

UMBC SECURITY GUARD SERVICES

SBR REQUEST FOR PROPOSALS
SOLICITATION – RFP-#BC-21231-J
PRE-PROPOSAL MEETING

June 21, 2021

Solicitation #RFP-21231-J

SOLICITATION SCHEDULE



Solicitation Schedule

EVENT/ACTIVITY	DAY/DATE	COMMENTS
Deadlines for Questions	Monday, 6/28/2021 by 4:30pm	Sent to rjohns12@umbc.edu
Responses to Questions	By Friday, 7/2/2021	Issued via addendum.
Technical Proposal	Monday, 7/12/2021, on or before 11:59 p.m.	Submitted to the Issuing Office via UMBC Box here: https://umbc.box.com/s/tnxqp0t060z9ebjy6fr64mnrbykcw6qx Ensure that automatic confirmation of upload is received.
Site visits (*If applicable)	Monday 7/26/2021 through 7/29/2021	Site visits may be scheduled with shortlisted firms.
Discussion/Interview Sessions <i>with shortlisted firms only</i>	Tuesday, 8/3/2021	Proposers are advised to set this date aside to avoid any conflicts.
Price Proposal (<i>anticipated date/time</i>)	Wednesday, 8/11/2021, on or before 11:59 p.m.	Price proposals to be submitted via UMBC Box
Contract start date		Anticipated to be August 30, 2021

Small Business Reserve

- This is a Small Business Reserve (SBR) solicitation
- Only proposers certified as a State of Maryland Small Business shall be considered for award
- Information regarding State of Maryland certification is available through the Governor's Office of Small, Minority & Women Business Affairs

Solicitation RFP #BC-21231-J

REVIEW OF RFP





Instructions to Proposers

- Issuing Office is UMBC's Department of Procurement & Strategic Sourcing and is the sole point of contact.
- All questions are to be directed to Rob Johnson at rjohns12@umbc.edu
- Responses to questions will be provided via addendum and posted on UMBC ebid board: <https://procurement.umbc.edu/bid-board/>.



Instructions to Proposers

- Late proposals (technical or price) cannot be accepted.
- Proposals must be delivered to UMBC's Procurement Office via Box. Proposers should receive an automatically generated verification from Box when the file has successfully uploaded.

Note: If a proposer does not receive this verification, contact the Issuing Office immediately.



Instructions to Proposers

- The Price Proposal shall be irrevocable for one hundred twenty (120) calendar days from the price proposal due date.
- Bonding is not applicable to this solicitation
- An MBE goal is not established for this procurement. However, State-certified Minority Business Enterprises (MBE) are strongly encouraged to respond to this solicitation.
- Only MDOT MBE certification is acceptable



Instructions to Proposers

- Confidential/Proprietary Information – Proposers are to identify those portions of their proposal which they deem confidential, proprietary, or trade secrets.
- It is not sufficient to preface the entire proposal with a proprietary statement.

Information Available to Proposers



- Solicitation document #BC-21231-J, any addenda and responses to questions available on the UMBC ebid Board.
- Contract documents are available in the box folder provided in the solicitation.

Proposals, Evaluation, and Forms

- **Technical Proposals:** Submitted to UMBC's Department of Procurement & Strategic Sourcing via Box site.
 - One set in Microsoft Word format
 - One set in PDF format
- Note: Only Technical Proposals are requested at this time.

Proposals, Evaluation and Forms

- **Initial Technical Evaluation** will be conducted on the submitted technical proposals resulting in a short list.
- **Interview Sessions** will be conducted with those proposers who are short listed as a result of the initial technical evaluation.
- **Second Phase Evaluation** will be conducted after Interview sessions resulting in a second short list.
- **Price Proposals** will be requested from proposing firms who remain short listed after the second phase evaluation (second short list).

Scope of Work

- Selected Contractor shall furnish a qualified, trained, and uniformed security guard force with required equipment to ensure the safety of designated UMBC facilities and protect the facilities from malicious damage, trespassing, or sabotage; protect UMBC personnel, contract employees, tenants, and authorized visitors from physical harm; and protect all on site material and equipment from unauthorized use, loss, theft, pilferage, and vandalism
- The selected firm shall provide to the University security guard services at requested locations, which may be modified during the term of the contract. At the commencement of this contract, the locations shall be: bwtech @UMBC South Campus, the AOK Library, and the Freshman parking lot at South Campus.

Solicitation #BC-21231-J

TECHNICAL PROPOSAL SUBMITTAL



Technical Proposal Submittal – Organization



Proposals shall be organized in the following format:

- Title Page
- Firm qualifications and relevant experience
- Firm references
- Work Plan
- Primary Contract Representative
- Unique qualifications
- Transition plan
- Required forms (affidavit and acknowledgement of addenda)

Technical Proposal Submittal - Qualifications & Experience



The offeror must have a proven record of at least five (5) years' experience providing security guard services, preferably in a campus environment. The University would like detailed information about the following items relating to the firm's qualifications and relevant experience:

- Provide a firm overview, including size, revenue, services provided, and business outlook. Provide detailed information about the number of employees involved in providing security guard services, the experience and background of personnel, and the corporate structure. Provide information about the length of time the firm has been providing security guard services, as well as any other services that may be provided by the firm.
- Provide information about the firm's business and customer service philosophy

Technical Proposal Submittal – Firm Experience/References



Proposers shall submit information demonstrating prior experience providing unarmed security guard services.

- Submit information for three (3) references for which the firm has provided services similar in size and scope to the services required by University of Maryland, Baltimore County. At least one of the three, and preferably all three, shall be in an academic environment, and shall indicate dates of service within the last three (3) years. The following information shall be included:
 - - Reference firm’s name and location;
 - - Name of reference contact person, email address, and telephone number, including extension;
 - - Dates of service to indicate length of contract;
 - - Description of services;
 - - The names of key personnel assigned as supervisor/lead guard;
 - - Explanation of how the services that were provided are similar to the University’s requirements; and
 - - The value of the contract.



Technical Proposal Submittal – Work Plan

- Provide a work plan that describes how security will be provided to meet the University's requirements.
- Include a shift schedule and schedule for guard supervision. Additionally, indicate the selection criteria that is used to hire security guards, and the process that is used to complete background checks.
- Provide information about the training requirements for security guards and supervisors, including title and general course content. Indicate the information included in incident reports and other reports, and provide a sample report that demonstrates the information to be submitted to the University.

Solicitation #BC-21231-J

INTERVIEW SESSION





Interview Session-Purpose

- Allow the University to meet the Prime's key personnel.
- Allow the Proposer to present and discuss their project approach and project challenge.
- Discuss other elements/categories of the Technical Proposal.
- Provide opportunity to discuss/clarify the scope of services.



Interview Session

- Key personnel ***required*** to attend:
 1. Project Executive
 2. Project Manager
 3. Project Superintendent

Other personnel are at the discretion of the Prime firm but must be participants in the session

- Sessions will be 1-hour in duration and UMBC will confirm specifics of these sessions in writing.
- Forum will be informal via WebEx. The University is not interested in a marketing presentation.
- Requesting round table discussions with short listed firms.



Price Proposal Submittal

- The forms will consist of a Base Price Proposal form
- The price proposal form will be issued to short listed firms at the appropriate time
- Price Proposals shall be submitted to the Box address provided.
- The Price Proposal forms shall be filled out completely inclusive of the attachments.
- Changes, alterations, and additions to the Price Proposal forms are NOT allowed.

Solicitation #BC-21231-J

EVALUATION PROCESS





Evaluation Process

- Conducted by a University Evaluation Committee.
- Initial technical evaluation will be based on the technical proposals.
- Based on the results of this initial evaluation, the University will develop a short list of proposers.
- All proposers will be advised of the outcome of this initial evaluation.



Evaluation Process

- Short listed proposers will be asked to attend the Interview Sessions.
- Following these sessions, a Second Phase Technical Evaluation will be conducted.
- All information provided by the Proposer in the technical proposal and at the Interview session will be evaluated.
- A second short list of proposers will result from this Second Phase evaluation.



Evaluation Process

- Further information may be requested by UMBC during the technical evaluation process.
- UMBC may elect to conduct a Best & Final Technical phase.
- Proposers who remain short listed after the Second Phase Technical Evaluation will be asked to submit a Price Proposal on the due date/time in the solicitation schedule.



Evaluation Process

- Price proposals will not be opened publicly.
- Price proposals will be evaluated based on the sum total price inclusive of any unit pricing and any alternates accepted by the University.
- Resulting contract will be a lump sum agreement
- UMBC may elect to request a Best & Final Price Proposal.



Evaluation Process

- The final proposal rating will be based on the combined evaluation of the Technical Proposal, Interview Session, and the Price Proposal.
- Technical merit will have a greater weight than cost.
- The University will choose from among the highest rated proposals that proposal that will best serve its interest in accordance with USM procurement policies.

Procurement Overview



UMBC SECURITY GUARD SERVICES

SOLICITATION – RFP #BC-21231-J

PRE-PROPOSAL MEETING

21 JUNE 2021