

**OPERATION DEPARTMENT OF GREEN DOT PUBLIC SCHOOLS CALIFORNIA**  
**RFP TITLE: GREEN DOT PUBLIC SCHOOLS CALIFORNIA SCHOOL PROFESSIONAL SECURITY SERVICES**  
**RFP#: FY20-0003**  
**DATE OF ISSUANCE: MONDAY, APRIL 1, 2019**

**Please submit all proposals electronically to:**

Steve Guerrero, Director of Security  
 Green Dot Public Schools  
[steve.guerrero@greendot.org](mailto:steve.guerrero@greendot.org)

**Bid Due Date: Wednesday, May 29, 2019 at 5:00 PM, PST**

**Administrative and General Information**

**School Information:** Green Dot Public Schools California (“GDPSCA”) is a nonprofit organization based in Los Angeles, CA operating a total of 21 public middle schools and high schools in California. Our organization’s mission is to help transform public education so ALL students graduate prepared for college, leadership and life.

**CHART A:**  
**School Day Security Services:**

| Name of School  | Shifts        | # of Guards per School |
|---|---------------|------------------------|
| Alain Leroy Locke High School<br>325 E. 111th St., Los Angeles, CA 90061                    | 7:00am-4:00pm | 2                      |
| Animo Ellen Ochoa Charter Middle School<br>4360 Dozier Street, Los Angeles, CA 90022        | 7:00am-4:00pm | TBD                    |
| Animo City of Champions<br>9330 S. 8th Avenue, Inglewood, CA 90305                          | 7:00am-4:00pm | 2                      |
| Animo Compton Charter Middle School<br>13305 San Pedro St., Los Angeles, CA 90061           | 7:00am-4:00pm | 1                      |
| Animo Florence Firestone Charter Middle School<br>155 W. 69th Street, Los Angeles, CA 90003 | 7:00am-4:00pm | TBD                    |
| Animo Inglewood Charter High School<br>3425 Manchester Blvd., Inglewood, CA 90305           | 7:00am-4:00pm | 1                      |
| Animo Jackie Robinson Charter High School<br>3500 S. Hill St., Los Angeles, CA 90007        | 7:00am-4:00pm | TBD                    |
| Animo James B. Taylor Charter Middle School<br>810 E. 111th Pl., Los Angeles, CA 90059      | 7:00am-4:00pm | 1                      |
| Animo Leadership Charter High School<br>11044 S. Freeman Ave. Inglewood, CA 90304           | 7:00am-4:00pm | 1                      |
| Animo Jefferson Charter Middle School<br>1655 E. 27th St., Los Angeles, CA 90011            | 7:00am-4:00pm | 1                      |
| Animo Ralph Bunche Charter High School<br>1655 E. 27th St., Los Angeles, CA 90011           | 7:00am-4:00pm | 1                      |

|   |               |     |
|---|---------------|-----|
| Animo Mae Jemison Charter Middle School<br>12700 S. Avalon Blvd., Los Angeles, CA 90061           | 7:00am-4:00pm | 2   |
| Oscar De La Hoya Animo Charter High School<br>1114 S. Lorena St., Los Angeles, CA 90023           | 7:00am-4:00pm | 2   |
| Animo Pat Brown Charter High School<br>8255 Beach St., Los Angeles, CA 90001                      | 7:00am-4:00pm | 1   |
| Animo Phillis Wheatley Charter Middle School<br>12226 S. Western Ave., Los Angeles, CA 90047      | 7:00am-4:00pm | 4   |
| Animo Western Charter Middle School<br>12226 S. Western Ave., Los Angeles, CA 90047               | 7:00am-4:00pm | 1   |
| Animo South Los Angeles Charter High School<br>11130 Western Ave., Los Angeles, CA 90047          | 7:00am-4:00pm | TBD |
| Animo Venice Charter High School<br>820 Broadway St., Venice, CA 90291                            | 7:00am-4:00pm | 1   |
| Animo Watts Charter High School<br>12628 Avalon Blvd., Los Angeles, CA 90061                      | 7:00am-4:00pm | TBD |
| Animo Westside Charter High School<br>5456 McConnell Ave., Los Angeles, CA 90066                  | 7:00am-4:00pm | TBD |
| Animo College Preparatory Academy Charter High School<br>2265 E. 103rd St., Los Angeles, CA 90002 | 7:00am-4:00pm | 2   |

**CHART B:  
After School Security Services:**

| ARC Program   | Shift         | # of Guards per School |
|---|---------------|------------------------|
| Animo Mae Jemison Charter Middle School<br>12700 S. Avalon Blvd., Los Angeles, CA 90061 | 3:45pm-6:30pm | 1                      |
| Animo Western/Phillis Wheatley<br>12226 S. Western Ave., Los Angeles, CA 90047          | 3:45pm-6:30pm | 4                      |
| Animo South Los Angeles<br>11130 Western Ave., Los Angeles, CA 90047                    | 3:45pm-6:30pm | 1                      |
| Animo James B. Taylor<br>810 E. 111th Pl., Los Angeles, CA 90059                        | 3:45pm-6:30pm | 1                      |
| Animo Pat Brown<br>8255 Beach St., Los Angeles, CA 90001                                | 3:45pm-6:30pm | 1                      |
| Jefferson/Ralph Bunche<br>1655 E. 27th St., Los Angeles, CA 90011                       | 3:45pm-6:30pm | 1                      |

**Purpose:** GDPSCA seeks proposals from qualified respondents (the “Proposers”) interested in providing security services as described in this proposal.

Green Dot Public Schools is soliciting proposals from qualified security companies to provide security services for individual Green Dot Schools. Security officers shall ensure safety of students, staff, and property. Security officers will monitor school entrances and exits, assist school administration during the hour’s students and staff are arriving and departing from school and events, also assist as instructed by GDPSCA School Administration and/or Director of Security.

The proposer shall make available to GDPSCA, both unarmed officers and armed off-duty POST police officers (armed off-duty police officers on an as needed). Staffing needs may vary, but the primary needs and hours are listed in Chart A and B above. GDPSCA reserves the right to adjust daily schedules, Security officers should also be available between the hours of 05:00 and 21:00 hour Monday – Friday. Weekend patrols TBD. Security Officers shall also be made available to GDPSCA for:

- i. Responding to alarms during off -hours
- ii. To serve as backup staffers
- iii. Serving at and in the capacity deemed necessary by the school’s administration (this may include moving tables, chairs, and other small items of furniture for various events, delivering textbooks to classrooms, light clerical, and supervising students during breaks and lunch time).

The proposer shall provide all the following items as part of the hourly price:

- a. Uniforms for officers
- b. All necessary equipment for officers
- c. Vehicles for patrol and safe passage.

GDPSCA will require the Proposer to provide comprehensive services, management, a superior workforce, and service supervision. The Proposer will supply and pay for all labor, supervision, equipment, supplies and materials, vehicles, maintenance, and insurance necessary to deliver the proposed service. All of the necessary factors that contribute to the price must be included in the proposed price. Proposer is to have a demonstrated track record of success in the industry, is to provide references, and is to have sound business practices that show fiscal responsibility.

**Contract Period:** This proposal addresses the contract period August 1, 2019 through July 30, 2021, with up to three 1-year extensions.

### **Proposal Authorities, Restrictions, and Clauses**

#### **GDPSCA Authorities and Options**

- GDPSCA reserves the right to reject any and all proposals for any reason.
- GDPSCA reserves the right to negotiate any and all proposals for any reason.
- GDPSCA has 30 days from the submission deadline to accept a submitted proposal; the Proposer cannot withdraw a proposal within that 30-day period without mutual consent from GDPSCA.
- Terms and conditions will be negotiated between the Proposer and GDPSCA.

## RFP Timeline

- Release date: Monday, April 1st, 2019
- Questions from Proposer due: Wednesday, May 8th, 2019
- Questions Answered by: Wednesday, May 15th, 2019
- RFP Closing date: Wednesday, May 29th, 2019
- Evaluation and Award by: By 2nd week of June 2019

## Proposer Requirements/Scope of Services

**Staffing:** The Proposer agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or preference, gender identity and expression, national origin, ethnicity, age, disability, marital status, military service status, genetic information, or any other protected classification. The Proposer will ensure that all employees involved in their services receive Department of Justice and Tuberculosis clearance prior to commencing with providing services to GDPSCA. Successful Proposer is to provide to GDPSCA: GDPSCA's criminal background check and Tuberculosis Vendor Certification Form, which will list each employee verifying that they have Department Of Justice clearance and list their Tuberculosis expiration date, at the Proposer's expense. The Proposer will, at the request of the Chief Executive Officer, Director of Security and/or Security Coordinator, immediately remove from providing services to GDPSCA any person who, in the opinion of GDPSCA, has been conducting himself or herself improperly. The Proposer will not permit a person so removed to return to any GDPSCA location unless prior written consent is provided by GDPSCA.

**Assignments:** The Proposer will not make any assignments or subcontract for the work without prior written permission from GDPSCA.

**Legal:** The Proposer must fulfill all obligations in compliance with all applicable laws and regulations by the state of California or other legislative bodies of appropriate jurisdiction. The Proposer must promptly notify GDPSCA concerning any litigation or claims filed with any federal or California State agency involving the Proposer or its parent or subsidiary companies.

**Insurance:** Proposer must indemnify and provide insurance coverage that will minimize GDPSCA's exposure:

- Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident.
- Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations, and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate.
- Automobile Liability and Physical Damage insurance for an amount of not less than \$5,000,000 minimum for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles.
- Proposer must name GDPSCA and Green Dot Public Schools National (GDPSN) as an "additional insured" on all such policies, with the cost of this to be borne by Proposer. Copies of Certificates of Insurance listing GDPSCA and GDPSN as "additional insured" must be provided to GDPS prior to commencement of services and kept up-to-date.

**Pricing:** All costs associated with this service must be enumerated in the submitted proposal. Any additional costs will not be honored. Attachment A must be filled out IN FULL. Any level of service that the Proposer does not wish to provide must be indicated with **N/A**. For any service that the Proposer includes in a price on another line, please indicate such with **INC (for "Included in the price")** and reference the applicable line. For example, if cameras are included in the

base cost at no extra charge, write “INC” under the section for cameras. Provide details as requested in all boxes and additional information as necessary. Field trip pricing may be calculated in mileage or per trip.

**Invoices and Payments:** GDPSCA’s standard payment terms are **net 30** days after receipt of an accurate invoice. Invoices may be sent no more frequently than once per month. Separate invoices should be generated for each school.

In the event the Proposer presents GDPSCA with invoices, statements, reports, etc. that are incomplete, or inaccurate, GDPSCA may be required to perform substantial research which could result in delay of payment. GDPSCA will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate, incomplete, or inaccurate information provided in invoices or statements by the Proposer.

### Proposal Requirements

*Carefully read all instructions, requirements, and specifications. Fill out all sections completely.*

**Please submit the following documents as part of your proposal:**

1. Executive Summary detailing qualifications (2 page Maximum)
2. Company Overview/Fiscal Responsibility Summary
  - a. Experience in the education industry and in Los Angeles, CA
  - b. Organization chart
  - c. Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the state)
  - d. Liability Insurance Certificate and W-9
3. General Organization Policies and Procedures
  - a. Employee sourcing, screening, and hiring procedures
  - b. Frequency and type of background checks performed
  - c. Management/supervision structure
  - d. Staff training/professional development program
  - e. Safety and security program
4. Performance History & Preparedness for GDPSCA
  - a. Proposer’s references (3 minimum from other school districts where possible)
  - b. Summary of ability to take on the additional workload expected by the Proposer
  - c. How Proposer plans to monitor, measure, and communicate service quality
  - d. Contingency/coverage plan for expected and unexpected absences or staff turnover
  - e. Other methods for ensuring high-quality service
5. Implementation Plan for GDPSCA
  - a. Employee recruiting and/or existing staff transition plan
  - b. Training/on-boarding plan
  - c. Proposed implementation timeline
6. Financial Statements Information
  - a. Provide a complete balance sheet or annual report (verified by a certified public accountant if applicable) for the last three years of operation.
7. Special Services Section
  - a. Provide details of Routing Software, GPS Software, Ridership Tracking System, etc.
8. Cost/Pricing Proposal – Attachment A
9. Contact Information – Attachment B
10. Checklist of Required Elements – Attachment C

### Evaluation Criteria

**Evaluation:** A variety of weighted criteria, given below, will be considered in evaluating the proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during the RFP process or negotiations, or obtained through outside sources including news articles, press releases, client references, industry references, vendors, and any other source.

- **Price (25%):** Proposer offers the requested services at a competitive price, and all of the necessary factors that contribute to the price are accounted for.
- **Service Capability Plan (25%):** Proposer has the staffing and resources necessary to complete the service required and a plan to deliver high-quality service.
- **Organizational Policies and Procedures (10%):** Proposer provides resumes, operations manuals, and/or other documentation that verifies personnel policies and procedures that support staff development and outline expectations for experience, training, safety adherence, and professional conduct.
- **Performance History and Reputation (30%):** Proposer has a demonstrated track record of success in the industry and/or in Los Angeles, CA and provides positive references.
- **Financial Stability (10%):** Proposer provides requested information to show fiscal responsibility and sound business practice.

**Cost/Pricing Proposal**

**Proposal Pricing**

Proposers must use the below chart to indicate their proposed hourly rates. Proposed rates are to include ALL operating costs, including but not limited to overhead, facilities, maintenance, staffing, training, equipment, insurance, and any other cost necessary to provided security services:

**Hourly Cost for Unarmed and**

**Refer to Chart A and B**

*Indicate N/A for Services not proposing on:*

| <b>Standard Hourly Rate</b> |   |  |
|-----------------------------|---|--|
| <b>Unarmed Officers</b>     | <b>POST Certified<br/>Off Duty Officers</b> | <b>Substitute<br/>Staff or Officer</b> |
| \$                          | \$  | \$                                     |

| <b>Overtime Hourly Rate</b> |   |  |
|-----------------------------|---|--|
| <b>Unarmed Officers</b>     | <b>POST Certified<br/>Off Duty Officers</b> | <b>Substitute<br/>Staff or Officer</b> |
| \$                          | \$  | \$                                     |

**Attachment B**

**CONTACT INFORMATION**

**Primary Contact Name**  
**Primary Contact Phone Number**  
**Primary Contact Email Address**

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**Company Legal Name**  
**Company Address**  
**Company Phone Number**

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**Company Website**

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**Year Company Founded**

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**Years Operating in California**

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**Number of Clients**

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**Number of Employees**

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**Authorized Representative Name**

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**Authorized Representative Signature**

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**Attachment C**

**Checklist of Required Elements**

| <b>ITEM</b>  | <b>PAGE</b> | <b>INCLUDED (y/n)</b> | <b>INITIALS</b> |
|--|-------------|-----------------------|-----------------|
| Executive Summary  |             |                       |                 |
| Company Overview/Fiscal Responsibility Summary   |             |                       |                 |
| Insurance Certificates   |             |                       |                 |
| W-9  |             |                       |                 |
| General Organization Policies and Procedures   |             |                       |                 |
| Performance History & Preparedness for GDPSCA  |             |                       |                 |
| Customer Service Proposal  |             |                       |                 |
| Implementation Plan  |             |                       |                 |
| Financial Statements   |             |                       |                 |
| Special Services Section (Routing Software, GPS Software, Ridership Tracking System, etc.) |             |                       |                 |
| Pricing Proposals – Attachment A   |             |                       |                 |
| Company Information/Bid Authorization – Attachment B                                       |             |                       |                 |
| Checklist (This Document) – Attachment C   |             |                       |                 |
| Electronic Copy  | N/A         |                       |                 |