

REQUEST FOR QUOTATION (RFQ)

School Resource Officer Services

Higher Institute of Arts and Technology

1. INTRODUCTION

Higher Institute of Arts and Technology (HIAT) is soliciting quotations from qualified security contractors to provide sworn law enforcement officer services as a School Resource Officer (SRO) for our campus. We seek a professional partnership with an established security contractor capable of providing experienced, certified law enforcement personnel to enhance campus safety and security.

2. SCOPE OF SERVICES

2.1 Primary Responsibilities

The selected contractor shall provide a qualified School Resource Officer to perform the following duties:

- **Law Enforcement:** Enforce federal, state, and local laws on campus premises
- **Safety & Security:** Maintain a visible presence to deter criminal activity and respond to security incidents
- **Emergency Response:** Respond to emergency situations including but not limited to medical emergencies, threats, and criminal activities
- **Student Interaction:** Build positive relationships with students, faculty, and staff through community policing principles
- **Incident Documentation:** Prepare detailed reports of all incidents, investigations, and activities
- **Training Support:** Assist with emergency preparedness drills and safety training programs
- **Campus Patrol:** Conduct regular patrols of campus facilities, parking areas, and grounds

2.2 Schedule Requirements

- Standard assignment: Monday through Friday, 8:00 AM to 4:00 PM (40 hours per week)

- Additional hours may be required for special events, evening programs, or emergency situations
- On-call availability for critical incidents outside normal hours

3. OFFICER QUALIFICATIONS

3.1 Mandatory Requirements

The assigned School Resource Officer must meet the following non-negotiable criteria:

- **Active Law Enforcement Status:** Must be a currently sworn law enforcement officer affiliated with an Indiana police department or sheriff's office
- **NASRO Certification:** Must possess current National Association of School Resource Officers (NASRO) certification or agree to obtain certification within 90 days of assignment
- **Indiana Law Enforcement Certification:** Must hold current Indiana Law Enforcement Academy certification
- **Background Investigation:** Must have completed comprehensive background investigation within the past 5 years
- **Physical Fitness:** Must meet physical fitness standards established by their employing agency
- **Firearms Qualification:** Must maintain current firearms qualification and carry authorization

3.2 Preferred Qualifications

- Previous school or educational facility assignment experience
- Crisis intervention training
- Youth interaction and community policing experience
- Bilingual capabilities (English/Spanish preferred)
- Emergency medical training (CPR/First Aid certified)

4. CONTRACTOR REQUIREMENTS

4.1 Indiana State Compliance Requirements

Business Registration & Licensing

- Valid Indiana Secretary of State business registration
- Current Indiana Private Security Business License (if applicable under IC 25-30)
- Federal Employer Identification Number (EIN)
- Workers' Compensation Insurance Certificate
- Current Indiana Department of Revenue tax clearance

Insurance Requirements (Minimum Coverage)

- **General Liability:** \$2,000,000 per occurrence / \$4,000,000 aggregate
- **Professional Liability:** \$1,000,000 per claim / \$3,000,000 aggregate
- **Workers' Compensation:** As required by Indiana Code 22-3
- **Automobile Liability:** \$1,000,000 combined single limit
- **Law Enforcement Liability:** \$5,000,000 per occurrence

Employment & Labor Compliance

- Compliance with Indiana Wage and Hour laws (IC 22-2)
- E-Verify system participation for employee eligibility verification
- Equal Employment Opportunity compliance
- Drug-free workplace policy implementation

4.2 Operational Requirements

- 24/7 management contact availability
- Incident reporting system compatible with campus security protocols
- Quality assurance and performance monitoring programs
- Employee background screening procedures meeting or exceeding federal standards
- Training documentation and certification tracking systems

5. PROPOSAL REQUIREMENTS

5.1 Company Information

- Company name, address, and contact information
- Years in business and Indiana operational history
- Current Indiana business registrations and certifications
- List of similar educational institution clients

5.2 Personnel Information

- Resume and qualifications of proposed SRO candidate(s)
- Verification of law enforcement affiliation and NASRO certification status
- Training records and continuing education documentation
- Performance evaluations from current/previous assignments

5.3 Financial Proposal

- **Base hourly rate** for standard 40-hour work week
- **Overtime rates** for hours exceeding 40 per week
- **Holiday and premium rates** for special event coverage

- **Administrative fees** or other charges
- **Payment terms** and invoice procedures

5.4 Service Delivery Plan

- Proposed assignment schedule and coverage model
- Backup officer procedures for absences/emergencies
- Communication protocols with campus administration
- Incident response procedures and reporting timelines
- Quality assurance and performance measurement methods

5.5 Required Documentation

- Copies of all required Indiana state licenses and registrations
- Sample contract terms and conditions
- Company safety record and claims history (past 5 years)

6. EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

- **Officer Qualifications & Experience:** 30%
- **Company Experience & References:** 25%
- **Cost Competitiveness:** 20%
- **Service Delivery Plan:** 15%
- **Insurance Coverage & Compliance:** 10%

7. SUBMISSION REQUIREMENTS

7.1 Deadline

All proposals must be received by **10/17/2025** at 12:00 PM CST.

7.2 Submission Method

Electronic Submissions Preferred: Email to: **Paul Farrington**
pfarrington@phalenacademies.org Subject Line: "SRO Services RFQ - [Company Name]"

Physical Submissions: Higher Institute of Arts and Technology Attention: Procurement
 Department 5861 Harrison St, Merrillville, IN 46410

7.3 Format Requirements

- Maximum 25 pages (excluding required documentation attachments)
- 12-point font minimum
- All pages numbered
- Table of contents included
- Digital submissions in PDF format only

8. CONTRACT TERMS

8.1 Initial Contract Period

- Initial term: One (1) year from contract execution
- Renewal options: Up to four (4) additional one-year terms by mutual agreement

8.2 Performance Standards

- 98% schedule adherence rate
- Zero preventable security incidents
- Satisfactory performance evaluations (quarterly reviews)
- Compliance with all training and certification requirements

8.3 Termination Provisions

- Either party may terminate with 30 days written notice
- Immediate termination for cause provisions
- Performance improvement plan procedures

9. GENERAL CONDITIONS

9.1 Pre-Award Requirements

- Site visit and interview process with proposed officer
- Reference verification with previous clients
- Insurance certificate and compliance documentation review
- Final contract negotiations

9.2 Award Notification

Successful respondents will be notified within 30 days of the proposal submission deadline. Unsuccessful respondents will receive notification within 45 days.

9.3 Questions and Clarifications

All questions regarding this RFQ must be submitted in writing to pfarrington@phalenacademies.org by **10/10/2025**. Responses will be provided to all potential respondents.

RFQ Issue Date: 10/01/2025

Proposal Due Date: 10/17/2025

Anticipated Contract Start Date: 10/27/2025

Higher Institute of Arts and Technology reserves the right to reject any or all proposals, request additional information, negotiate with qualified respondents, or cancel this solicitation if deemed to be in the best interest of the institution.