



HEALTH
SERVICES

Deschutes County

REQUEST FOR PROPOSAL

For

Private Security Services

Proposals must be received no later than 4:00 p.m. PST
Monday, April 8, 2024

Deschutes County Health Services
Stabilization Center
63311 Jamison Street
Bend, Oregon 97703
(541) 585-7210

An Equal Opportunity Employer

Deschutes County Health Services Department

Deschutes County encompasses 3,055 square miles located in the central portion of Oregon. In the last several years, Deschutes County has been the fastest growing county in the state. As the population in the county has grown, the Deschutes County government has grown as well. Currently, there are more than 900 people employed by the county operating in facilities throughout the county.

Deschutes County is governed by the Board of County Commissioners (BOCC). The BOCC consists of three elected, at-large commissioners responsible for establishing policies and setting priorities for the county. The County Administrator oversees the daily functions and activities of many of the various county departments.

Deschutes County Health Services Department provides public health and behavioral health programs and services that benefit residents countywide. The department includes more than 300 employees located at eight primary sites. The annual budget for DCHS is about \$50 million. Funding for the department is primarily from federal, state and local payments and grants.

Recently, Deschutes County and contracted partners has undertaken the development of a Stabilization Center Project. In this collaborative effort between Deschutes County Health Services and Deschutes County Sheriff's Office in the development of a twenty-four (24) hour, seven (7) day a week Crisis Stabilization Center with a twenty-three (23) hour Respite and Sober Station. The goal of this project is to reduce the number of individuals with Serious Mental Illness who end up in the criminal justice system; reduce the number of individuals going to the Emergency Department for mental health crisis; assist individuals experiencing a mental health crisis stabilize in their community and become connected to resources so they engage in mental health treatment and regain a better quality of life; and to provide a place for Law Enforcement to quickly bring someone in a mental health crisis. The Stabilization Center is located at: 63311 NE Jamison Street, Bend, Oregon 97703.

Deschutes County is an Equal Opportunity Employer and reserves the right to negotiate with any and all individuals or firms that submit proposals as per the requirements of the Request for Proposal (RFP). Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals.

For more information, please visit www.deschutes.org

DESCHUTES COUNTY HEALTH SERVICES DEPARTMENT

REQUEST FOR PROPOSAL FOR

PRIVATE SECURITY SERVICES March 8, 2024

Deschutes County, a political subdivision of the State of Oregon, acting by and through the Deschutes County Health Services Department, consisting of Public Health and Behavioral Health Divisions (DCHS), is releasing this competitive solicitation to secure one (1) contractor for the provision of Monday-Friday, 3PM to 7AM and Saturday/Sunday (weekend), twenty-four-(24) hours a day, twelve 12AM to 11:59PM, Security Services at Stabilization Center location. At a minimum, services shall include:

- Customer service of a welcoming and friendly manner in the form of providing directions, answering questions, or other information to employees, customers, visitors and vendors.
- Adhere to Stabilization Center's policies and procedures related to safety, client rights and client privacy.
- Notify designated on-site staff of any escalated clients, hazards, safety violations or other conditions that warrant potential unsafe conditions.
- Perform a combination of stationary monitoring and routinely walking premises, both indoors and outdoors
- Monitor building camera when not walking the premises
- Attend staff meetings as requested.
- Tracking individuals times in and out of the building

Selected proponent shall meet the minimum standards for qualification of Private Security Service Providers as defined in ORS 181A.840 through 181A.995; and Oregon Administrative Rules (OAR) 259-060-0005.

NOTE: All proposals submitted in response to this RFP shall become the property of Deschutes County and may be utilized in any manner and for any purpose by Deschutes County. ***Be advised that proposals and all documents submitted in response to this RFP are subject to public disclosure as required by applicable state and/or federal laws.*** If you intend to submit any information with your proposal which you believe is confidential, proprietary or otherwise protected from public disclosure (trade secret, etc.), you must separately bind and clearly identify all such material. The cover page of the separate binding must be red, and the header or footer for each page must provide as follows: "Not Subject to Public Disclosure." Where authorized by law, and at its sole discretion, Deschutes County will endeavor to resist disclosure of properly identified portions of the proposals.

Candidate shall submit one (1) original and six (6) copies of the proposal in a sealed envelope that is clearly marked with the name and address of the proposing candidate or agency, titled "Private Security Services", and addressed to:

Kimberly Bohme
Deschutes County Health Services Stabilization Center
63311 NE Jamison Street
Bend, OR 97703

Proposals must be received no later than Monday, April 8, 2024, by 4:00 p.m., to be eligible for consideration. Submission and receipt of proposals by electronic means is not permitted. All costs associated with preparing and submitting a proposal is solely the responsibility of the proposer. This solicitation does not obligate Deschutes County to select any single proposer and Deschutes County reserves the right to cancel the procurement, reject any and all proposals, to retain all proposal materials in accordance with ORS 279B.100, and to use any material included in the proposal regardless of whether it is selected.

Questions concerning the proposal and/or the proposal process may be directed to Kimberly Bohme via email to Kimberly.bohme@deschutes.org. All questions must be submitted no later than March 29, 2024. Questions and answers will be published to the Deschutes County Health Services RFP webpage by end of day, April 3, 2024.

1. INTRODUCTION

The purpose of this Request for Proposal (RFP) is to execute a contract with one (1) agency who qualifies to provide Private Security Services in a behavioral health setting. Proponents shall be meet the applicable requirements of ORS

181A.840 through 181A.995; and must meet minimum standards for certification or licensure in accordance with OAR 259-060-0020.

Contingent upon approval by the Deschutes County Board of Commissioners and/or the designated procurement official, DCHS intends to award a contract to at least one (1) Proponent(s) whose proposal is determined to be the most responsive to the requirements of this RFP. The term of the resulting contract(s) is estimated to begin on or about **May 1, 2024**, DCHS retains sole discretion to renew for additional terms, without a competitive bid process, subject to contractor performance and continued funding.

Proponent will be expected to furnish fee schedule and estimated compensation range along with current insurance certificates as outlined in Attachment 2 of this RFP and provide a copy of applicable certifications. In some circumstances, an insurance waiver may apply, subject to DCHS approval.

2. DEFINITIONS

- a. **Private Security Professional** – An individual who performs, as the individual’s primary responsibility, private security services for consideration, regardless of whether the individual, while performing private security services, is armed or unarmed or wears a uniform or plain clothes, and regardless of whether the individual is employed part-time or full-time to perform private security services.
- b. **Private Security Services** – The performance of at least one (1) of the following activities:
 - i. Observing and reporting unlawful activity;
 - ii. Preventing or detecting theft or misappropriation of any goods, money or other items of value;
 - iii. Protecting individuals or property, including, but not limited to proprietary information, from harm or misappropriation;
 - iv. Controlling access to premises being protected or controlling access to premises at an entry to the premises or any portion of the premises;
 - v. Presence is intended to provide a sense of security to staff and community members and act as a resource in the event of applicable emergency situations.

3. SCOPE OF SERVICES

Successful Proponent shall provide professional Private Security Services at the Stabilization Center location. The following requirements and scope of services shall be incorporated into the contract. Proposal responses will be considered acceptance of these requirements unless expressly stated otherwise. Proponents must be capable of meeting or exceed the following service level specifications:

- Provide Security Services Monday-Friday, 3PM to 7AM and Saturday/Sunday (weekend) twenty-four-(24) hours a day, 12AM to 11:59PM.
- Provide approved guard uniform, including any belt and equipment. Uniform and equipment must foster a professional, consistent appearance and be consistent with level 1 dressed down protocols and unarmed.
- Responsible for all hiring and training of Security Professional, including any replacement of existing Security Personnel. Trainings may include but not be limited to: client-centric care training, Oregon Department of Public Safety Standards and Training, de-escalation training, and Crisis Intervention Team training.
- Conduct criminal background checks on all Security personnel and certify to DCHS that nothing revealed by such background checks of said personnel that would create a reasonable doubt about the utilization of same for the services in a safe manner with the proper regard for security of Stabilization Center, employees, affiliates, subsidiaries, clients, customers, vendors and other third parties.
- Selected proponent shall be responsible for certifying any and all Security personnel whose background checks indicate the following convictions shall not be assigned to the Stabilization Center: any felony conviction, any conviction resulting in time spent in jail, more than one (1) misdemeanor of any kind (excluding traffic violations), any sex offense, any offense involving a weapon, any offense involving violence, any crime against a previous employer, and any crime involving fraud, theft, deception, etc.
- Proponent shall be responsible for ensuring Security Professional strictly complies with Stabilization Center’s drug-free workplace policies, as the same may be amended by Stabilization Center in its sole discretion.
- Deschutes County will have the option to meet with guards who are to be assigned to regular duties at the Stabilization Center and participate in the interviewing process to ensure the potential officer would be a good fit.

- Deschutes County will reserve the right, at its sole discretion, to require the contractor to remove any guard for any lawful reason and request a suitable replacement from the contractor.
- Proponent will be required to agree to the County's standard Personal Services Agreement, which includes the County's confidentiality agreement. The Proponent will be required to agree to and ensure compliance from its employees of all federal, state, and local laws and policies relating to confidentiality and Protected Health Information. County's confidentiality agreement and/or standard personal services contract template is available upon request.

4. PERIOD OF SERVICE

A contract is expected to be awarded for the period of **May 1, 2024** through **June 30, 2025**, with the option for the County to renew the contract in one year increments for an additional 4 years up to a total of 5 years and 1 month. Should a new contract be awarded for subsequent years, DCHS reserves the right to award a new contract with the selected contractor for this service without the need for further competitive procurement, subject to approval by Deschutes County Board of Commissioners and/or the designated procurement official, DCHS, the availability of sufficient funds and satisfactory performance by the contractor.

5. PAYMENT PROVISIONS AND RATES

It is expected that the selected Proponent will submit a fee schedule for all services that may be contracted by DCHS along with a brief statement of policy in the event of late cancel or no-show appointments due to fault of contractor or client. Consideration shall be given to the Proponent who provides the best value to Deschutes County.

6. INSTRUCTIONS AND CONDITIONS

Proposals must be signed by the Proponent or an authorized representative. Proponents shall include a copy of a Board Resolution authorizing a representative of its organization to sign the proposal and/or subsequent contract. This RFP does not commit DCHS to award a contract or to pay any associated cost. The proposal preparation cost is solely the responsibility of the Proponent.

Proposals are not to be marked as confidential or proprietary. Proposals submitted in response to an RFP are subject to public disclosure as permitted by Oregon State regulations. Additionally, all proposals shall become the property of DCHS. DCHS reserves the right to make use of any information or ideas in the proposals submitted.

REGARDLESS OF IDENTIFICATION OTHERWISE, INCLUDING MARKING SOME OR ALL OF THE PAGES AS "CONFIDENTIAL" OR "PROPRIETARY", INFORMATION IN PROPOSALS SHALL BECOME PART OF THE PUBLIC RECORD AND SUBJECT TO DISCLOSURE WITHOUT FURTHER NOTICE TO THE PROPONENT. Proposals should not include personal identifier information in resumes or other documents such as social security numbers, dates of birth, criminal clearance documents, etc. DCHS shall not in any way be liable or responsible for the disclosure of any such records.

Any proposal may be rejected if it is conditional, incomplete, or deviates from specifications in this RFP. By submitting a proposal, the Proponent agrees to meet all the requirements set forth in the RFP, unless specific exceptions are noted in Attachment 1 (Agency Summary). DCHS reserves the right to accept any part of the proposal and not be obligated in any way to accept those parts that do not meet with the approval of DCHS. DCHS reserves the right to waive, at its discretion, any procedural irregularity, immaterial defect or other impropriety not warranting rejection of the proposal. Any waiver will not excuse a Proponent from full compliance if awarded a contract. Reasons for rejecting any proposal will be supplied to the Proponent. **DCHS, in its sole discretion, reserves the right to modify or cancel this RFP in whole or in part. If modification or cancellation is determined to be in DCHS' best interest, all Proponents will be notified in writing of the specific reasons for such modification or cancellation.**

DCHS reserves the right to seek additional proposals beyond the final submission date, if, in DCHS' sole discretion, the proposals received do not meet with the approval of DCHS.

Proposals must be valid for a minimum of one hundred twenty (120) days from the due date of this RFP.

7. TENTATIVE SCHEDULE OF EVENTS

Proponents must follow the instructions and conditions detailed in this RFP. Proposals that do not conform may be excluded from further review.

- | | |
|---|------------------------------|
| • Request for Proposal is released. | March 8 |
| • All questions must be submitted | March 29 |
| • Questions and responses are posted. | April 3 |
| • Proposals are due. | April 8 |
| • Proposals are evaluated. | April 9 through April 12 |
| • Discussions are conducted with top ranking candidates, if needed. | April 9 through April 12 |
| • Contract for services is negotiated and signed. | April 15 through April 30 |
| • Contracted services commence. | TBD – Pending BOCC Signature |

DCHS anticipates that it will announce the results of this RFP process no later than **April 12, 2024**. DCHS and the selected Proponent(s) will then negotiate terms and sign a legally-binding contract by **April 30, 2024**. Proposals must be submitted as described above no later than 4:00 p.m. on **April 8, 2024** ("Due Date"). Proposals received after that time will be considered late and will be returned unopened.

Proposals will be opened in a manner that avoids disclosure of contents to competing proposers. Immediately following the receipt date, a list of the submitting proposers will be available by request. A register of all proposals received will be prepared and available for public inspection after a contract is awarded.

8. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by written or faxed request received from the Proponent(s) prior to the Due Date. Negligence on the part of the Proponent in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. The proposal will be irrevocable until such time as DCHS specifically cancels the procurement, rejects the proposal, or awards a contract(s).

9. ACCEPTANCE OR REJECTION PROPOSALS

In awarding a contract(s), DCHS will accept and consider the proposal or proposals which, in the estimation of DCHS, will best serve the interests of Deschutes County and Central Oregon. DCHS reserves the right to award a contract to the Proponent(s) whose proposal is most advantageous to Deschutes County based upon the evaluation process and evaluation criteria contained within this RFP. DCHS reserves the right to accept or reject any or all proposals. Any proposal which DCHS judges to be incomplete or nonconforming may be rejected. Any evidence of collusion between proposers may constitute a cause for rejection of any proposals so affected.

10. SELECTION PROCESS

The Selected Proponent(s) must be able to demonstrate:

1. Successful experience in implementing services similar to those requested in this RFP;
2. Ability to provide a full spectrum of security services;
3. Solid results-oriented organizational structure;
4. Customer service tools;
5. Regional capacities/capabilities;
6. Licensing;
7. Safety record;
8. Employee training;
9. References;
10. Preference for ability to provide staff fluent in English and other languages.

All proposals will initially be screened by DCHS staff. All proposals submitted by the RFP due date will be subject to a standard review process. An initial review of each proposal will be conducted by DCHS staff to determine if it is complete, in the required format, and in compliance with all requirements of this RFP. Failure to meet all of these requirements may result in a rejected proposal.

Each proposal that passes the initial review will be evaluated and scored by a review panel. The process may include a panel interview with the applicant agency. The review panel will evaluate and score each proposal on the basis of a 100-point scale, using the assigned weights listed below.

Evaluation Criteria	Point Value
How thoroughly the proposal demonstrates an understanding of the work to be performed.	10
Technical experience.	75
Demonstrated ability to provide similar services for public agencies and/or health care organizations	10
Creativity and innovation.	5
Total	100 Points

Narrative responses to each section of the application, any required attachments and the completed budget forms will be reviewed to determine compliance with the requested information and the feasibility and reasonableness of proposed program design, cost, and expected outcomes. Each evaluation criterion is described in full in Section 13 Submission Package.

11. PROTEST OF AWARD

After DCHS approves and selects the Proponent(s), DCHS will notify each Proponent of who DCHS intends to award a contract. If no written protest is filed by 4:00 p.m. on the seventh (7) day following announcement of the decision, the award(s) will be deemed final. DCHS will not entertain protests submitted after this time period. The written protest must specify the grounds and legal authority upon which the protest is based. If a timely protest is filed, the decision of DCHS will be considered final only upon issuance of a written notice deciding the merit of the protest. The award and any written decision regarding the protest will be sent to each proposer.

Protests should be submitted to:

Kimberly Bohme
 Deschutes County Health Services Stabilization Center
 63311 NE Jamison Street
 Bend, OR 97703

The protest shall state the reason for the protest, citing the law, rule, regulation, or practice on which the protest is based. A written response will be sent to the protester within ten (10) working days after receipt of the written protest.

12. AWARD AND COMMENCEMENT OF WORK

Recommendation for award is contingent upon successful negotiation of the contract and resolution by DCHS of any protests. The successful Proponent shall be required to sign the negotiated contract, which will be in the form and content approved by DCHS.

The final authority to award a contract(s) rests solely with DCHS. The successful Proponent(s) shall not be allowed to begin work under any negotiated contract until such time as the contract has been approved and executed by DCHS. The successful Proponent(s) must agree to all terms, insurance coverage provisions, and conditions of the contract with Deschutes County.

If only one proposal is received and it is deemed that such proposal meets requirements for funding, Deschutes County reserves the option to award such entity a contract on a sole-source basis. In the event no proposals are received, or proposals received do not meet requirements for funding under this RFP or designate another qualified entity to operate the program on a sole-source basis.

If revisions or additional information to this RFP become necessary, DCHS will post the addenda or supplements on the Deschutes County website.

The successful Proponent will be required to enter into the County's standard personal services agreement. The successful Proponent shall submit a W-9 with a valid and active tax identification number. Deschutes County's standard personal services agreement is available upon request. As referenced in Attachment 2 of this RFP, the selected Proponent will need to submit evidence of the insurance requirements prior to execution of the contract:

Misrepresentation during the procurement or contracting process in order to secure the contract will disqualify a bidder or contractor from further consideration in the procurement or contracting process. Failure to comply with contract requirements once a contract has been awarded will constitute a material breach of the contract and may result in the

suspension or termination of the affected contract and debarment from future Deschutes County contracting opportunities for a period not to exceed three (3) years. Other penalties may also apply.

As applicable, the selected Proponent shall also submit to DCHS prior to contract award the following documents:

- Articles of Incorporation or business license;
- Applicable Certifications and/or licenses;

13. SUBMISSION PACKAGE

Applications submitted in response to this RFP must include the items and be in the order as listed below. All of the items combined comprise your completed Application pursuant to this RFP.

1. Signed Proposal Response Form-**Attachment 1**
2. Signed Acknowledgement of Insurance Requirements – **Attachment 2**
3. Executive Summary: Please complete as directed. **Attachment 3**
4. Narrative Section: Prepare a written response to the narrative section that fully addresses each of the evaluation criteria listed. The narrative must be typed in 12 point font, one inch margins, 8½" x 11", paginated, on white paper. Narrative section is limited to twelve (12) pages. **Attachment 4**

It is the responsibility of the Proponent to ensure the proposal is submitted by the time and date and to the location as specified. Postmarks will not be accepted in lieu of this requirement. Therefore, use of the U.S. Mail is at the bidder's own risk. Proposals submitted to any other office will not be accepted.

DESCHUTES COUNTY HEALTH SERVICES DEPARTMENT

**REQUEST FOR PROPOSAL
FOR**

PRIVATE SECURITY SERVICES

Proposal Response Form

Submit by e-mail to: Kimberly.bohme@deschutes.org

A signature on this form acknowledges that the proposer is hereby submitting a proposal in response to Deschutes County's Request for Proposal for Private Security Services.

Authorized Signature: _____

Contact Name: _____

Title: _____

Phone: _____ Email: _____

Company Name: _____

Company Address: _____

Attachment 2 - ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS

Insurance limits provided below are specifically for UNARMED security services. If other services are negotiated, insurance requirements may change. Contractor shall at all times maintain in force at Contractor's expense, each insurance noted below. Insurance coverage must apply on a primary or non-contributory basis. All insurance policies, except Professional Liability, shall be written on an occurrence basis and be in effect for the term of the contract. Policies written on a "claims made" basis must be approved and authorized by Deschutes County.

Workers Compensation insurance must be in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Worker's Compensation Insurance to cover claims made under Worker's Compensation, disability benefit or any other employee benefit laws, including statutory limits in any state of operation with coverage B Employer's Liability coverage all at the statutory limits. In the absence of statutory limits the limits of said Employers liability coverage shall not be less than \$1,000,000 each accident, disease and each employee. This insurance must be endorsed with a waiver of subrogation endorsement, waiving the insured's right of subrogation against County.

Professional Liability insurance with an occurrence combined single limit of not less than:

- | | |
|---|---|
| Per Occurrence limit | Annual Aggregate limit |
| <input checked="" type="checkbox"/> \$1,000,000 | <input checked="" type="checkbox"/> \$3,000,000 |
| <input type="checkbox"/> \$2,000,000 | <input type="checkbox"/> \$4,000,000 |
| <input type="checkbox"/> \$3,000,000 | <input type="checkbox"/> \$5,000,000 |

Professional Liability insurance covers damages caused by error, omission, or negligent acts related to professional services provided under this Contract. The policy must provide extended reporting period coverage, sometimes referred to as "tail coverage" for claims made within two years after the contract work is completed or the facts underlying County's claim could reasonably have been discovered, whichever is later.

- Required by County Not required by County (one box must be checked)

Commercial General Liability insurance with a combined single limit of not less than:

- | | |
|---|---|
| <u>Per Single Claimant and Incident</u> | <u>All Claimants Arising from Single Incident</u> |
| <input checked="" type="checkbox"/> \$1,000,000 | <input type="checkbox"/> \$2,000,000 |
| <input type="checkbox"/> \$2,000,000 | <input checked="" type="checkbox"/> \$3,000,000 |
| <input type="checkbox"/> \$3,000,000 | <input type="checkbox"/> \$5,000,000 |

Commercial General Liability insurance includes coverage for personal injury, bodily injury, advertising injury, property damage, premises, operations, products, completed operations and contractual liability. The insurance coverages provided for herein must be endorsed as primary and non-contributory to any insurance or self-insurance of County, its officers, employees or agents. Each such policy obtained by Contractor shall provide that the insurer shall defend any suit against the named insured and the additional insureds, their officers, agents, or employees, even if such suit is frivolous or fraudulent.

The policy shall be endorsed to name **Deschutes County, its officers, agents, employees and volunteers as an additional insured**. The additional insured endorsement shall not include declarations that reduce any per occurrence or aggregate insurance limit. The Contractor shall provide additional coverage based on any outstanding claim(s) made against policy limits to ensure that minimum insurance limits required by the County are maintained. Construction contracts may include aggregate limits that apply on a "per location" or "per project" basis. The additional insurance protection shall extend equal protection to County as to Contractor or subcontractors and shall not be limited to vicarious liability only or any similar limitation. To the extent any aspect of this Paragraph shall be deemed unenforceable, then the additional insurance protection to County shall be narrowed to the maximum amount of protection allowed by law.

- Required by County Not required by County (One box must be checked)

- Claims Made Policy Approved by County Not Approved by County

Automobile Liability insurance with a combined single limit of not less than:

Per Occurrence

- \$500,000
- \$1,000,000
- \$2,000,000

Automobile Liability insurance coverage for bodily injury and property damage resulting from operation of a motor vehicle. Commercial Automobile Liability Insurance shall provide coverage for any motor vehicle (symbol 1 on some insurance certificates) driven by or on behalf of Contractor during the course of providing services under this Contract. Commercial Automobile Liability is required for contractors that own business vehicles registered to the business. Examples include: plumbers, electricians or construction contractors. An Example of an acceptable personal automobile policy is a contractor who is a sole proprietor that does not own vehicles registered to the business.

Required by County Not required by County (one box must be checked)

Additional Requirements. Contractor shall pay all deductibles and self-insured retentions. A cross-liability clause or separation of insured's condition must be included in all commercial general liability policies required by this Contract. Contractor's coverage will be primary in the event of loss.

Certificate of Insurance Required. Contractor shall furnish a current Certificate of Insurance to the County with the signed Contract. Contractor shall notify the County in writing at least 30 days in advance of any cancellation, termination, material change, or reduction of limits of the insurance coverage. The Certificate shall also state the deductible or, if applicable, the self-insured retention level. Contractor shall be responsible for any deductible or self-insured retention. If requested, complete copies of insurance policies shall be provided to the County. Any violation by Contractor of this Certificate of Insurance provision shall, at the election of County, constitute a material breach of the Contract.

Signature: _____

Date: _____

Printed Name and Title: _____

Attachment 3 – EXECUTIVE SUMMARY (if consortium, please fill one out for each business entity).

1. Proposers Legal Name

Firm Name	
Address	
Telephone	

2. Briefly summarize your program design:

3. Chief Executive Contact

Name of Chief Executive	
Title	
Telephone	
E-mail Address	

4. Primary Application Contact

Name of Primary Contact	
Title	
Telephone	
E-mail Address	

5. Legal Status Information

Federal Employer Tax Identification or Social Security Number	
Oregon Tax I.D. Number	

An unsigned proposal will be rejected

I certify that the information provided in this proposal is true and correct to the best of my knowledge and that I have been duly authorized by applicants governing body or other authority to file this proposal. This proposal is submitted as firm and fixed offer valid for one hundred twenty (120) days of the submission date.

Signature: _____

Date: _____

Printed Name and Title: _____

Attachment 4 – NARRATIVE

Please provide a written response to each section. Your application proposal will be reviewed and scored according to the following evaluation criteria. All proposals will be reviewed for demonstrated capacity to provide the services/activities sought through this solicitation.

1. Letter of Introduction (15 Points)

Letter of introduction including a brief description of qualifications, experience and skills to provide private security services as described in this RFP. Include names and resumes of all staff that may be providing services.

2. References (15 Points)

A list of references from public agencies and/or other clients for whom similar work has been performed within the last twenty-four (24) months. The reference list should include firm/client name, address, telephone number and contact person(s).

3. Proposed Scope of Work/Description of Services (Outcomes) (30 Points)

Describe your approach to providing private security services including the categories of experience of organization, membership in industry related professional organizations, ability to meet all requested specifications and provisions of other value added services (if applicable).

4. Fee Schedule (15 Points)

Fee schedule for private security services. Schedule should include rates for the following:

- a. Holidays, weekends, morning, evening and overnight (if there's a shift differential).
- b. Cancellation, reschedule or urgent requests.

5. Training (25 Points)

Fully describe, and provide evidence and scope of Proposer's formalized in-service training, and on-going trainings as well as educational programs for Proposer and/or employees and subcontractors who may be providing services under the contract.

Total Points 100