

DATE: December 8, 2023

TO: All Prospective Bidders
 Cc: Procurement File

FROM: Lori Lynch, lkoch1@umbc.edu

RE: BC-21351-L Security Assessment, ADDENDUM #2

The following amends the above referenced solicitation documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and submitting it along with your response to the University.

The due date and time for the response to be submitted to the University is **FRIDAY, DECEMBER 15, 2023, by 4:00 p.m.** (EDT) to the issuing office.

A. The following questions were submitted for a response:

Question	Response
Does the University currently have a CAD system for its dispatch operations?	Yes
Does the University have a single access control and video management platform, or are there multiple platforms/systems that the consultant will be assessing?	Miraki are centralized, other sites may have different systems
Is the University using its fire alarm system or interfacing with its fire alarm systems for emergency and/or mass communications?	No, everything is local to the building. True Site may change this answer
Will the scope of the deliverables include assessing specific vendors and recommending a final vendor for the recommended technology (mass notification, for example), or is the objective to provide future state recommendations with qualified vendors on the assessed technology, and a selection of vendors will be a future phase upon adoption of the recommendations?	Looking more for a short list of recommended products or vendors along with pros and cons of each.

<p>Can more detail be provided regarding the level of detail of the security assessment? For example, there are 83 buildings noted and each would have multiple doors. Is the intent to assess the security of all doors? Similarly, for making design recommendations and cost estimations, would a door-by-door recommendation/cost be warranted? On the other extreme, a very-high level assessment could be done. If it is the responsibility of the proposer to provide a recommended workplan inclusive of a suggested level of detail to be completed, could UMBC please provide a more specific timeline as well as more context as to how UMBC will use the the results of this study.</p>	<p>We are looking more for a detailed look at a representative sample of building types say approx 12-16 buildings. Building types on campus range from athletics, academic, research, administrative, residential, community gathering, health care etc... We would not expect a door by door assessment, but an assessment of door types and access control types. UMBC will desire this project to start promptly and follow a timeline that isn't excessive. UMBC is looking to identify vulnerabilities in order to prioritize future projects which will address these.</p>
<p>Will as-built drawings be available of the existing lighting and security systems on the campus - both buildings and perimeter/site areas? How comprehensive are these?</p>	<p>We do have an exterior lighting map. Floorplans for buildings are available as well as various campus maps depicting utility systems.</p>
<p>Regarding the mail & package delivery - Can you provide clarity on the goal? Is it about delivery, safety of mailroom or some combination of that?</p>	<p>REMOVE from scope of work.</p>
<p>Are you expecting an evaluation of the entire Emergency Management aspect, including assessments of your EOP?</p>	<p>Review emergency management plan components specific to evacuations and shelter-in-place.</p>
<p>Confirming a sampling of buildings for assessment is ok vs each individual building</p>	<p>We are looking more for a detailed look at a representative sample of building types say approx 12-16 buildings. Building types on campus range from athletics, academic, research, administrative, residential, community gathering, health care etc...</p>
<p>Are you expecting an offsite review of policies or onsite with in depth review and inclusive of interviews?</p>	<p>No, police policies are reviewed by CALEA annually for our accreditation. Yes, review of emergency management and outside security companies.</p>
<p>When were policies, procedures, developed, or last updated?</p>	<p>Dependent upon the policy/procedure, police policies are reviewed annually by CALEA.</p>
<p>Do we have an estimate or exact number of policies/procedures that are in existence to be reviewed</p>	<p>1 policy for emergency management (multiple subordinate procedures).</p>
<p>Can a list of policies, procedures and training expectations be provided that will be included in the assessment expectation?</p>	<p>No police policies will be reviewed as they are reviewed by CALEA annually for our accreditation. Yes, review of emergency management and outside security companies. Estimate 5-10 policies.</p>

Is the selected consultant expected to assess every one of the 83 buildings?	We are looking more for a detailed look at a representative sample of building types say approx 12-16 buildings. Building types on campus range from athletics, academic, research, administrative, residential, community gathering, health care etc...
Is there a preferred standard security assessment methodology?	No preference, but provide the methodology you use
Will the select consultant have access to any previously conducted security assessments	No outside assessments
Will the University provide Computer Aided Dispatch (CAD) data for calls for police service?	Yes, with limitations
Please provide the number of security and police polices to be reviewed for the assessment	Only outside security guard contract
Please advise if the review of large sporting events to observe crowd control, screening, and general security practices as part of the requested scope of work.	Yes
Can you provide the property boundaries for the 512-acre campus?	This link will take you to campus maps, which show the bounds of UMBC. https://fm.umbc.edu/info-2/latest-campus-maps-and-aerials/
Does UMBC have a lock-down procedure in place for locking down the campus?	Yes, will be provided to awarded firm
Will you provide a list of identified critical infrastructure?	Yes, to awarded firm
Should offerors be prepared to consider secured facilities involved in Research and Development at UMBC?	No
Is the UMBC South Campus (Shady Grove) to be included in this assessment?	UMBC's south campus, shown on our campus map is included, but this is not "Shady Grove". Shady Grove is not included.
Please confirm that UMBC is not looking for individual assessments on each of its 83 facilities, but a holistic review of its access control measures, with an approximate 80% solution, and that a representative sample is adequate?	We are looking more for a detailed look at a representative sample of building types say approx 12-16 buildings. Building types on campus range from athletics, academic, research, administrative, residential, community gathering, health care etc...
Reference is 1.4.2. Review the exterior security camera placement, coverage and recording capabilities. 1. To forecast the amount of work needed for this task, please provide the number of cameras being used at the UMBC campuses. Please provide the percentage of all cameras that are exterior and interior	Don't have an exact number but will work with the Department of IT to clarify this for the awarded firm. I'd say that we have a modest to low number given the size of our campus, if that helps.

<p>how many video cameras you have on the campus?</p>	<p>Don't have an exact number but will work with the Department of IT to clarify this for the awarded firm. I'd say that we have a modest to low number given the size of our campus, if that helps.</p>
<p>Has the UMBC had any physical security evaluations/assessments performed within the last 1 – 3 years? If so, will the consulting firm who provided the services be allowed to compete for this project? Can the names of these vendors be provided?</p>	<p>No evaluations/assessments have been performed within the last 1-3 years.</p>
<p>Has the UMBC had any major security projects completed within the last 1 – 3 years? If so, will the associated vendor(s) be able to bid on this project? Can the names of these vendors be provided?</p>	<p>No major security projects completed within the last 1-3 years.</p>
<p>Has any form of Risk Assessments or Threat Assessments been conducted on the UMBC?</p>	<p>UMBC conducts an annual internal hazard vulnerability and risk assessment.</p>
<p>Please provide the responders with the number of buildings that will need to be assessed. This will allow apples to apples for responders to respond. For example, if not all 83 buildings are to be assessed and assumptions that buildings of each function/type are similar, can a list of specific buildings be provided that should be in particularly assessed that includes different programs of the campus (i.e., selecting from a few buildings from each function – dormitory/apartment, academic/laboratory, recreational, administration, student function, etc.). This would help with comparing companies apples to apples and providing a defined scope.</p>	<p>We are looking more for a detailed look at a representative sample of building types say approx 12-16 buildings. Building types on campus range from athletics, academic, research, administrative, residential, community gathering, health care etc...</p>
<p>1.2 Background Issue: Solicitation advises that the UMBC has almost 7% of assignable space dedicated to research laboratory facilities, and an R-1 research designation, this indicates to our company that there may be chemical and biological research being conducted, or that there may be USG requirements that fall under the National Industrial Security Program Operating Manual. Question: Will there be any requirements for a USG clearance for contractor personnel?</p>	<p>No</p>

<p>1.2 Background continued</p> <p>Question: Are the UMBC police or public safety officers POST certified?</p> <p>Question: Are there any plainclothes UMBC security personnel assigned to the area that are authorized to carry concealed weapons?</p> <p>Question: Does UMBC security or safety personnel utilize drones?</p> <p>Question: Is there a central dispatch location or a Tactical Operations Center on the grounds dedicated to the UMBC police or public safety personnel?</p>	<p>Certified Yearly in POST. Plainclothes officers are authorized to carry concealed weapons. Police do not use drones. Yes, there is a central dispatch location dedicated to UMBC police.</p>
<p>2.4 Security Requirements</p> <p>2.4.1. Upon request of UBMC personnel, each contractor Personnel shall provide photo identification for Personnel on-campus. Contractor Personnel shall cooperate with UMBC site requirements, including but not limited to, being prepared to be escorted at all times, and providing information for UMBC badge issuance.</p> <p>Issue: Contractor is required to provide appropriate identification for badge issuance. The contract awarded according to the scope of work is doing a 360 review of security processes and to do the security review properly, there should be times when reviews should be confidential. In addition, coordination for nighttime reviews in the area can be hindered by waiting for escort/s.</p> <p>Question: Can escort requirement be waived and all access badges be issued to contractor awardee if contract personnel meet the UMBC all access requirements?</p>	<p>Escort is required</p>
<p>3.6 Site Investigation</p> <p>3.6.1 By submitting a proposal, the Proposer etc. etc.</p> <p>Issue: RFP does not address whether the UMBC will provide the contractor with temporary office space, free parking, a designated area to park vehicles, a temporary storage area or facility or office as the scope of work is being conducted.</p> <p>Question: Will UMBC provide temporary space for the contractor to store materials or equipment as well as free parking?</p>	<p>Temporary parking for service vehicles may be available, no office space will be available or storage for materials.</p>

<p>3.6. Site Investigation Question: Will UMBC sponsor a site visit since there are 83 buildings or locations involved including what appear to be several stadiums or mass event venues?</p>	<p>No site visit will be conducted prior to award.</p>
<p>Reference 1.1.1 – Does ‘critical infrastructure’ exclusively refer to University-owned assets or does it include utility infrastructure on which the University depends but which it does not own or control?</p>	<p>Critical infrastructure is university owned.</p>
<p>Reference 1.1.1 – Does ‘all hazards’ include environmental (e.g., power failure, weather events, etc.)?</p>	<p>No, does not include environmental.</p>
<p>Reference 1.1.1 – Does ‘all hazards’ include laboratory or related accidents, chemical releases, radiological releases, etc?</p>	<p>No, does not include laboratory procedures or accidents.</p>
<p>Reference 1.1.1– With respect to “potential attacks” and understanding that some threats require a higher level of assessment engineering effort (e.g., chemical, biological, radiological, explosive, etc.), can the University provide the threats of interest or design basis threat (DBT) to guide the offerors in the assessment scope?</p>	<p>Crime against persons or property, active shooter/workplace violence, civil disturbance</p>
<p>Reference 1.2.2 – Are all eighty-three (83) building included in the assessment or is the scope limited to a subset of buildings?</p>	<p>We are looking more for a detailed look at a representative sample of building types say approx 12-16 buildings. Building types on campus range from athletics, academic, research, administrative, residential, community gathering, health care etc...</p>
<p>Reference 1.2.2 – Does the assessment include mass gatherings such as athletic events, concerts, symposia, etc.?</p>	<p>Yes</p>
<p>Reference 1.4 – Are there any security standards to which the University wishes to assess its compliance (e.g., Interagency Security Committee (ISC) Security Framework, Federal Emergency Management Agency Guide for Developing High-quality School Emergency Plans, National Industrial Security Program Operating Manual (for Dept of Defense classified spaces), etc.)?</p>	<p>No, but it might be good for proposers to indicate what methodology is used by the proposing firm.</p>

<p>Reference 1.4.5 – To assist offerors in scoping a fixed-price bid, can the University quantify the scope of the access control, intrusion detection, and camera systems (i.e., number of independent systems, number of readers, number of buildings covered, number of cameras, etc.)?</p>	<p>Don't have an exact number but will work with the Department of IT to clarify this for the awarded firm. I'd say that we have a modest to low number given the size of our campus, if that helps.</p>
<p>Reference 1.4.6 – To assist offerors in scoping a fixed-price bid, can the University describe the threats to be addressed in mail handling assessment (e.g., theft of packages, screening of delivery personnel with facility access, detection of hazardous devices or contraband in packages, etc.)?</p>	<p>Mail handling will be removed from this assessment.</p>
<p>Reference 1.4.7 – To assist offerors in scoping a fixed-price bid, can the University quantify the volume of security policies to be reviewed?</p>	<p>No police policies will be reviewed as they are reviewed by CALEA annually for our accreditation. Yes, review of emergency management and outside security companies. Estimate 5-10 policies.</p>
<p>Reference 1.5.1.1 – Is there a required format for the project plan (e.g., Microsoft Project, Excel or Word)?</p>	<p>Excel or Word</p>
<p>Reference 3.6. Site Investigation – To assist offerors in scoping a fixed-price bid, will the University consider providing offerors with a pre-proposal site survey opportunity?</p>	<p>No site visit will be conducted prior to award.</p>
<p>Reference 4.2.2.5 – Does the University have a schedule on which it anticipates receipt of deliverables in 1.5.1.3 – 1.5.1.5, or is delivery expected at the end of the 12-month contract term?</p>	<p>UMBC desires the project to start promptly and follow a timeline that is not excessive. We do not anticipate this taking 12 months.</p>
<p>Is there an existing Security System Operations and Maintenance (O&M) contract that provide security services to the UMBC? If so, will this contractor be allowed to bid on this project? Can the names of these vendors be provided?</p>	<p>No</p>
<p>Reference 2.2.1.1 – 2.2.1.3 – To assist offerors in scoping a fixed-price bid, can the University provide some quantification of “additional services and support as requested” and related open-ended language?</p>	<p>The purpose of Section 2.2 is to ensure that the awarded contractor transitions all work products and supporting documentation to UMBC upon completion of the services.</p>

<p>Section 4.2.2.4 of the RFP notes there are Mandatory and Optional services. Please clarify of the scope requested, what is mandatory and what is optional.</p>	<p>All items in the scope of work are mandatory. Revise 4.2.2.4 to state, "Statement of Approach: The Offeror is to provide a narrative describing how its proposed services will meet or exceed each of the requirements of the scope of work. The Offeror is to provide an approach that addresses specific methodologies and techniques to be used in complying with requirements. The purpose of this narrative is not only to demonstrate the firm's approach to the tasks, but also to display full comprehension of the services to be provided in the scope of work. This plan should be in sufficient detail to permit proper evaluation by UMBC."</p>
<p>Attachment B requests an hourly rate. Is this a single, blended rate across all personnel, or should we submit a separate page with hourly rates for each person?</p>	<p>Please provide a single, blended rate across all personnel.</p>
<p>Attachment G allows for 3 project experiences. Can additional experiences and references be provided beyond the minimum 3 requested?</p>	<p>Additional references are acceptable. Offerors may submit a separate sheet with additional references or make copies of Attachment H, Firm References.</p>
<p>Will there be an opportunity to negotiate the scope with the successful bidder as mutually agreed upon?</p>	<p>UMBC reserves the right to request oral presentations, interviews, clarifications and/or hold discussions with responsible offerors. UMBC also reserves the right to request Best and Final Offers and/or negotiate with apparent award bidder. UMBC does not guarantee it will negotiate scope in awarding services.</p>
<p>Are we permitted to include an additional Appendix illustrating our experience and services?</p>	<p>Additional appendices are allowed.</p>
<p>Is there an estimated range for a budget for this assessment?</p>	<p>UMBC does not provide budget estimates during the RFP phase.</p>
<p>Has the UMBC work with any Security Consulting firm to develop this RFP? If so, will this firm be allowed to bid on this project?</p>	<p>UMBC did not work with any outside supplier or contractor to develop the RFP.</p>
<p>Can a submitted proposal (in whole or part) submitted by individual consultant firm be used to support this project even if the consulting firm is not awarded the project?</p>	<p>Proposals from firms who are not awarded services will not be used in the performance of other services.</p>

<p>On page 30 of 41, the list of requirements shows the following:</p> <ul style="list-style-type: none"> ▪ Commercial General Liability Insurance including all extensions <ul style="list-style-type: none"> ▪ • Not less than \$2,000,000 each occurrence; ▪ • Not less than \$2,000,000 personal injury; ▪ • Not less than \$2,000,000 products/completed operation; and ▪ • Not less than \$2,000,000 general aggregate o Would it be acceptable to have the following insurance requirements: <ul style="list-style-type: none"> ▪ Commercial General Liability Insurance including all extensions <ul style="list-style-type: none"> ▪ • Not less than \$1,000,000 each occurrence; ▪ • Not less than \$1,000,000 personal injury; ▪ • Not less than \$2,000,000 products/completed operation; and ▪ • Not less than \$2,000,000 general aggregate ▪ In addition to having an Umbrella Liability of \$3,000,000 o Professional Liability or Technology Errors and Omissions insurance in an amount not less than \$2,000,000 – is this a requirement given the scope of this RFP? Since we are not providing anything other than professional services to the client, technology errors and omissions insurance should not apply. 	<p>Offeror must represent that it now carries, and agrees it will continue during the term of the Contract to carry, insurance coverage appropriate to the Consultant's profession and scope of services in a sufficient amount to protect Consultant and the University. If you do not meet the insurance guidelines provided in the RFP, please redline those requirements and detail the type of insurance and coverage amounts carried by your organization.</p>
<p>3.7 Oral Presentation Question: Will all offerors be required to make oral presentations?</p>	<p>No. UMBC will shortlist suppliers after the initial technical evaluation.</p>
<p>3.20. Payments by Electronic Funds Transfer Question: How often may awardee bill UMBC? Question: Will UMBC forward fund monies for startup?</p>	<p>UMBC prefers monthly invoices. Offerors should include and outline of payments in accordance with key milestones in the project plan. UMBC does not pre-pay for services.</p>
<p>Reference 3.3 – Will the University consider an extension to the proposal due date to allow offerors to review the answers to questions prior to bid submission.</p>	<p>Addendum 1 extended the due date to 12/15/23 4:00 pm Eastern.</p>
<p>Reference 4.2.2.5 – Understanding that assessments can be conducted at a wide range of detail, will the University provide a size-standard or rough order of magnitude, to assist offerors in scoping a fixed-price bid that is consistent with University expectations?</p>	<p>UMBC does not provide budget estimates during the RFP phase. UMBC has clarified it's expectations with regard to scope in this addendum.</p>

Attachment B: For “hourly rate for additional consulting services”, does the University want a rate card for proposed labor categories or a melded rate across all labor categories?	Please provide a single, blended rate across all personnel.
--	---

END OF ADDENDUM #2, DATED 12/8/2023

(Original with enclosures were not mailed)

BID NO.: BC-21351-L**TECHNICAL BID DUE DATE:** FRIDAY, DECEMBER 15, 2023 by 4:00 p.m. EDT**BID FOR:** Security Assessment**NAME OF BIDDER:** _____**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

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

Addendum No. <u> 1 </u>	dated <u> 12/4/23 </u>
Addendum No. <u> 2 </u>	dated <u> 12/8/23 </u>
Addendum No. <u> </u>	dated <u> </u>
Addendum No. <u> </u>	dated <u> </u>
Addendum No. <u> </u>	dated <u> </u>

As stated in this Addendum, this form is to be returned with your response.

Signature_____
Printed Name_____
Title_____
Date**SUBMIT THIS FORM WITH BID/PROPOSAL**