

REQUEST FOR PROPOSAL FOR SECURITY SERVICES

February 2, 2023

Section I - INTRODUCTION

Information about our Company: A Second Chance, Inc. (ASCI) is a non-profit corporation established in 1994. Its mission is to strengthen and preserve healthy kinship families for children. In other words, to provide a safe, secure, and nurturing environment to children who are being cared for by their relatives or a close family friend - formally called "kinship care". ASCI has office locations in Pittsburgh and Philadelphia, Pennsylvania.

A Second Chance Inc. is seeking proposals from qualified community-based Contractors to provide uniformed, unarmed security service for ASCI's two facility locations; **8350 Frankstown Avenue, Pittsburgh, PA 15221** and **1341 North Delaware Avenue, Philadelphia, PA 19125**.

This document is a Request for Proposal (RFP) for the services described below and does not obligate ASCI to accept responses from eligible Contractors. The RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration, as well as information to be included in the Contractor's bid response. Carefully examine the specifications, conditions and limitations. Failure to supply the requested information at the time of the submission will prevent your company from being considered for services.

The selection of the successful Contractor will be made based on ASCI's evaluation and determination of the relative ability of each Bidder to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

1. Company History and Organization
2. Management Approach
3. Personnel Selection Process
4. Training, Developments and Retention of Personnel
5. Total Quality Management Program
6. Licensing and Insurance Requirements
7. Transition Plan
8. References

ASCI is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project. All of the Bidders must be duly licensed and have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities. We will accept bids from contractors who can only perform services at one location, as well as both locations.

Section II - SUBMISSION OF PROPOSALS

Responses to this RFP are due by 3:00 p.m. on Friday, March 31, 2023. Late submittals will be rejected. All proposals are to be sealed and mailed/delivered to:

Corporate

8350 Frankstown Avenue
Pittsburgh PA 15221

TEL 412.342.0600
FAX 412.342.0402

Regional

1341 North Delaware Avenue·Suite 101
Philadelphia PA 19125

TEL 215.564.0790
FAX 215.564.0652

asecondchance-kinship.com



The official registration and financial information of A Second Chance, Inc. may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.

Attn: Lindsey White, Chief Financial Officer, A Second Chance Inc., 8350 Frankstown Avenue, Pittsburgh PA 15221. Submissions will also be accepted by email to: fiscalleaders@asecondchance-kinship.com.

Three (3) copies of the proposal should be submitted (except via email submission).

Any questions regarding this RFP should also be directed to Lindsey White at 412.342.0600 or to the email address above.

Contractors are not to contact any other ASCI managers or employees without permission of Lindsey White.

Section III - CONTRACT TERM

The term of this contract shall be for a one (1) year period with a right to renew for one (1) additional year, unless terminated by either party with forty-five (45) days written notice. ASCI reserves the right to terminate contract immediately for cause and/or for any loss of funding.

Section IV - SCOPE OF SERVICES

This project includes approximately 180-200 hours of uniformed security officer service per week, allocated as follows:

8350 and 8384 Frankstown Avenue - Pittsburgh:

Monday – Friday (daylight) 8:30 a.m. – 4:30 p.m. (8 hours/day)
Monday – Friday (overnight) 11:00 p.m. – 5:00 a.m. (6 hours/day)
Saturday – currently two Saturdays per month 8:30 a.m. – 4:30 p.m. (8 hours)
11:00 p.m. – 5:00 a.m. (6 hours/day)

1341 North Delaware Avenue - Philadelphia:

Monday – Friday (daylight) 9:00 a.m. – 4:30 p.m. (7.5 hours/day)
Saturday – currently one Saturday per month 8:30 a.m. – 4:30 p.m. 8 hours)

Provide hourly billing rates for all service times, if they vary (e.g., day, evening and weekend), for each of the two job sites.

Include overtime policies, holiday policies and any other applicable policies, along with associated rates.

Propose invoicing frequency and procedures and any applicable discounts. All invoices will need to separate the services for the two job sites. Explain how discounts will be applied for different payment terms, if any.

Contractor shall provide unarmed uniformed security services both in and around ASCI properties according to the times indicated above. Contract security personnel will provide a variety of services, implementing ASCI security objectives according to policies and procedures, which include but are not limited to the following general tasks: entry and egress access control to include screening of all visitors (use of wand

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metal detector, verification of identity, bag checks, etc.), roving patrols of interior and exterior building areas, visitor and building employee identification verification, incident and daily operating reports, etc. Any and all security equipment or tools needed by company to carry out role is the responsibility of the Contractor (e.g., wand metal detector, etc.).

Contractor shall provide appropriate and necessary management and supervision for all Contractor’s employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Contractor's rules and regulations, as well as any other policy established by the contracting parties. Contractor shall develop a comprehensive Policy Manual documenting both general procedures as well a site-specific responsibilities. The Policy Manual shall be prepared prior to the commencement of the contract and must be reviewed and approved by ASCI management with thirty (30) days from commencement of Contractor's services to ASCI. All security officers will be required to read and verify they understand the Policy Manual.

Contractor shall ensure hiring, training and administration of motivated and professional employees that meet or exceed both Contractor's and ASCI standards. ASCI has clients and visitors to the building on a daily basis and security is the first impression they receive and reflects on the professionalism of ASCI – visitors, clients and staff are expected to have a good, professional experience.

Contractor is responsible for the daily personal appearance of security personnel. Contractor shall provide seasonal uniforms and weather-appropriate protective clothing necessary to support continuous performance of contract requirements. Contractor shall agree to remove from the site, whenever required to do so by ASCI, any of its employees considered by ASCI to be unsatisfactory or undesirable to ASCI. Contractor shall respond as necessary to accommodate additional or reduced duty hours, as may be requested by ASCI.

Section V - INSTRUCTIONS TO BIDDERS

Bidder is to address the following subjects in their proposal. Please insert your text in the space following each section. Reference any attachments in the text and include printed copies of attachments at back of this document.

1. Company History and Organization: Provide a brief company history, mission statement and organizational summary. Explain ownership (private or public) and include brief biographical information regarding the personnel who would be directly responsible for the management and local supervision of this project. Please state if minority owned and/or MBE certified.

2. Management Approach: Describe in detail how your firm will be organized to manage this project. Indicate by position or title the person who will have the overall responsibility for the ASCI account. Indicate the support staff available to this project manager by function. Bidder must supply an Organization Chart depicting the structure of the local servicing office and regional support.

3. Personnel Selection Process: Describe how recruitment and selection of security officers is accomplished. All personnel and supervision provided under this RFP must be thoroughly trained, experienced and qualified to perform the work to which they are assigned. Bidder shall have a documented

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employment process which shall include application, interview, drug testing, anti-discriminatory/DEI hiring policies and background check phases (to include PA Act 33 and 34 clearances and FBI criminal background checks). A written description of the Bidder's employment process and qualifications is to be included in the response.

4. Training, Development and Retention of Personnel: Describe your [Company] succession planning and development of officers, supervisors and managers. Describe methods and initiatives designed to promote employee retention. Describe in detail the training programs.

5. Total Quality Management Program: Outline administrative controls, plans and process to monitor and assure contract compliance of security services. Include methods of quality control, contract administration, audits, management inspection programs, conduct and job performance standards, corrective action planning and follow-up reporting.

Supervisory Development Training (Describe the program that your company utilizes that leads to a professional credential for supervisors.) Include the name, contract information (including email address) and qualifications of the local or regional trainer(s) who will conduct training for the [Company] and the manner in which the [Company] documents training, paper records, online, web accessible, etc.

6. Licensing and Insurance: The successful bidder shall carry and maintain, with respect to any work or service to be performed at ASCI facilities, insurance written by a responsible insurance company, to provide for the following:

Workers' Compensation and Commercial General Liability Insurance.

Include copies of Certificates of Insurance evidencing such coverage's including limits with the response. All policies and certificates shall name ASCI as an additional insured and provide for thirty (30) days notification to ASCI in the event of cancellation, reduction in limits or changes in coverage.

Include copies of current licenses for state of PA.

7. Transition Plan: Submit a projected Transition Plan for implementation if awarded the contract to include tasks, time frames and a list of all individuals assigned to your transition team.

8. References: Provide at least three (3) client references whose facilities are comparable in size, profile and security service hours to ASCCI. Include name, address, and contact person and contact number.

Thank you

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