

**HUNTINGDON AREA SCHOOL DISTRICT  
REQUEST FOR PROPOSAL (RFP)  
ASSESSMENT OF DISTRICT FACILITIES FOR SECURITY AND EMERGENCY  
RESPONSE**

**BACKGROUND**

Huntingdon Areas School Districts seeks a qualified security and emergency response consultant and/or consulting firm to perform a Crime Prevention Through Environmental Design and Response Enhanced design (CPTED-RED) assessment of the District's facilities for the purpose of developing a security and emergency response strategy and selecting appropriate accompanying tactics. The selected consultant firm shall have a minimum of 10 years experience in school security and emergency response assessments and planning. Consultants who are Certified CPTED – Advanced Practitioners are preferred by the District.

**SCOPE OF SERVICES**

The consulting firm will work with the District to assess the districts facilities for the purpose of developing a security and emergency response strategy and select appropriate accompanying tactics. The Consultant is expected to be knowledgeable in the District's facilities. The Consultant must have experience in school security and emergency response assessments and planning. Consultants who are Certified CPTED – Advanced Practitioners are preferred by the District.

Duties will include:

1. The selected consulting firm will be expected to perform an all hazards threat/vulnerability/risk assessment based on the ten principles of CPTED-RED for each of the District's facilities.
2. Produce a report of the findings and recommendation for each facility for the Board of Education.
3. Establish a safe, secure and responsive environment based of the observations at each facility and current "best as" practices.
4. The District desires that a cost effective balance of the three tactical groups be included in support of the recommended strategy as part of the scope of work.

**FORM OF PROPOSAL**

Please provide your written response to the following questions:

1. Provide a brief history and overview of your firm including number of employees and offices in the Commonwealth of Pennsylvania.
2. Identify the individuals from your firm that would be assigned to work with the District, provide a brief background of each and indicate who will be the primary contact person.
3. Provide a list of Pennsylvania school district security assessments for which your firm has provided services during the last three (3) years. Please provide three (3) school district references.
4. Please describe the scope of services your firm would provide the District. This should include a discussion of which assessments your firm would analyze or propose to use to fund proposed projects. Describe your firm's ability to independently evaluate the best option for the District.
5. Provide any other information that you feel may be helpful to the District in its evaluation of your firm's ability to provide security and response strategies and tactics to the District.
6. Provide information regarding any litigation your firm has been a party of in the past ten years involving a public entity (school district, municipality, local government).
7. Describe your fee for the services.

## **PROPOSAL SUBMISSION**

**Contact Person.** Please list the name, address and telephone number of your firm's contact person for this transaction

**A copy of your firm's proposal must be delivered via email to Mrs. Janet Shaffer, Board Secretary, Huntingdon Area School District, [jshaffer@huntsd.org](mailto:jshaffer@huntsd.org), no later than March 11, 2015.**

## **DECISIONS REGARDING PROPOSALS**

The Huntingdon Area School District reserves the right to:

- Make all decisions regarding this proposal, including, without limitation, the right to decide whether a proposal does or does not substantially comply with the requirements of this RFP.

- Please note to any potential firms, prior to the awarding of the contract any firm employee who will be working with the District will be required to provide clearances before performing any services.
- Accept, reject, or negotiate modifications in any terms of Interested Firms/Individual's proposals or any parts thereof.
- Reject any or all proposals received.
- Waive any irregularity or technicality within an Interested Firms/Individual's proposal.

The Huntingdon Area School District shall not be responsible for any cost incurred by the Interested Firms/Individual in the preparation of this proposal. It must be specifically understood that this RFP does not create any obligation on the part of the Huntingdon Area School District to enter into any contract or undertake any financial obligation with respect to the requirement referred to herein. Any Interested Firms/Individual who expends time or money prior to award, does so at the Interested Firms/Individual's own risk and expense. The Interested Firms/Individual understands that, if selected, the Huntingdon Area School District reserves the right to provide its opinion publicly and privately regarding the Interested Firms/Individual's performance.

### **INTERESTED FIRMS/INDIVIDUAL PRESENTATIONS/INTERVIEWS**

Part of the proposal evaluation process may include a formal presentation by or interview with the selected highest ranking respondent(s). If invited, Interested Firms/Individuals should use this opportunity to provide evaluators with further insight regarding their proposal and to provide clarification and/or understanding of the services being offered.

### **REVIEW CRITERIA**

The Huntingdon Area School District will review all valid proposals with particular emphasis on:

1. Services offered or proposal content.
2. Related experience
3. Professional qualifications of individuals assigned to the District.
4. Demonstrated knowledge of the District.
5. Cost or fees for services to be provided to the District.
6. Conformance to RFP specifications, requirements, terms, conditions and provisions as outlined within the RFP.
7. Experience, stability, supporting resources, and management.
8. Overall payment package extended including early payment discounts.
9. Innovative offering and solutions to further enhance the partnership beyond the base proposal requirements.