

BOARD OF EDUCATION
The School District of South Orange and Maplewood
525 Academy Street, Maplewood, NJ 07040

Steve Gardberg
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MEMORANDUM

To: Cheryl Schneider, Business Administrator

From: Steve Gardberg, Asst. Business Administrator

Date: May 3, 2013

Re: Request for Proposals (RFP) Uniformed Security Management Services 2013-14

- Evaluation & Recommendation -

Background:

The current Uniformed Security Management Services contract expires June 30, 2013. Bowles Corporate Services (doing business as US Security Associates), after winning the two(2) year bid for the 2009-10 and 2010-11 school years, was renewed for the 2011-12 and 2012-13 school years. The contract could not be renewed again, per State purchasing regulations, requiring the District to re-bid this service for the 2013-14 school year.

Procurement Method:

Pursuant to 18A:18A-1 et seq. and 40A:11-4.5, the Business Administrator received permission from the Department of Local Government Services to utilize Competitive Contracting instead of Competitive Bidding for the management and staffing of the District's Uniformed Security Management Services. The Board of Education approved the use of Competitive Contracting on September 24, 2012 (resolution 29360). Therefore, this was not a bid, but rather a Request for Proposal (RFP). As such, the District shall award the contract to the Contractor whose proposal is determined to be the most advantageous, price and other factors considered.

Request For Proposals (RFP):

The Custodial Services RFP was advertised on April 11, 2013, and two (2) Contractors received and reviewed our Specifications. On April 16, a facility 'walk-through' of Columbia High School was held to acquaint the two (2) Contractors in attendance.

Proposal Opening:

One (1) proposal was submitted and opened on May 1, 2013, with the following bid:

Contractor	Bid
US Security Associates	\$338,900

(Summit Security reviewed the RFP but did not submit a proposal)

RFP Evaluation Method:

In accordance with the methodology in 18A:18A-4.4b and contained within the RFP, an interview format and score sheet was used with the prospective Contractor. Questions were taken directly from the specification requirements, footnoted and constructed to enable the District to ascertain if the Contractor possessed all or some of the required competencies/skills. The questions had a predetermined ranking system related to the answer responses to ensure the process was fair and thorough. The five (5) criteria that were considered in evaluating the proposal are as detailed in the

following table, weighted based upon importance to the District. The points awarded ranged from 1 to 5 in .50 increments, with 5 being the highest.

<i><u>EVALUATION CRITERIA:</u></i> The categories considered in evaluating the proposals	Weight Factor
A. Program Price	20%
B. Capability and Record of Performance	15%
C. On-Site Manager and Management Team	25%
D. Proposed Program	20%
E. Start-Up/Transition Plan	20%

Evaluation Committee:

A panel of three (3) District staff members, representing a cross section of all Uniformed Security Management Services stake holders, to serve on the Evaluation Committee:

- Columbia High School was represented by an Assistant Principal
- Facilities was represented by the Director of Property Services
- Business Office was represented by the Assistant Business Administrator

Evaluation of Proposals:

On May 3, the Evaluation Committee interviewed the one (1) Contractor that submitted a proposal. Questions were asked and responses were graded in each of the sections (A through E) of the Evaluation Criteria. Score sheets were completed by each committee member after each interview, then collected and sequestered by the Assistant Business Administrator. Each score sheet was tabulated by the Assistant Business Administrator. As per the RFP Specification, after points were awarded by the evaluators, a weighting factor was applied, and thus a total score derived. The committee agreed that the proposal met our specifications. US Security Associates received a total weighted average score of 4.79 out of a possible 5.0.

Recommendation:

It is the Evaluation Committee’s recommendation to the Board of Education to approve US Security Associates as the Uniformed Security Management Services contract provider to the South Orange-Maplewood School District.

The committee was impressed with US Security’s dedication to a safe learning environment with:

- Additional scrutiny on background checks and placing of employees in educational vs. non-educational settings
- Offer to extending its training sessions to District staff
- Offer for guards to be certified in CPR, AED and as Black Seal boiler operators (no charge)
- Offer for the on-site supervisor to visit buildings district-wide daily to identify security concerns and provide suggestions to the administration