

OPERATION DEPARTMENT OF GREEN DOT PUBLIC SCHOOLS CALIFORNIA
RFP TITLE: GREEN DOT PUBLIC SCHOOLS CALIFORNIA SCHOOL PROFESSIONAL SECURITY SERVICES

RFP#: FY23-005

DATE OF ISSUANCE: FRIDAY, APRIL 8, 2022

Please submit all proposals electronically to:

Steve Guerrero, Director of Security, Green Dot Public Schools California
 copying Nalin Kulasooriya, Contract and Procurement Manager, Green Dot Public Schools California

To: steve.guerrero@greendot.org

CC: Purchasing@greendot.org

Bid Due Date: Friday, May 20, 2022, at 5:00 PM, PST

Administrative and General Information

School Information: Green Dot Public Schools California (“GDPSC”) is a California nonprofit public benefit organization based in Los Angeles, CA operating a total of 18 public middle schools and high schools in California. GDPSC’s mission is to help transform public education so ALL students graduate prepared for college, leadership, and life.

CHART A: School Day Security Service

Name of School	Shifts	# of Guards per School
Alain Leroy Locke High School 325 E. 111th St., Los Angeles, CA 90061	7:00am-4:00pm	6
Animo Ellen Ochoa Charter Middle School 4360 Dozier Street, Los Angeles, CA 90022	7:00am-4:00pm	2
Animo City of Champions 9330 S. 8th Avenue, Inglewood, CA 90305	7:00am-4:00pm	3
Animo Compton Charter Middle School 13305 San Pedro St., Los Angeles, CA 90061	7:00am-4:00pm	3
Animo Florence Firestone Charter Middle School 155 W. 69th Street, Los Angeles, CA 90003	7:00am-4:00pm	4
Animo Inglewood Charter High School 3425 Manchester Blvd., Inglewood, CA 90305	7:00am-4:00pm	2
Animo Jackie Robinson Charter High School 3500 S. Hill St., Los Angeles, CA 90007	7:00am-4:00pm	1
Animo James B. Taylor Charter Middle School 810 E. 111th Pl., Los Angeles, CA 90059	7:00am-4:00pm	3
Animo Leadership Charter High School 11044 S. Freeman Ave. Inglewood, CA 90304	7:00am-4:00pm	2
Animo Legacy Charter Middle School 12226 S. Western Ave., Los Angeles, CA 90047	7:00am-4:00pm	16

Animo Jefferson Charter Middle School 1655 E. 27th St., Los Angeles, CA 90011	7:00am-4:00pm	3
Animo Ralph Bunche Charter High School 1655 E. 27th St., Los Angeles, CA 90011	7:00am-4:00pm	4
Animo Mae Jemison Charter Middle School 12700 S. Avalon Blvd., Los Angeles, CA 90061	7:00am-4:00pm	3
Oscar De La Hoya Animo Charter High School 1114 S. Lorena St., Los Angeles, CA 90023	7:00am-4:00pm	2
Animo Pat Brown Charter High School 8255 Beach St., Los Angeles, CA 90001	7:00am-4:00pm	5
Animo South Los Angeles Charter High School 11130 Western Ave., Los Angeles, CA 90047	7:00am-4:00pm	3
Animo Venice Charter High School 820 Broadway St., Venice, CA 90291	7:00am-4:00pm	3
Animo Watts Charter High School 12628 Avalon Blvd., Los Angeles, CA 90061	7:00am-4:00pm	2

CHART B: After School Security Services

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

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

GDPSC will require the Proposer to provide comprehensive services, management, a 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 services. The Proposer will provide bi-monthly training and professional development including but not limited to topics in the following areas as highlighted below. GDPSC will require the Proposer to provide evidence of such training:

- De-escalation
 - o Adults (parents/visitors)
 - o Staff
 - o Students
- Understanding Chain of Command at GDPS
- Active Supervision
- Radio Etiquette
- Professionalism
 - o Phone policy
 - o Uniform policy
 - o Inappropriate relationships with minor students
- Absenteeism
- Team work
 - o Working with Campus Security Officers at GDPS
- Emergency Procedures
 - o Understanding GDPS policies regarding:
 - § Fire
 - § Earthquake
 - § Active Shooter

The Proposer is responsible for providing bi-weekly coaching based on the training topics outlined above through a Field Supervisor and providing feedback to GDPSC Administration.

The Proposer is responsible for providing a safe and welcoming school environment for students, staff, and community members by implementing active listening skills, de-escalation and conflict resolution techniques. Additionally, ensuring the safety of students, staff, and property. Proposer is responsible for monitoring school entrances and exits, assisting school administration during student and staff arrival and departure from school and events, as well as, assisting when instructed by GDPSC School Administration and/or Director of Security.

The proposer shall make available to GDPSC, both unarmed officers and armed off-duty POST police officers, as needed. Staffing needs may vary, but the primary needs and hours are listed in Chart A and Chart B above (N.B. The numbers listed in Chart A and Chart B are FY22 numbers and the actual numbers for the FY23 may vary). GDPSC reserves the right to adjust daily schedules. Security officers should also be available between the hours of 05:00 and 21:00 Monday – Friday. Weekend patrol schedules are **TBD**.

Security Officers shall also be made available to GDPSC for:

1. Responding to alarms during off-hours.
2. Service as backup when Campus Security Officers are absent.
3. 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 Proposers shall provide all the following items as part of the hourly price:

1. Uniforms for officers

2. All necessary equipment for officers
3. Marked Vehicles with light bars and safety equipment for patrol and safe passage. Personal vehicles shall not be used.

Proposers should have an organizational structure that will ensure high-quality customer service, a plan to maintain responsiveness, and effective communication with the GDPSC Operations Team and GDPSC students' parents.

Contract Period: This proposal addresses the contract period **August 1, 2022, through July 30, 2023**, with up to two 1-year extensions. The contract period shall not exceed three years.

Proposal Authorities, Restrictions, and Clauses

GDPSC Authorities and Options

- GDPSC reserves the right to reject any and all proposals for any reason.
- GDPSC reserves the right to negotiate any and all proposals for any reason.
- GDPSC 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 GDPSC.
- Subsequent to GDPSC's acceptance of a submitted proposal, final terms and conditions will be negotiated, and finalized via a formal contract, between the Proposer and GDPSC.

RFP Timeline

- Release date: Friday, April 8, 2022
- Questions from Proposer due: Friday, April 22, 2022
- Questions Answered by: Friday, May 6, 2022
- RFP Closing date: Friday, May 20, 2022
- Evaluation and Accepted by: End-May

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 be fully vaccinated, participate in periodic Covid-19 testing, as required by GDPSC policy, and receive Department of Justice and Tuberculosis clearance prior to commencing with providing services to GDPSC. The successful Proposer will provide to GDPSC: GDPSC'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, Chief Business Officer, and/or Director of Security, immediately remove from providing services to GDPSC any person who, in the opinion of GDPSC, has been conducting himself or herself improperly. The Proposer will not permit a person so removed to return to any GDPSC location unless prior written consent is provided by GDPSC.

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

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 GDPSC 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 GDPSC'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 GDPSC 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 GDPSC and GDPSN as "additional insured" must be provided to GDPSC 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 for vehicles 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.

Invoices and Payments: GDPSC'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. Invoices shall be submitted to GDPSC within the first seven days of each month. Separate invoices shall be generated for each school.

In the event the Proposer presents GDPSC with invoices, statements, reports, etc. that are incomplete, or inaccurate, GDPSC may be required to perform substantial research which could result in delay of payment. GDPSC 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.

Contract Type: The preferred contract type to be awarded is a fee per hour contract.

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 County, 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 GDPSC
 - 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 GDPSC
 - 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. Cost/Pricing Proposal – Attachment A
8. Contact Information – Attachment B
9. Vendor Certification of Criminal Background Clearance, Tuberculosis (TB) Clearance, and Credential Verification – Attachment C
10. Covid-19 Vaccination Acknowledgment Notice – Attachment D
11. Checklist of Required Elements – Attachment E

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.

Attachment A (page 1 of 3)
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:

Standard Hourly Rate		
Unarmed Officers	POST Certified Off Duty Officers	Substitute Staff or Officer
\$	\$	\$

Overtime Hourly Rate		
Unarmed Officers	POST Certified Off Duty Officers	Substitute Staff or Officer
\$	\$	\$

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

--

Years' Operating in California

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Number of Clients

--

Number of Employees

--

Authorized Representative Name

--

Authorized Representative Signature

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Attachment C

**Vendor Certification of Criminal Background Clearance,
Tuberculosis (TB) Clearance, and Credential Verification**

In accordance with California fingerprint and criminal background clearance, TB risk assessment/clearance requirements, and credentialing requirements per Education Code sections 45125.1 et seq., 49406, and 47605(l)

With respect to the Agreement/Contract (Number _____) between _____ ("CHARTER SCHOOL") and the individual, company, or contractor _____ ("VENDOR") for provision of services.

PLEASE CHECK ALL APPROPRIATE BOXES AND SIGN BELOW.

CLEARANCE AND CREDENTIAL REQUIREMENTS SATISFIED:

- A. The VENDOR hereby certifies to the CHARTER SCHOOL's Governing Board that it has completed the criminal background check requirements of California Education Code (Ed. Code) section 45125.1, that it has determined that none of its employees that may come into contact with CHARTER SCHOOL students has been convicted of a violent felony listed in Penal Code Section 667.5(c) or a serious felony listed in Penal Code Section 1192.7(c), and that the VENDOR requests and receives subsequent arrest notifications for all such employees from the California Department of Justice to ensure ongoing safety of students.
- B. The VENDOR hereby certifies to the CHARTER SCHOOL Governing Board that it has required and verified that all employees who may have frequent or prolonged contact with students have undergone a risk assessment and/or been examined and determined to be free of active tuberculosis as required in Ed. Code section 49406. VENDOR requires all new employees to provide VENDOR with certificate of tuberculosis clearance dated within the 60 days prior to initial employment. VENDOR maintains current TB clearances for all such employees.
- C. The VENDOR hereby certifies to the CHARTER SCHOOL Governing Board that it has required and verified that all VENDOR employees whose assignment at the CHARTER SCHOOL requires a teaching or substitute credential or license holds a current, valid credential or license appropriate for the assignment as required by Ed. Code section 47605(l).

List below, or attach, the name and other information for each vendor employee for whom VENDOR has successfully completed the requisite fingerprinting and criminal background check, TB risk assessment/clearance, and credential verification (if applicable), in accordance with the provisions above.

Name of Employee	Date of Criminal Background Clearance Determination	TB Expiration Date	Credential(s) Type and Expiration Date(s)
<i>John Example</i>	<i>07/23/2014</i>	<i>07/23/2018</i>	<i>MSTC 07/01/2018</i>

WAIVER JUSTIFICATION:

- D. The VENDOR and all of its employees qualify for a waiver of the Department of Justice (DOJ) fingerprint and criminal background clearance requirements for the following reason(s) permitted by Ed. Code section 45125.1 et seq.
 - The VENDOR and its employees will NOT have any interaction with pupils outside of the immediate supervision and control of the pupil's parent or guardian or a school employee. [Ed. Code § 45125.1(a).]
 - The VENDOR, which will be providing for construction, reconstruction, rehabilitation, or repair of a school facility where the employees of the VENDOR may have contact, other than limited contact, with pupils, shall ensure the safety of the pupils by one or more of the following methods: [Ed. Code § 45125.2 (a).]

Check all methods to be used:

- 1) Installation of a physical barrier at the worksite to limit contact with Students
- 2) Continual supervision and monitoring of all employees of the VENDOR by an employee of the VENDOR who has not been convicted of a serious of violent felony as ascertained by the DOJ
- 3) Surveillance of employees of the VENDOR by school personnel
- The services provided by the VENDOR and its employees are for an "EMERGENCY OR EXCEPTIONAL SITUATION" ONLY, such as when pupil health or safety is immediately endangered or when emergency repairs are needed to make the school facilities safe and habitable. [Ed. Code § 45125.1(b).]

By signing below, under penalty of perjury, I certify that the information contained on this certification form and the employee list(s) is accurate. I understand that it is the VENDOR'S sole responsibility to maintain, update, and provide the CHARTER SCHOOL with current and complete information along with the employee list, throughout the duration of services provided by VENDOR.

Authorized Vendor
Signature

Printed Name

Title

Date

Attachment D

Covid-19 Vaccination Acknowledgment Notice

The Green Dot Public Schools California (“GDPSC”) Policy for COVID-19 Vaccinations and Diagnostic Screening Testing of COVID-19, effective as of October 29, 2021 and as amended (see <https://ca.greendot.org/reopeningplans/>)(the “COVID-19 Policy”)describes important information about GDPSC’s efforts to keep staff, students, and their families safe this school year.

By signing your name below, you acknowledge and agree to the following:

- I have received and reviewed a copy of the COVID-19 Policy.
- I will ensure compliance with all applicable requirements stated in the COVID-19 Policy, including, but not limited to, the following requirements:
 - All vendor staff serving LAUSD campuses, namely Ánimo Jackie Robinson, Ánimo Legacy, Ánimo Venice, and Alain LeRoy Locke College Prep, **are required to have received one dose of a one-dose COVID-19 vaccine or two doses of a two-dose COVID-19 vaccine (“Vaccination”) and were required to provide proof of such Vaccination no later than November 15, 2021 to be allowed to service GDPSC sites.** All vendor staff serving these schools are required to provide evidence of a negative COVID-19 test once a week. Prior to starting work at a school site, a vendor employee must provide proof of Vaccination and proof of a negative COVID test from the previous 7 days.
 - Vendor staff serving other GDPSC sites not listed above **are required to have their Vaccination and provide proof of such Vaccination no later than December 10, 2021 or they will not be allowed to service GDPSC sites.** Prior to starting work at a school site, a vendor employee must provide proof of vaccination and proof of a negative COVID test from the previous 7 days. Vendor employees serving a single GDPSC school on a regular basis will be able to test at that school site each week.
- Any of my staff may be required to participate in Diagnostic Screening Testing as described in the COVID-19 Policy.
- My continued qualification as a GDPSC vendor is contingent on following the COVID-19 Policy.
- Any of my staff that fail to comply with the COVID-19 Policy as it is applicable to them shall be disqualified from providing any services at a GDPSC site, and I will communicate the same to all such staff.
- GDPSC may modify, suspend or cancel, in whole or part, any or all of the COVID-19 Policy, with or without notice, at its sole discretion. GDPSC will use reasonable efforts to communicate any such modification, suspension, or cancellation to me.
- I am an authorized representative of the vendor named below empowered to sign this acknowledgment form and bind such vendor to its terms.

If you have any questions about this policy and/or its applicability to your relationship with GDPSC, please feel free to reach out to your GDPSC point of contact.

Name of Vendor (Printed): _____

Name and Title of Vendor Representative (Printed): _____

Signature of Vendor Representative: _____

Date: _____

Attachment E

Checklist of Required Elements

ITEM	PAGE	INCLUDED (y/n)	INITIALS
Executive Summary			
Company Overview/Fiscal Responsibility Summary			
Insurance Certificates			
W-9			
General Organization Policies and Procedures			
Performance History & Preparedness for GDPSC			
Customer Service Proposal			
Implementation Plan			
Financial Statements			
Pricing Proposals – Attachment A			
Company Information/Bid Authorization – Attachment B			
Vendor Certification of Criminal Background Clearance, Tuberculosis (TB) Clearance, and Credential Verification - Attachment C			
Covid-19 Vaccination Acknowledgment Notice – Attachment D			
Checklist (This Document) – Attachment C			
Electronic Copy	N/A		