



KIPP Kansas City Public Charter Schools

Proposal: School Wide Security Services (All Campuses)

DEADLINE DATE: January 5, 2023, at 4:00pm CST

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Proposal School Security Services

Introduction

KIPP Kansas City Public Charter Schools is soliciting proposals for security services at KIPP Legacy High School and KIPP Endeavor Academy for SY 2023-2024 and subsequent years. KIPP KC will award a single contract for all KIPP Kansas City's security needs for all campuses (will only have one security company to represent both campuses as well as extracurricular events).

As described in the scope of work, key elements of this RFP include on-site coverage on school days, coverage for certain hosted events and special events, scheduled patrols after regular hours and on weekends, emergency response, site staff training, and data collection and analysis. The funding for this RFP should be between \$100,000 to \$210,000 annually.

KIPP KC is a public, charter school serving approximately 850 students in grades Prek through 10th. We are in the process of growing our high school to serve 12th graders. KIPP KC was founded in 2007 with 5th grade, our elementary school started in 2017 and our high school opened in 2019. The mission of KIPP KC is to work with families and communities to create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose- college, career, and beyond- so they can lead fulfilling lives and build a more just world.

Term, Renewal, Early Termination

Initial Term - The initial term of the parties' agreement will be for one school year. The contract will start July 1, 2023 and terminate June 30, 2024.

Renewal- The parties will have the option to renew the agreement, each year for a maximum of 5 years.

Early Termination - Either party may terminate the agreement prior to the term for any reason upon the provision of sixty (60) days' written notice. If KIPP KC determines the Contractor's services are unsatisfactory, then KIPP KC may terminate the agreement upon the provision of thirty (30) days' written notice.

Submission of Proposal and Deadline

Please Submit full proposal through email attachment to Scorpio Horn at (shorn@kippendeavor.org) There also needs to be a hard copy sent to

KIPP KC
2700 E 18th Street
Kansas City, MO 64127
ATTN: Scorpio Horn- Security Proposal

Proposal Deadline: January 5th at 4pm local time. Proposals received after deadline will not be considered or accepted.

Scope of Work

Hours

The charts below detail the hours that security personnel are needed to be on campus.

	Hours	Notes
KIPP Legacy 1522 Winchester KCMO 64126	6:45 - 3:30	Peak Times: Arrival, Dismissal, lunch, passing periods
KIPP Endeavor 2700 E. 18th Street KCMO 64127	7:00-8:00 Before Care 8:00-3:30 School Day 3:30-6:00 After Care	Peak Times: Arrival, Dismissal, lunch, passing periods
Special Events at each campus	on average 1-4 per month	assemblies, musical productions, parent/teacher organization meetings, etc.
Days when school is not in session	No services needed ~58 days throughout the calendar year.	Winter Break, Thanksgiving Break, Federal Holidays, Summer outside of summer school.
Athletic Events	all home - KIPP hosted athletic games	Need a minimum of 2 security personnel. One person to monitor the building and entrance/exit. One personnel in the actual event.

It may become necessary to increase or reduce the number of security officers at schools during the term of this contract. KIPP KC will notify the Contractor about the need for adjustments and the Contractor will adjust the billing through negotiation with the school.

It is expected that the contractor provides quality, trained security personnel when the regular team members are out of the building for personal or professional leave.

Security officer certifications, training, and expectations

The contractor will be required to staff each site fully, each school day, with security officers, who have certifications and training that will be provided by the Security company hired to deliver all expectations.

The Security company will ensure that all security guards have passed a Missouri criminal and background check and Family Care Registry check.. The security company selected will also have to produce all certifications that qualify personnel and show that all are qualified Missouri certified School security guards. Those documents are to be submitted quarterly to the Executive Director or their designee. The contractor should submit the training and certification documents in their RFP for the personnel that will be working at KIPP KC schools. In the event that those personnel are not hired yet, the company will need to provide certifications 1 month prior to the first day the contract will begin.

All Security team members must have [CPI](#) and CPR certifications.

Failure to provide properly certified and adequately trained security officers as described above may result in a claw back of amounts paid for the services of uncertified security officers or early termination of the contract.

Uniforms and equipment

The Contractor will be required to provide its own uniforms. Security personnel shall always wear uniforms when performing services pursuant to the agreement between KIPP KC and the Contractor. In the proposal the contractor should detail and explain what is included in the security personnel's uniform.

Security Officer Responsibilities and Conduct

In all schools, key post locations and times will be determined jointly between the site security officer supervisors, and the site administrator.

Security officers are responsible for the safety and security of all persons entering the school they are assigned. Therefore, it is expected that security officers will spend their working hours patrolling, being alert for safety hazards, investigating unusual conditions such as large groupings, ensuring doors are secured, identifying persons entering the school grounds, investigating thefts or disturbances, monitoring security cameras, reporting violations of school policy or code of conduct, reporting criminal activity to the proper administrator or authorities, escorting students or visitors when appropriate, assisting with evacuations or drills, and performing other tasks as assigned by their supervisor in coordination with the school administrator.

Professionalism is key to the success of security officers in schools. Therefore, security officers are expected to be neatly groomed, dress in the appropriate uniform, and interact with staff and students in a mature, respectful manner that reflects favorably on KIPP Public Schools. It is inevitable security officers will encounter students and staff during highly charged emotional events. All security officers are expected to utilize the de-escalation techniques on which they have been trained.

Security personnel will avoid spending working time in non-productive activities such as making personal phone calls, congregating with other security officers for the purpose of socializing, or leaving the school grounds for personal business. At the request of the school administrator and with the concurrence of the Director of Facilities, security officers who are not fulfilling these requirements may be replaced. This also can cause a termination of contract.

Reporting

Security officers will be required to complete detailed reports documenting serious incidents such as physical altercations, reports of bullying, drug possession, stolen property, etc. The reports must be completed by the end of the security officer's scheduled shift. At a minimum, the report must contain the date and time of the incident, observations of the security officer, the nature of incident, the name/s or description/s of those involved and the actions of the security officer. In all cases where follow up is reasonably expected, the security officer shall do so in a timely manner and submit a detailed supplemental report documenting the additional actions taken by the security officer, additional information learned, and any other items relevant to the incident.

Information documented by security officers in all reports must be factual, unbiased, comprehensive, and accurate. Security officers who are not fulfilling these requirements may be replaced at the request of the school administrator and with the concurrence of the school administrator(s). Continued failure of security personnel to report and/or accurately document serious incidents will result in an escalating series of financial penalties, up to and including termination of the contract.

In addition to incident reporting, safety officers will be required to document and report any unsafe condition (facility, grounds, streets, etc.) to their supervisor who will forward this information to the affected school principal or designee.

Misconduct Reports

The Contractor will immediately notify the Director of Facilities and the affected school administrator of all reports of misconduct by security officers. Serious reports of misconduct occurring while the security officer is working for KIPP KC will be jointly investigated by the

Contractor and the Director of Facilities. All reports of misconduct by security officers will be thoroughly investigated in a timely manner. The school administrator will be apprised of the progress and findings of the investigation. The Director of Facilities may request the replacement of a security officer while a report of a serious nature is being investigated. The Contractor and security officers will also be required to participate in KIPP KC and site critical incident planning exercises to enhance site security through technology, multiagency coordination, and emergency/disaster preparedness.

Payment and Billing

Invoices shall have complete information such as dates of services, itemized costs, and itemized accounting to hours worked and any other backup information to support the billing. Invoices should be submitted to our online payment system, Anybill. Once the invoice has been submitted in anybill, payment will be issued within 30 business days.

Insurance

Contractor shall provide to KIPP KC proof of General Liability Insurance coverage of at least two million dollars (\$2,000,000.00) per occurrence; proof of Motor Vehicle Insurance coverage of at least one million dollars (\$1,000,000.00) per occurrence; Worker's Compensation Insurance coverage in an amount that meets or exceeds statutory minimums; and any other insurance coverage mandated by law or rule or recommended as a best practice for Contractor's industry.

Experience and Knowledge

Demonstrated through historical documentation that the contractor has experience providing security services in an educational or similar type environment. Indicate the relationship of the work in this RFP to the contractor's other current programs by providing records of previous contracts indicating experience in this field. Demonstrate the contractor's ability to meet schedules and budgets, as well as program requirements and goals. Include information regarding clients' budgets, bidding estimates, and completed program cost. Provide information regarding the overall success of programs and client satisfaction. Three references of past clients should be included.

Capacity

Provide information about the contractor that demonstrates the ability to provide sufficient professional competence, meet time schedules, adequately staff, and accommodate cost considerations. Indicate proposed work schedules, key team members and their specific roles, experience and background. Demonstrate or indicate team organization and working relationships. Provide information of dates for recruiting, training, and staffing, of proponent agency to implement a compressive transition and complete the scope of work.

Understanding of scope of work

Describe in detail the anticipated scope of work for the program. Describe in detail how the contractor will meet the needs of the program. The proposal should be comprehensive and demonstrate competent knowledge of security requirements.

Budget Presentation

Demonstrate clearly, in detail, using an itemized format, the projected costs of the services required. Indicate each program requirement, (training, daytime security services, after hours patrol, etc.), and provide an itemized summary of the associated costs. Provide a total cost for each program requirement and an overall cost for the entire proposal. Demonstrate ability to meet scope of work expectations within the funding cap allocated for this proposal.

Proposal Evaluation Process

Proposals will be evaluated by a Selection Committee of District staff and perhaps a community member, facilitated by the site administrator and Director of Facilities. The Selection Committee may interview the top three rated written proposals. The interview will allow the committee time to ask questions and clarify

written materials, as well as to allow the proponent the opportunity to reinforce its suitability and interest in the offer. The contents of any proposal shall not be disclosed to competing contractor(s) during the negotiation process.

Each proposal will be evaluated by the Selection Committee as indicated in the above paragraph for a possible 100 points using the rating criteria listed in this proposal. The Selection Committee will evaluate the proposals and may conduct interviews with contractor(s) applying for selection.

Interviews

Should interviews be conducted, the Contractor(s) is encouraged to fully address each question completely, as points will be assigned for response. Question(s) will be given to the Contractor(s) prior to the scheduled interview. KIPP KC may interview any contractor(s) that submits an acceptable proposal or the highest ranked Contractor(s). However, the proposal may be awarded without such interviews.

If interviews are conducted only to obtain clarifying information and/or to promote a better understanding in the RFP, there will not be other questions asked for the interview, therefore, no points will be scored.

Award

Proposal will be awarded to possibly one contractor selected to perform the work.

Contract Approval

Upon award and Board approval, the awarded contractor will be notified in writing by a KIPP Administrator. The contract will be negotiated and upon agreement by both parties (KIPP KC and awarded contractor, a contract will be issued to the awarding Contractor and approved as to form, legal sufficiency, and budget requirements by KIPP KC. A contract will not be effective until completed with authorized signatures, approved purchase order issued and signed by the KIPP KC Executive Director.

Proposal Format

Any proposal deemed non-conforming by the Selection committee regarding format will be considered non-responsive and require mandatory disqualification of the proposal.

1. Proposal Organization -For each proposal all pages must be numbered and each section clearly identified. The proposal should not exceed the page limits where clarified.

2. Submittal Letter - Each proposal must be accompanied by a submittal letter.

The submittal letter must should include

- a. identifies the submitting business.
- b. be signed by a person authorized to contractually obligate the Offeror.
- c. include introduction stating organizational history, core values, mission statement, and experience. (Two page maximum)
- d. include description of how agency will meet or exceed Scope of Work requirements as stated above (Should include an example of how an officer would spend a normal day)
- e. contain a statement Contractor shall comply with government and KIPP KC (Federal, state, city, county, etc.) rules and regulations, including FERPA
- f. At least 3 reference letters with contact information included