

November 22, 2022

TO: All Prospective Proposers

FROM: Rob Johnson, Procurement and Strategic Sourcing

RE: UMBC Security Guard Services
BC-21289-J
Addendum #1 dated 11/22/2022

The following information is made available on the above referenced solicitation and is issued as Addendum #1 dated 11/22/2022. This addendum will also posted on UMBC's eBid Board at <https://procurement.umbc.edu/bid-board/>

The **due date and time for technical proposals remains as Friday, December 2, 2022 on or before 11:59pm.** Technical Proposals are to be submitted to the Box link provided in the Solicitation. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and including it within your technical proposal.

A pre-proposal meeting was held on Thursday, November 10, 2022. The procurement process was reviewed in summary manner by Rob Johnson of UMBC's Procurement and Strategic Sourcing Office.

Rob Johnson at rjohns12@umbc.edu is to be the sole point of contact regarding this procurement. Prospective Proposers are not to contact other University personnel regarding this project.

The Power Point that was reviewed at this meeting is posted at UMBC's eBid Board and provided as an attachment here. This PowerPoint **summarizes** the Solicitation documents. It is the responsibility of the Proposer to ensure that he/she is familiar with all of the requirements of the Solicitation.

1. Questions submitted:

1.1 Who is the incumbent provider and what is the billing rate?

Response: All County Security. The specific rate is proprietary as All County may be a respondent to this solicitation.

1.2 Is there an estimated budget for the entire project?

Response: The University does not disclose its budget. Prices received are to be complete prices, not prices based on a budget.

1.3 Just for clarification "*Twenty-four-hour guard service as needed by site locations*" is this in addition to the twenty-four-hour guard service for scheduled UMBC holidays and emergency closure support as listed in the RFP? If so, how

much notification is provided regarding the additional support? What other type of events or request would require this level of support at the campus?

Response: Yes. Notice is coordinated with each area serviced, but at least 24 hours' notice is standard. "Other events" are very minimal, but things such as examination period(s) should be considered.

- 1.4 In the proposal there is a request for a listing of clients within a 25-mile radius of UMBC including contact and address info. Given the size of our client portfolio, we would have to provide a sample list of clients as requested in the RFP. Can we just provide company names and locations or are contact names/phone number and email addresses also required in the sample list?

Response: Contact names and emails are required as this is the means used to communicate with references for purposes of this solicitation.

- 1.5 The credit history review is not part of our standard background screening. Can this be waived? The current labor market has presented a smaller pool of candidates. This requirement may inhibit our ability to recruit candidates if we are unable to retain current security team members at UMBC.

Response: Yes. Credit history is waivable

- 1.6 Regarding performance deficiency fines. If selected as an awardee we would like to negotiate penalties and fine levels. Will this be taken into consideration during negotiations?

Response: Yes

- 1.7 Would UMBC state the total number of weekly-required guard hours for each guard post?

Response: This will be defined and detailed by the specific area serviced

- 1.8 Since UMBC is requiring that each shift be overseen by a shift supervisor, will there be a separate line item to bill for the working hours of this supervisor? If so, how many working hours per shift should be allocated for the shift supervisor?

Response: See sample pricing form attachment

- 1.9 May we have a copy of a sample pricing form?

Response: See attachment

END OF ADDENDUM #1

Enclosed: Addenda Acknowledgment Form
 Pre-proposal PowerPoint
 Sample Price proposal form

RFP NO.: BC – 21289-J

RFP FOR: UMBC SECURITY GUARD SERVICES

TECHNICAL PROPOSAL DUE DATE/TIME: Friday, December 2, 2022 BY 11:59P.M.

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 12/2/2022

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Signature _____

Printed Name _____

Title _____

Date _____

UMBC SECURITY GUARD SERVICES

REQUEST FOR PROPOSALS SOLICITATION – RFP-#BC-21289-J PRE-PROPOSAL MEETING

November 10, 2022

Solicitation #RFP-21289-J

SOLICITATION SCHEDULE



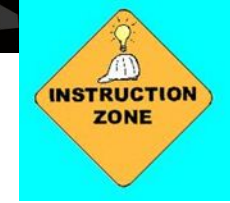
Solicitation Schedule

EVENT/ACTIVITY	DAY/DATE	COMMENTS
Deadlines for Questions	Friday, 11/18/2022 by 4:30pm	Sent to rjohns12@umbc.edu
Responses to Questions	By Tuesday 11/22/2022 COB	Issued via addendum.
Technical Proposal Due	Friday 12/2/2022, on or before 11:59 p.m.	Submitted to the Issuing Office via UMBC Box here: Proposa.useg3fpn5wnkayvt@u.box.com Ensure that automatic confirmation of upload is received.
Site visits (*If applicable)	Thurs 12/15/2022 through 12/16/2022	Site visits may be scheduled with shortlisted firms.
Discussion/Interview Sessions <i>with shortlisted firms only</i>	Thursday, 12/15 or Friday, 12/16/2022	Proposers are advised to set this date aside to avoid any conflicts.
Price Proposal Due <i>(anticipated date/time)</i>	Tuesday, 12/20/2022, on or before 11:59 p.m.	Price proposals to be submitted via UMBC Box
Contract start date		Anticipated to be January 2, 2023 ₃

Solicitation RFP #BC-21289-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

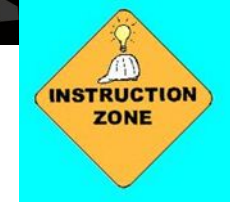
- Late proposals (technical or price) cannot be accepted.
- Proposals must be delivered to UMBC's Procurement Office via Box. Proposers should receive an automatically generated verification from Box when the file has successfully uploaded.

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.

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 and the AOK Library.

Solicitation #BC-21289-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 in 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-21289-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 in person or 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.

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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 much 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-21289-J

PRE-PROPOSAL MEETING

10 November 2022

SAMPLE PRICE FORM

RFP NO.: BC-212....
RFP FOR: UNARMED GUARD SERVICES

PROPOSER: _____

Federal Identification Number/Social Security Number: _____

PRICE PROPOSAL FORM

DATE _____

Mr. Rob Johnson
Procurement Services
University of Maryland, Baltimore County (UMBC)
1000 Hilltop Circle, Administration Building, Room 726
Baltimore, MD 21250

Dear Mr. Johnson:

The undersigned hereby submits the Price Proposal as set forth in RFP# BC-.... dated ... and the following subsequent addenda:

Addendum _____	Dated _____
Addendum _____	Dated _____
Addendum _____	Dated _____

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to complete the work as described in this RFP and subsequent Addenda as noted above. By signing and submitting this response, undersigned hereby agrees to all the terms and conditions of this RFP including any issued addenda.

- A. The contract guard service shall furnish security officers to work as follows:
- Two shifts daily, Monday through Friday, covering the hours 4:30 P.M. through 8:30 A.M.
 - Twenty-four hour guard service from 4:30 P.M. on Friday through 8:30 A.M. each Monday.
 - Twenty-four hour guard service on scheduled UMBC holidays. Guard service to be supplied with the dates.
 - On-call, twenty-four hour guard service during emergency closure of UMBC or as required by UMBC.

Supervisor: Monday – Friday, 7:00 a.m. – 3:00 p.m., at any post (8 hours/day)

Security Officer(s): Balance of time (24 hours per day), seven days per week, including holidays) is to be filled with one or more security officers providing coverage of the posts noted for the times noted.

PROPOSER: _____

B. Hourly Rates

Role	Regular Hourly Rate	2 nd Shift Hourly Rate	3 rd Shift Hourly Rate	Emergency Hourly Rate
Supervisor	\$ _____	\$ _____	\$ _____	\$ _____
Security Officer	\$ _____	\$ _____	\$ _____	\$ _____

C. Annual Costs

1. Supervisor: \$ _____
2. Front Desk Coverage: \$ _____
3. Loading Dock Coverage: \$ _____

Total Written in numbers: \$ _____

Total Written in words: _____

We understand that by submitting a Response we are agreeing to all of the terms and conditions included in the RFP documents. We understand that the University reserves the right to award a contract for all items, or any parts thereof, or no contract at all based on available funding.

We understand that the Bid/Proposal Affidavit submitted as part of the original technical offer remains in effect.

The undersigned hereby certifies that he/she is a duly authorized office of the Proposer and can bind the Proposer to the prices quoted herein.

Proposer (Company Name)

Authorized Signature

Print Name

Title