



# Request for Proposal

**ACS-SECEVAL-13**

**School Security Assessment**

Issued: March 1, 2013

**Walk-Through Dates: 10AM EST on March 18, 2013 or on March 21, 2013**

**Deadline for Proposals: 11PM EST on April 12, 2013**

**Contact person for questions:**

Mr. Zebedee Daniels

[zdaniels@ambercharter.org](mailto:zdaniels@ambercharter.org)

Please RSVP for inclusion in walk-through by email to [zdaniels@ambercharter.org](mailto:zdaniels@ambercharter.org) no later than March 15, 2013

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## STATEMENT OF PURPOSE

In light of recent school tragedies Amber Charter School is soliciting bids for a school security assessment to be performed on the school's building and property, shared playground and security personnel.

The school is ultimately looking for qualified bidders to report their findings and recommendations for both short-term and long-term security improvements. Additionally bidders are allowed to present equipment, trainings and services that they offer that fulfill their recommendations and their associated costs and timeline for implementation.

The funding for this project has NOT been set and will be dependent on the budget proposed for the 2013-2014 school year. Should partial funding become available or should funding be unavailable, this project will be adjusted or cancelled.

The school reserves the right to select partial items from your proposals until additional funding is secured for the remainder of the project.

## BACKGROUND INFORMATION

Amber Charter School was founded in 2000 as the first Latino-led charter school in New York State. We serve 460 students in grades K-5. Our diverse student body is 61% Latino and 36% African American, with 87% qualifying for free or reduced-cost lunch. The school provides a nurturing environment while maintaining the highest expectations for its students. Our curriculum focuses on core academics, with 90 minutes each day for both math and literacy. We also provide our students with an array of enrichment programming, including art, music, physical education, technology, and Spanish.

The Amber Charter School is located at 220 East 106 Street, New York, NY 10029. The school's building is an older 5 story structure with 29 classrooms, a multi-purpose cafeteria (gym) on the basement level and offices throughout building. The school's students share the White Playground located at E. 105 St. to E. 106 St. between Lexington Avenue and 3 Avenue during recess hours.

## PROCESS SCHEDULE

One electronic version of your bid shall be emailed to [zdaniels@ambercharter.org](mailto:zdaniels@ambercharter.org) no later than 11PM EST on April 12, 2013.

You are required to send an email confirmation with your company's information and your contact information indicating that you are participating in the building walk-through scheduled at 10AM on March 18, 2013 or March 21, 2013.

We reserve the right to reject any and all bids, if such action is deemed to be in the best interest of our school.

All bidders are expected to have any and all city, state and federal licenses or certifications that are necessary to allow the bidder to perform the work as outlined in this RFP.

Bids may be withdrawn by written request prior to bid opening or after 30 days subsequent to bid opening if no award has been made.

Amber Charter School reserves the right to at any time reject any and all proposals received as a result of this request; late proposals will not be considered for any reason.

## **SCOPE OF WORK**

The scope of this assessment includes all the physical premises at 220 East 106 Street, the digital video recorder and camera system located on premises, the access control systems located on premises, the visitor management systems, emergency notification systems, the security personnel of Amber Charter, and emergency policies and procedures related only to the threats outlined below. The scope extends to the shared playground at E. 105 St. to E. 106 St. between Lexington Ave. and 3 Ave. and only includes analysis of the overall security supervision of the students and staff at this location. Examination of the proximate facilities and systems will only be done in reference to Amber Charter School.

The security assessment includes consideration of the threats related to the following:

- Natural disaster, including fire, flood, earthquake, windstorm, and snow/ice storm
- Unauthorized persons, including vandals, intruders, and active shooter cases
- Authorized personnel, including insufficient or unqualified personnel, insufficient personnel training or supervision, and malicious insider activity
- Personnel, including Amber Charter School staff, students and guests
- Physical and logical access controls to facility
- Equipment vandalism and theft
- Existing countermeasures; safeguards already in place to address risks
- Maintenance controls, to include those for preventative maintenance, hardware failures and remedial maintenance
- History of security and disaster incidents at the facility and the surrounding area.

The security assessment analysis shall include a review of the effectiveness of the security controls, including the following tasks:

- Policy and Procedure Review
- Security Organizational Structure Review
- Vulnerability Scanning
- No Penetration Testing
- No Social Engineering
- No Testing of Disaster Recovery Plans, Business Continuity Plans, or Emergency Response Plans

## **DELIVERABLES**

The following deliverables are expected from bidders:

- Security Assessment Report that may include photos, floor plans and/or any markups necessary that identifies security weaknesses and recommended course of corrective actions for each item for the areas defined in the scope of work
- If applicable, include equipment, equipment upgrades & skills training in your proposal with pricing that must be linked to a security weakness identified in your report
  - Equipment proposals should include installation, configuration, training and applicable equipment maintenance options
  - Lease-to-buy options if available should be included
  - If subcontracted, please include vendor references and certifications
- At least three professional references related to previous school security enhancements or equipment upgrade projects
- A list of current security certifications or affiliations held by your company

## **TERMS OF CONTRACT**

Negotiations will be undertaken with the single responsible Qualified Bidder whose responsive proposal best meets the overall needs of Amber Charter School in terms of the total requirements of this RFP. These negotiations will result in a formal contract between the parties

## **INCURRING COSTS**

Amber Charter School is not liable for any cost or expenses incurred by the Bidders in the preparation of their proposals or for attendance at any conferences, walk-through or meetings related to this RFP.

Amber Charter School is not liable for the payment of any amounts to the selected Bidder until a contract is negotiated, signed by the Bidder and all Amber Charter School signatures, as required by law, have been obtained.

## **DISCLOSURE OF PROPOSAL CONTENTS**

Any recommendations and/or price information provided in any Bids will be held in strict confidence and will not be revealed or discussed with competitors. The proposal of the selected Bidder, being their work product, may become part of any contract entered into.

All other material submitted becomes the property of Amber Charter School and may be returned only at our option.

Any information obtained in part or whole from the school or during the course of your evaluation shall not be shared or communicated outside your company unless written permission is provided by the schools officials.

## **ADDENDA TO THE RFP**

If it becomes necessary to revise any part of this RFP, an addendum will be provided to all Bidders who received this RFP. All addenda will become part of this RFP, and will be incorporated into any contract entered into between Amber Charter School and the Bidder.

You are required to send an email confirmation with your contact information that you are preparing to respond to this bid to [zdaniels@ambercharter.org](mailto:zdaniels@ambercharter.org).

If you fail to send this email confirmation you may not receive updates and changes to this RFP.

## **EVALUATION & AWARD PROCESS**

Please be advised that we will be using the following to assess the RFP responses and contracts. Please feel free to provide any additional information that may help Amber Charter School choose the most cost-effective provider.

- Price of equipment, equipment upgrades, training and services offered-40%
- Previous school security enhancement projects, installations and upgrade-25%
- Current security certifications - 25%
- Completeness of security assessment report- 10%