmation of permission from the CA.
- C.8.8** 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.15.5.
 - C. Have not received orientation as specified in Sections C.15.5.1 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.8.9** All of the SOs and SPOs shall report for duty on time, in full uniform, with required licenses and certifications. The Contractor shall ensure that SOs and SPOs report for duty on time, in full uniform, with required licenses. The Contractor shall ensure uniform presentation of credentials. The Contractor will select a single method for Security Officers to carry their credentials while on duty. The credentials can be displayed digitally or in a laminated/or protective covering. Credentials shall be legible, free from marks or smudges. Any employee violating this section shall be removed from their post until such time as the employee is in compliance with the terms of this clause. The post shall be considered an Open Post from the scheduled beginning of the tour of duty until it is properly covered. 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.
- A. The Contractor shall ensure that Security Officers 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, 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. If the District implements an automated electronic system to replace the Logbook, the Contractor's security staff shall utilize this new process.

- B. Security Officers 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 10:00 am the next business day if the incident occurs After Regular School Hours.
- C. Security Officers 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. Incident reports shall include School name, Address, Incident Type, Location date if Incident, time of Incident, Date Incident reported, Time incident reported. Reporting officer, School phone number, Supervisor's Complete name, Cluster, Ward, Name and title of school official notified, Date of Notification, Category (Disruptive, Violent, Non-Violent), Was property damaged or stolen, estimated value, Property Type, Make, model and serial number. Police Information, MPD Notification, Date of MPD Notification, (badge number, MPD CCN, MPD Officer's Complete name), DCPS Special Police Information (Officer name and Badge number), Weapons and illegal substance information (Were weapons or illegal substances involved), Description of Weapon, Weapon disposition, Description of illegal substance, Injury sustained (yes or no), Cause of Injury (falling object, Tripped, Fell, Inflicted, other), Description of Injury, Condition of Area (liquid spill, food spill, uneven surface, Dark area, No adverse condition, other), Medical Services contacted (yes/no), Responding unit, Transported to, Camera footage (yes or no), Camera numbers (date and time), Well-written concise narrative free of errors, Person(s) involved (complainant, victim, suspect, witness. Any report returned for corrections, changes, or signatures must be resubmitted by the close of business on 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 at the end of each month 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, including Closed Circuit Television ("CCTV"), X-ray machines, walk-through and hand-held metal detectors, and egress door alarm systems.
- I. 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 Officers 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 oversupply shall be set at twenty-five (25) percent of the total number of Security Officers. This percentage may be increased at the CA's discretion, after consultation with the Contractor, as necessary during the term of the contract.

C.8.10 If during a site inspection, the CA, or the CA's representative, determines that an SO or SPO 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 an Open Post . The CA will issue a written notification to the Contractor that the post will be considered an Open Post from the beginning of the shift until the violation is corrected.

C.8.11 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 SPO so that the Post is never unattended. Each security employee shall receive one (1) half-hour break and two (2) 15-minute breaks separately each 8 hours shift. these breaks shall not be combined. The Security Officer shall have the same qualifications as the Security Officer 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.8.12 The Contractor shall notify the CA and School Administration (Principal or their Designee (A principal's designee is a school staff member, typically an administrator or certified educator, formally appointed in writing to act on behalf of the principal, particularly during their absence. Typically, the designee is an Assistant Principal, DSL, MSL, Dean. They are authorized to manage specific tasks, such as student discipline, emergency care, or site operations)) 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 the requirements of the Contract. When an officer calls on the day they are scheduled to work, the Captain must notify the CA and the School Administrator at least one (1) hour prior to the start of the Security Officers' shift.

C.8.13 Security Officers and Contract staff shall not carry weapons on school grounds. (DCPS Property, to include but not limited to school buildings, admin sites, and public space)

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.8.9 of this solicitation. Also, the Contractor shall include a retention plan as part of its Management Plan. The Management Plan shall become a performance requirement of the Contract upon review and acceptance by DCPS.

C.9.2 All deployment schedules shall be provided to the CA monthly, by the 5th day of the month, and immediately upon posting any changes. DCPS reserves the right to request changes to work schedules and an officer's assigned duty location at any time, with reasonable lead time (48 hours) for the requested modifications.

- C.9.3** The Contractor shall provide the CA with a daily certification that all posts are staffed by 0830 hours. The Contractor shall provide an Accountability Report of all Open Posts no later than 0830 hours for regular school hours, and update as required for any staggered hours. The Contractor shall manage the Open Posts to ensure that all Open Posts are covered by TAS or a Supervisor at the rate of the assigned Security Officer. The Accountability Report will identify which posts were Open, for how long, the steps taken to fill the posts, and the status as of 0830 hours. The Contractor shall update the Accountability Report as needed. The Contractor shall provide a monthly report, analysis, and improvement plan for all Open Posts for the month. This report must include an Open Post reduction plan (a strategic plan created by the contractor to reduce the number of open posts.) The same report shall be provided to the CA for weekend post assignments and special activities (DCPS-sponsored or external events that take place on DCPS property outside of the traditional school day (8:00 a.m. to 4:30 p.m.), including mornings, evenings and weekends).
- C.9.4** The Contractor shall maintain Post Orders, including all updates and information required to be inserted into the orders. The Contractor shall update the orders when necessary and provide copies for use by all contract staff within two (2) business days of any changes.
- C.9.5** At each Fixed Post, the Contractor shall furnish and maintain the Post 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 the CA's written approval, the Contractor shall post the proposed changes in the Post Orders and any updates thereto.
- 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 part of the transition.
- C.9.8** Upon final approval as defined in Sections C.10.1 and C.9.7, 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 Roving Patrol post movements, and the detailed parameters and responsibilities for each Fixed Post.
- C.9.9** The Contractor shall provide TAS as needed. The CA will provide twenty-four (24) hours' notice of a requirement for increased staffing. However, as few as four (4) hours' (or less) notice may be provided in an emergency.
- C.9.10** The Contractor shall provide TAS 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 when deemed necessary by the CA
- 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 of 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 Security Officers 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 security officers shall adhere to the approved grooming standards. Therefore, the Contractor shall establish and implement a dress code and grooming standards for Security Officers 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 shirts, trousers, ties, blazers, name tags, gloves, jackets, socks, shoes, badges, caps, cold-weather-appropriate 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 and weather-appropriate uniforms and equipment in accordance with the uniform and equipment approval received by the Contractor from the SOMB and CA. Any disagreement regarding the application of the standards relating to uniforms and equipment shall be referred to the CA.

C.12 QUALITY CONTROL PLAN (QCP)

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 a Full-time Quality Control Manager assigned and evidence of their qualifications.
- B. A description of the type, level, and frequency of inspections performed by the Quality Control Manager. Inspections shall be conducted weekly or more frequently as necessary to ensure the Contractor's effective performance. 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 the Quality Control Plan. Quality Control Inspection Checklists shall include, at a minimum, inspections of

equipment, uniforms, appearance, attendance, credentials, 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 the full-time Quality Control Manager serve in any other position 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 CO to discuss the Contractor's performance, Quality Control Plan, Management Plan, and any other areas of concern regarding the contract. On behalf of the CO, 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. The Contractor shall present, in writing, the qualifications of any candidate for a supervisory role under this contract. This should include SPOS, Captains, Assistant Project Manager, Project Manager, and Quality Control Manager.

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, prolonged walking and standing, and occasional running. The security personnel may also have to subdue violent or potentially violent individuals. Physical and mental stamina are basic requirements under this Contract. Evidence of physical and psychological fitness shall be determined by passing a physical examination, including an illicit drug screening administered by a licensed physician, as part of the SOMB certification/commissioning process. The certification is currently performed by SOMB upon initial commission request and annually thereafter (Subject

to change under 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 complied with any public health mandates set forth by the District Government regarding immunizations, vaccinations, and recommended boosters.
- C.13.6** Contractor shall provide documentation on request to demonstrate compliance with any public health mandates set forth by the District Government regarding immunizations, vaccinations, and recommended boosters.
- C.13.7** Contractor shall ensure that it complies 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 to 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 result in the exercise of contractual 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, including the Administrative Staff. If the staff affiliated with the Contractor is suspected of being under the influence of a substance, the Contractor shall immediately conduct a random drug test. 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 determined that the Security Officer does not meet the fitness standards, the Contractor, upon DCPS request, will provide documentation certifying the Security Officer's fitness.
- C.13.11** The Contractor shall accept screening questions from DCPS for use in interviews with potential Security Officers who will serve as Security Officers I and II. The Contractor shall present all candidates for a Security Officer II on this Contract to the CA for approval prior to their deployment to any DCPS location. The CA may request, and the Contractor shall provide, any documents, files, or training records deemed necessary to assess the candidate's qualifications.
- C.13.12** To be eligible to perform under this Contract, the Contract security staff shall meet the following criteria:

C.13.13 All Security Officers 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 public, and 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, including 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 number 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's 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 Security Officer I, Security Officer (SO) shall be licensed by MPD and shall be responsible for preventing and responding to threats or crimes against students and staff, and are not authorized to carry firearms. Security Officer I are authorized to search and detain but not arrest. The Security Officer position in this Contract is the same as the Security Officer 1 position in the U.S. Department of Labor's labor determinations.

C.13.15 Employees classified as Security Officer II, Special Police Officer (SPO) must be commissioned and are prohibited from carrying a firearm or making arrest; 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 Security Officer 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 randomly test 20% of their Security Officers annually and as deemed necessary by DCPS and recordkeeping for the drug and alcohol testing program or utilize drug testing program management software approved by the MPD.

- 2) As Section 2036 of the Child and Youth Health and Safety Act specifies, 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 who 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 spent on training nor payment for required training shall be billable to the District as a separate cost item. Detailed lesson plans and outlines for each block of instruction shall be submitted for review and approval by the CA and SOMB at the initiation of this Contract and as needed.

C.15.2 The Contractor shall ensure that all Security Officers performing on this Contract have completed the Basic Training Curriculum listed below prior to deployment to a DCPS site. The Contractor shall submit training completion rosters along with electronic copies of training materials to the CA before the assignment of personnel. New employees hired by the Contractor shall not report for duty until this training is completed. The CA will review the Contractor's roster of eligible employees for approval. The District reserves the right to inspect training sessions periodically. The CA, CA's staff, and DCPS staff are authorized to inspect and attend 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 least 45 hours of Basic Training prior to assignment at a DCPS site and each Captain, Assistant Project Manager or Quality Control Manager prior to performing under this Contract. The Contractor shall provide 24 hours of annual Supplemental Training as defined in Section (C.15.5)

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	
	Security Officer I & Security Officer II	Additional Security Officer II Training:

Conduct & Appearance (Uniform, Equipment, & Grooming) On-Duty	1	
Observation, Description, & Report Writing	3	
Alarm & Video Monitoring	1	
Patrol Techniques	I	
Magnetometer, X-Ray Machine & Screening	2	
Drugs	I	
Arrest & Detain Procedures		4
Search, Seizure, & Detention	I	1
	2	2
DC Code Criminal & Civil Law	4	2
Court Preparation & Procedures	0.5	
Sexual Harassment	I	
School Security Post 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	
TOTAL	45	9

C.15.5 SUPPLEMENTAL TRAINING

For the Contractor's required 24 hours of supplemental training, [TM3.1][MM3.2] the Contractor shall submit, within three (3) days after being requested by the Contracting Officer, a plan for obtaining this training, including potential sources and locations for this training. The Contractor shall submit a copy of the supplemental Training Plan, this should include proposed dates, times and identify the trainers along with their training credentials and certifications, to the CA at least 90 days prior to implementing the training.

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

- a) Restorative Practices
- b) Language Access Training
- c) Crisis Prevention Intervention (CPI): Verbal De-escalation Training
- d) Cultural Competency Training
- e) Bullying Prevention
- f) Trauma Response
- g) Reporting and Report Writing
- h) Availability of Social Services for Youth
- i) Child Development

- j) DC Laws & Regulations
- k) DCPS Regulations & Policy, & the Role of School Security
- l) Diversity & Inclusionary Training
- m) Effective Communication (including communicating with limited English proficient constituents and the use of interpreter services)
- n) Emergency Response: Violence, Bomb Threats, Terrorism, & Natural Disasters
- o) Ethics
- p) School Security Orders
- q) Sexual Harassment
- r) Special Education
- s) Substance Abuse in Youth
- t) Use of Metal Detectors, CCTV, Radios & Other Equipment
- u) Visitor Management.

DCPS will provide each employee under the contract with a minimum of 24 hours of annual training on topics related to DCPS priorities, student behavior and development, social-emotional learning, school safety, and security. The 24-hour courses may include, but are not limited to, topics listed below, including topics from basic training that should be reviewed annually. The CA may identify additional issues for supplemental training during the contract term.

C.15.5.1 Before the Security Officer can be allowed to provide services at a particular site under the Contract, the Contractor's employees shall complete a minimum of two (2) hours on-site orientation. The orientation shall familiarize the Security Officers with the physical layout of the location by walking them through the site and showing them entrances, exits, fire doors, stairwells, mechanical rooms, and other key areas. The orientation shall also cover the information in the Post Orders. The orientation shall be conducted with either the principal or a school-based staff member. The Contractor shall submit a building orientation report of the site to the CA after the staff completes 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 specific subjects 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 shall be current by date and submitted to the CA within ten (10) days after contract award.

C.15.7 TRAINING CERTIFICATION AND TESTING

C.15.7.1 The Contractor is required to certify that all Security Officers on the contract have had the Basic Training prior to assignment to this Contract. In addition, the Contractor shall, at their own expense, provide 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. This one-day training may include a short presentation by MPD and/or DCPS.

C.15.7.2 At least two (2) 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 DCPS, which may also proctor the administration 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, to the maximum extent possible, use teacher-in-service days or other days when school is not in session for SO training.

C.15.8 The Contractor shall be responsible for 24 hours of annual training for any person acting in a supervisory capacity, to include all Captains, QA Managers, Assistant Project Managers, and Project Managers. This training shall include, but is not limited to, report writing, management courses, and weapons abatement. The training shall be conducted by a Certified Instructor as outlined above. (to be selected by the Contractor and DCPS).

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 workers' 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.

C.16.3 The Contractor shall maintain its employees' personnel and benefit policies.

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 Officer is not assigned to a school where the Security Officer has a family member (a person's spouse, domestic partner, parents, children (including

adopted/step), siblings, grandparents, and grandchildren. This group constitutes the closest, most direct relatives by blood, marriage, or adoption) employed or attending the school.

C.16.6 The Contractor shall ensure that the Security Officer is not providing any outside employment or volunteer services at the school location where the Security Officer is assigned.

C.16.7 The Contractor shall ensure that all complaints and investigations on Managers will be conducted by Security Officers at a rank above the 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 Contract term, the Contractor shall comply with the terms of 27 DCMR Section 4100, et. seq. The Contractor shall account for all DC-furnished property upon contract expiration or termination. Any property or equipment furnished to fulfill Contract requirements that are 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 vehicles for the Project Manager, Assistant Project Manager, Quality Control Manager and Captains to conduct monitoring of personnel at any locations where officers are deployed on behalf of DCPS. The Contractor shall be responsible for all costs related to these vehicles. Fuel, as used by the DC Government, will be provided for the DCPS Contract only, at no cost to the Contractor. (Types of fuel are diesel, natural gas, and unleaded fuel.). The Contractor shall submit to the CA a Monthly Fuel Usage Report for the preceding month no later than ten (10) business days after the end of each month.

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 CO. All equipment purchased by the District for use by the Contractor for the performance of the 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 07:00 hours to 1800 hours, Monday through Friday. Additionally, during After-School Programming Hours that require that Evening and Weekend Captains shall be on duty to cover and respond to events and incidents and emergencies where officers are deployed. The Contractor will provide an on-call list of personnel, including a telephone number for each person, for emergency situations. This list is due to the CA on the first calendar day of each month. Any personnel changes to this list must be included in the Accountability report and be updated throughout the day as necessary.

C.19 REMOVAL OF CONTRACTOR'S STAFF

C.19.1 The Contractor shall require its 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 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 Officers from the Contract or assign an officer to a new temporary or permanent duty location. Replacement personnel shall be provided immediately.

C.20 MEETINGS

C.20.1 Contractor's personnel with the authority to address and remedy matters regarding administrative and performance-related issues shall attend all meetings with DCPS. The Project Manager, Assistant Project Manager, Quality Control Manager, and Captains shall attend each monthly meeting. The Contractor shall not miss any meetings without the CA's prior approval. The CA shall notify the Contractor no less than five business days in advance of the date and time of mandatory monthly meetings

C.20.2 The Contractor will provide an agenda and conduct monthly meetings with DCPS. The agenda will include, but is not limited to, reporting on the following topics: Quality Control Reports, Weekly Reports from Captains, Post Orders, Disciplinary actions (pending and resolved), Review of Open Posts, weapon retrieval, and other pertinent information relevant to the contract. The CA will review administrative and performance-related concerns as well as other topics relevant to the Contract.
This monthly meeting shall be held at 1200 First Street, DCPS Central Office. The CA will identify and reserve the space.

C.21 REPORTS, FILES, AND RECORDS**C.21.1 Personnel Files - Format and Content**

Contractor shall provide all personnel files for its employees.

1. The personnel file shall contain, but not be limited to, the following records:
 - a) Copy of current criminal history record.
 - b) Current license for Security Officer I and SPO license for Security Officer 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 a 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 the 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 required to satisfy the 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. The Contractor and DCPS shall then discuss the plan's implementation 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 transition between the incumbent and the new Contractor successfully.

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 the 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
- f. The Contractor shall issue uniforms prior to the first day of performance.
- g. The Contractor shall recruit new security personnel to meet contract requirements, and schedule interviews with prospective contract security staff accordingly.
- h. 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.

C.25 VENDOR UNIQUE QUALIFICATIONS

Vendors shall identify and describe any additional security service options, programs, technologies, or operational approaches offered by their company that may enhance the safety, security, and overall effectiveness of security operations for District of Columbia Public Schools. Such offerings may include, but are not limited to, advanced security technologies, data reporting capabilities, enhanced supervision models, emergency preparedness support, and other innovative practices relevant to a K–12 school environment. Vendors shall clearly describe the proposed option, its intended benefit to the school system, and how it would support the protection of students, staff, visitors, and school property. These options should be presented as supplemental enhancements to the core security services requested under this solicitation.

SECTION D: INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**D.1 MOST ADVANTAGEOUS TO DCPS**

DCPS intends to award a single security services contract resulting from this solicitation to the responsible offeror whose offer, when compared with all other offers, will be most advantageous to DCPS, considering technical and other factors specified elsewhere in this solicitation. DCPS reserves the right to award multiple contracts.

D.3 CONTRACTOR QUALIFICATION RECORD ORGANIZATION AND CONTENT

D.3.1 This solicitation will be listed on the [DCPS Website](https://www.dcps.dc.gov). To be considered, an offeror shall submit the required attachments via email to dcps.procurementops@k12.dc.gov before the closing date and time. Paper, telegraphic, and facsimile proposals will not be accepted.

D.3.2 All attachments shall be submitted as PDF files. DCPS will not be responsible for any corruption of submitted files. If the submitted file cannot be viewed and printed as submitted, it will not be considered.

D.3.3 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 the program's services and their delivery. The requested information will facilitate the evaluation of 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 meet the requirements in Section C.

D.4 EVALUATION FACTORS:

D.4.1 Submittal requirements.

The Following documents shall be submitted with the Request for the Qualification (RFQ)

- a) Management Plan
- b) Quality Control Plan (QCP)
- c) Draft Supplemental Training Plan
- d) Entrance Transition Plan
- e) Exit Transition Plan
- f) Basic Training Curriculum

D.4.2 Technical Factors

The proposal for this Request for the Qualification (RFQ) will be evaluated based on the following evaluation factors in the manner described below. Each factor shall be rated as: most qualified, qualified or least qualified.

D.4.2.1 Factor A - Technical Capacity and Expertise

This evaluation factor assesses the Firm's overall technical capacity, staffing effectiveness, and specialized qualifications relevant to the provision of security services for DCPS.

- a) *The Firm's Technical Capacity Description(s)* this factor evaluates the Firm's demonstrated expertise in providing security services, including the Firm's company history, mission

statement, organizational structure, and operational approach. The evaluation will also assess the Firm's demonstrated understanding of the requirements outlined in Section C.5 of this Solicitation, including its ability to meet DCPS security service needs

- b) *Staffing and workforce Management* This factor assesses the effectiveness of the Firm's staffing strategy and workforce management capacity, including its ability to consistently align available personnel and scheduled hours with DCPS operational needs. The District will evaluate the Firm's plans and procedures related to:

- Staff recruitment and onboarding (entrance plans),
- Staff separation and transition (exit plans), and
- Employee retention, training, and workforce stability.

The evaluation will focus on the Firm's ability to deploy appropriately sized teams with the required skill levels to support DCPS security operations.

- b) *Unique Qualifications* This factor evaluates any specific qualifications, certifications, experience, or capabilities that distinguish the Firm as uniquely qualified to provide Security Officer services for DCPS. The District will also consider any innovative or value-added services proposed that would enhance the quality, efficiency, or effectiveness of security services provided to DCPS.

D.4.2.2 Section B - Technical Approach

This evaluation factor assesses the Firm's proposed technical approach and management methodologies for delivering effective, reliable, and high-quality security services for DCPS.

- a) *The Firm's methodologies and approaches Description.* This evaluates the Firm's proposed methodologies and overall technical approach to managing the project. The evaluation will consider the clarity, completeness, and effectiveness of the Firm's Management Plan, including its approach to supervision, coordination, communication, and compliance with DCPS security service requirements
- b) *Staffing Plan, and Management Supervision* This evaluation factor considers the methodology proposed for staff orientation, in-service training, professional development, and employee retention. Training Curriculum, Supplemental Training, Retention Plan
- c) *Quality Control and Accountability Systems* This factor evaluates the Firm's systems and processes for ensuring quality, accountability, and performance compliance. The evaluation will consider the Firm's Quality Control Plan, including:
- Quality assurance and quality control procedures,
 - Contract administration and internal audit processes,
 - Management inspection and monitoring programs,

- Standards of conduct and job performance, and
- Corrective action planning and implementation.

D.4.2.3 Section C - Past Performance

- a) *Prior Experience*): Identify and describe prior experience providing security services similar to the services being requested by DCPS, as a Contractor within the last ten (10) years.
- a. Client names
 - b. Term dates of contract
 - c. Services provided
 - d. Number of assigned staff
- b) *Provide References* The offeror shall submit a list of three (3) work/client references, preferably including other 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.5 REQUIREMENT FOR AN ELECTRONIC COPY OF PROPOSALS TO BE MADE AVAILABLE TO THE PUBLIC

The offeror must submit an electronic copy of its RFQ, redacted in accordance with any applicable exemptions from disclosure under DC Official Code §2-534. Redacted copies of the offeror's RFQ 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 electronic copies of records that must be made public. The District's policy is to release documents relating to District RFQs following the award of the RFQ subject to applicable FOIA exemption under §2-534(a) (1). Successful RFQs 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 Thursday, April 23, 2026, by 12:00 pm EST.

SECTION F: PERIOD OF PERFORMANCE

The period of performance shall begin October 1, 2026, and continue through September 30, 2027, as executed by the Contracting Officer.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

- F.2.1** The District may extend the term of this contract for a period of four (4) one-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the district will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the district to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.
- F.2.2** If the District exercises this option, the extended contract shall be considered to include this option provision.
- F.2.3** The price for the option period(s) shall be as specified in Section B of the contract.
- F.2.4** The total duration of this contract, including the exercise of any options under this clause, shall not exceed *five (5) years*.

SECTION G: QUALIFICATION INSTRUCTIONS

G.1 SUBMISSION

- a. In order to be considered for selection, offerors must email the response to dcps.procurementops@k12.dc.gov - Subject line: "GAGA-2026-Q-0030 – DCPS Security Services." An offeror may submit no more than one (1) response in response to this RFQ
- 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 offerors in preparing and submitting qualifications shall be the offeror's sole responsibility.

Qualifications should be prepared in a straightforward and concise matter. 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 visuals, 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 Request for Qualifications submission deadline.

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, in which the individual evaluations will be compared and any differences resolved.
- c. The documentation of the strengths or weaknesses of each proposal shall be completed 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 of Section D.4 without bias from outside knowledge, clearly identify the issues, and explain the rationale and/or the impact or result of the issue.

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 determined not by averaging the ratings assigned by the individual evaluators, but rather by reference to the caucus-approved strengths, weaknesses, and deficiencies. Those strengths and weaknesses agreed upon by a majority of the evaluators during caucus constitute the consensus of findings. The caucus results will be briefed to 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.

3- The Contracting Officer (CO) Determination

The CO shall make a written determination of most qualified to least qualified. After determining the most qualified prospective bidders, the contracting officer shall issue an IFB only to the bidders who have been determined most qualified

SECTION H: QUESTIONS REGARDING REQUEST FOR QUALIFICATIONS

All questions for this Request for Qualifications must be submitted by Wednesday, April 15, 2026, at 12 P.M EST. District will post an amendment on Friday, April 17, 2026, at 5 P.M. EST.

SECTION J: ATTACHMENTS

The following list of attachments is incorporated into the solicitation by reference and shall be a part of an order placed because of this RFQ, 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 http://ocp.dc.gov , under Quick Links, click on “Required Solicitation Documents”
J.2	S Department of Labor Wage Determination N0.:2015-4281, No 35, Date of Revision: 12/03/2025
J.3	Equal Employment Opportunity Employer Information Report and Mayor’s Order 85-85 available at http://ocp.dc.gov , under Quick Links, click on “Required Solicitation Documents”
J.4	Department of Employment Services First Source Employment Agreement available at http://ocp.dc.gov , under Quick Links, click on “Required Solicitation Documents”
J.5	Way to Work Amendment Act of 2006 - Living Wage Notice available at http://ocp.dc.gov , under Quick Links, click on “Required Solicitation Documents”
J.6	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet available at http://ocp.dc.gov , under Quick Links, click on “Required Solicitation Documents”
J.7	Tax Certification Affidavit available at http://ocp.dc.gov , under Quick Links, click on “Required Solicitation Documents”
J.8	Subcontracting Plan (if required by law) available at http://ocp.dc.gov , under Quick Links, click on “Required. Solicitation Documents”
J.9	First Source Initial Employment Plan available at http://ocp.dc.gov , under Quick Links, click on “Required Solicitation Documents”
J.10	List of School Locations and Duty Hours (Number and Types of Security Officers Assigned at each School)
J.11	DCPS Restorative Justice Guidelines”