

The following amendments have been made to this template on December 31, 2019:

- Added d. to 5.1 on page 4

1. Proposal Summary

1.1. Proposer Information

Vendor Name		Federal ID#	
Address			
Director Name		Title	
Director Phone		Director Email	
Point of Contact Name		Point of Contact Title	
Point of Contact Phone		Point of Contact Email	
Emergency Contact Name		Emergency Contact Title	
Emergency Contact Phone		Emergency Contact Email	
Subcontractor Name		Subcontractor Address	

1.2. Certifications

I understand that as a condition of receiving a contract under this RFP, my organization is required to comply with the following.

In accordance with San Francisco Administrative Code Chapter 12X¹, I certify that my company is headquartered in _____. I will notify the City if my company’s headquarters move.

In accordance with San Francisco Administrative Code Chapter 21 C.11², I certify that my company will adhere to the Prevailing Wage for Security Guards requirement.

In accordance with San Francisco Administrative Code Chapter 21.C.7.(d), I certify that my company will adhere to the Transition of Employees requirement.

¹ <https://sfgsa.org/chapter-12x-state-ban-list>

² <https://sfgov.org/olse/prevailing-wage-non-construction>

In accordance with San Francisco Administrative Code Chapter 21.C.7(e), I certify that my company will adhere to the Requirement of Employer-Employee Relationship requirements.

The signatory below is a person authorized to obligate the Proposer to perform the commitments contained in the RFP and proposal. Submission of this document will constitute a representation by the organization that it is willing and able to perform the commitments and requirements contained in the RFP and proposal.

Signature of authorized representative(s):

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

2. Minimum Qualifications

Each Proposer must demonstrate that it meets each Minimum Qualification. If a Subcontractor will be used and fulfills the Minimum Qualifications, the Proposer must identify the Subcontractor and how it meets the Minimum Qualification. Each Proposer must include the prior and/or current site name; funder name; funder contact name, title and email; the start/end dates; and how the Proposer or Subcontractor meet the Minimum Qualifications. Proposers are encouraged to provide concrete and clear examples when responding to the following Minimum Qualifications:

2.1 Proposer must attach a copy of the valid State of California, Department of Consumer Affairs, Bureau of Security and Investigative Services license that is not currently under probation or suspension. Provide an attachment labeled as 2.1.

2.2 Proposer must have at least five years of experience providing security services to sites where diverse and vulnerable populations are served and must include the prior or current site name; funder name; funder contact name, title and email; start/end dates. Additional tables may be added, as needed. Please delete unnecessary tables.

Prior or Current Site Name	
Provided by	<input type="checkbox"/> Primary Proposer <input type="checkbox"/> Subcontractor
Funder Name	
Funder Contact Name	
Funder Contact Title	
Funder Contact Email Address	
Start and End Dates of Services	
Describe how Proposer or Subcontractor meets this Minimum Qualification:	

Prior or Current Site Name	
----------------------------	--

Provided by	<input type="checkbox"/> Primary Proposer <input type="checkbox"/> Subcontractor
Funder Name	
Funder Contact Name	
Funder Contact Title	
Funder Contact Email Address	
Start and End Dates of Services	
Describe how Proposer or Subcontractor meets this Minimum Qualification:	

Prior or Current Site Name	
Provided by	<input type="checkbox"/> Primary Proposer <input type="checkbox"/> Subcontractor
Funder Name	
Funder Contact Name	
Funder Contact Title	
Funder Contact Email Address	
Start and End Dates of Services	
Describe how Proposer or Subcontractor meets this Minimum Qualification:	

3. Organizational Capability and Experience

Proposer must provide responses to the below. Proposers are encouraged to provide specific, concrete, and clear examples.

3.1 Proposer must provide a brief summary and introduction of its organization and approach.

3.2 Proposer must attach a current and clear organizational chart that delineates responsibility, including the Point of Contact, Emergency Contact, Supervisors and Guards. Provide an attachment labeled as 3.2.

3.3 Proposer must describe quality assurance controls and procedures regarding:

- a. Guard performance;
- b. Timekeeping;
- c. Reporting; and
- d. Internal and external communication.

3.4 Proposer must attach current and comprehensive copies of policies and procedures that cover the below listed topics. Proposer must label the policy and procedure by name, as listed below for ease of review. Provide attachments labeled as 3.4.

- a. **General Safety Procedures**
- b. **Investigation, Incident, and Emergency Procedures**
- c. **Communication Procedures**
- d. **Dress and Grooming Standards**
- e. **Training Plans and Procedures**
- f. **Weapons Screening Policies and Procedures**
- g. **Feedback, Complaint, Follow-up, and Corrective Action Procedures**
- h. **De-escalation Policies and Procedures**
- i. **Drug and Alcohol Testing Policy**
- j. **Human Resources Policies**
- k. **Disciplinary Procedures**
- l. **Professional Standards of Conduct**
- m. **Cultural Humility and Sensitivity**

3.5 Proposer must attach copies of the vendor's following current templates or examples. Proposer must label the policy and procedure by letter and name, as listed below for ease of review. Provide attachments labeled as 3.5.

- a. **Post Orders: Proposer must provide three examples of current Post Orders.**
- b. **DAR: Proposer must provide the current DAR template.**
- c. **Feedback, Complaint and Follow-up Policies: Proposer must provide current feedback and complaint templates.**

4. Plan

Proposer must provide responses to the below. Proposers are encouraged to provide specific, concrete, and clear examples.

4.1 Proposer must provide a proposed transition, orientation, and onboarding plan.

4.2. Proposer must provide a proposed training plan, topics, and schedule.

4.3. Proposer must provide a detailed approach and training plan for de-escalation.

5. Price

*Proposer must use Appendix 2: Price Proposal Template and complete the yellow highlighted cells on tabs **1. Guard Rates and 2. Overall Costs** to provide the following:*

5.1 All costs to the City shall be included in the prices entered on the Appendix 2: Price Proposal Template. No extra hours worked will be paid unless it has been approved in advance by HSH.

- a. **Proposer must provide the basic hourly wages to be paid by Contractor and any Subcontractor for each classification or type of work to be performed by employees under the Contract.**
- b. **Proposer must provide the basic hourly cost of each fringe benefit or cash equivalent the Contractor and Subcontractor intend to provide.**
- c. **Proposer must provide the hourly overtime rate to be paid by Contractor and any Subcontractor for each classification.**
- d. **Proposer must provide the total hourly billing cost of service, including guard wages, fringe, and any general agency indirect, admin, or overhead costs.**