



Request for Proposal **Security Services**

Hope Community Public Charter School is seeking competitive proposals to provide Security Services for SY 2023-2024.

Proposals are due no later than Friday, September 1, 2023 by 4:00 PM.

School Overview

Hope Community is an open-enrollment project-based learning public charter school that serves approximately 300 students in grades Pre-K through 8th grades that provides personalized and rigorous curriculums to develop skills essential for school, work, and life success. At Hope, we have a growth mindset that encourages our scholars in their continuous pursuit of excellence.

Additional information on the school is available at www.Phalenacademies.org.

Contact Information

All communication regarding this RFP shall be delivered via email to operations@hopetolson.org. Please include your point of contact's email to get answers to questions, updates, etc.

Response Submission Guidelines

Responses to the RFP must be no more than thirty (30) pages, plus an appendix for personnel resumes and/or qualifications. Pages must be 8½" x 11".

The following actions may disqualify bids:

- Late submission of response.
- Submission of response in formats other than PDF (e.g., hard copies, Word, PowerPoint).
- Inquiries/questions regarding this RFP or RFP that are directed to any other HOPE COMMUNITY school's representative, vendor, agent, or email address other than operations@hopetolson.org.

Scope of Work

Hope Community PCS is requesting proposals for the following services:

Service	Description & Requirements
Security Services	<p>The selected security service provider shall be responsible for the following:</p> <ul style="list-style-type: none"> ● Campus Security: Provide an on-site school security officer during school hours, extracurricular activities, and any school-sponsored events to prevent and respond to security incidents. ● Hours For Coverage: 7:30 AM - 6:30 PM. ● Access Control: Implement access control measures to regulate entry and exit points, ensuring only authorized personnel and visitors gain access to the school premises. ● Monitoring and Surveillance: Maintain a vigilant presence on school grounds, regularly patrolling designated areas, and monitoring security cameras to identify potential threats or suspicious activities. ● Emergency Response: Develop and implement emergency response protocols, including evacuation procedures, lockdown drills, and coordination with local law enforcement agencies. ● Conflict Resolution: Train school security officers in conflict resolution techniques to de-escalate potential conflicts among students, staff, or visitors. ● Communication: Establish clear channels of communication with school administration, staff, and local law enforcement agencies to promptly report incidents and coordinate responses. ● Training and Preparedness: Provide ongoing training to school staff and students on safety protocols and procedures to promote a culture of preparedness and awareness. <p>CONTRACT DELIVERY SCHEDULE</p> <ul style="list-style-type: none"> ● The contract delivery schedule should align with the academic calendar of Hope Community Charter School. Variations in the delivery schedule may be permitted after consultation with the school administration. <p>SPECIAL QUALIFICATION REQUIREMENTS</p>

Service	Description & Requirements
	<p>Contractors must satisfy the following special qualification requirements:</p> <ul style="list-style-type: none"> ● Licensing and Certification: Contractors must possess all necessary licenses, certifications, and permits required by local and state authorities to operate a before and aftercare program. ● Experience: Contractors should demonstrate a proven track record of providing high-quality before and aftercare services to students in educational settings. ● Background Checks: All staff members involved in the program must undergo appropriate background checks in compliance with state and federal regulations. ● Insurance: Contractors must provide proof of liability insurance coverage for their operations.

Response Requirements

Responses will be accepted until Friday, September 1st and should include the following information:

1. Proposals are to be submitted in **PDF Format** via email to: **operations@hopetolson.org**
2. To be considered, each vendor must submit a complete response to this solicitation.
3. Vendors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting proposals; failure to do so will be at the vendor's own risk and he/she cannot secure relief on the plea of error.

Respondent Qualifications

Vendors who can provide the services and meet the requirements specified in this RFP are invited to respond. A respondent, by submitting a proposal, represents to Hope Community PCS that:

- It is licensed to do business in the District of Columbia;
- It maintains liability insurance and will furnish, if selected to provide services to the

- school, evidence of insurance;
- It and its employees who will provide services to Hope Community PCS are legally and professionally qualified to provide services in the District of Columbia;
- It is not debarred and/or suspended from conducting business with locally or federally funded organizations;
- Within the two years before the anticipated contract start date, it has conducted or will conduct criminal and sex offender background checks for all its employees or subcontractors scheduled to engage with students;
- It possesses or is able to obtain adequate financial resources as required to perform under this RFP;
- It is able to comply with the required or proposed RFP; and
- It has a satisfactory record of integrity and ethics.

Response Evaluation Criteria

Hope Community PCS will evaluate responses on a qualitative and quantitative basis. Evaluation criteria may include the following:

- Past experience working with nonprofits, including charter schools in the District of Columbia, for provision of relevant services;
- Clarity of goals and objectives;
- Cost structure;
- Capacity for success;
- Potential impact;
- Results of discussions with other clients; and
- Vendor's completeness and timeliness in its response to Hope Community PCS.

The contract will be awarded to the firm, which in Hope Community PCS judgment, best represents the interests of Hope Community. Hope Community Public Charter School, in its sole discretion, reserves the rights to notify firms for interviews if it deems them necessary; reject specific consultants and team members; approve all sub-consultants, subcontractors, and project team members; and reject any and all responses.