



**REQUEST FOR PROPOSALS
FOR SCHOOL SAFETY ASSESSMENT & RELATED SERVICES
Due Date: October 10, 2022**

Menlo Park City School District (MPCSD) is soliciting proposals for “School Safety Assessment & Related Services” from qualified organizations.

Submission deadline: 3:00 p.m. on the 10th day of October 2022.

Location for submission of proposals:

Menlo Park City School District
Attn: Marites Fermin, Chief Business Officer
181 Encinal Ave
Atherton, CA 94027

Proposals should clearly indicate “MPCSD School Safety Assessment & Related Services” on the outside of the envelope. Faxed or e-mailed proposals will not be accepted.

The Request for Proposals for School Safety Assessment & Related Services specifications may be obtained from Ms. Marites Fermin at mfermin@mpcsd.org as well as the district’s website at <https://district.mpcsd.org/Page/2669>. Any questions should be directed to Ms. Fermin by email at mfermin@mpcsd.org. Responses will be posted on the aforementioned website.

A pre-submission meeting will be held in virtual format for interested vendors on Monday October 2, 2022 at 11am. Login information for the virtual meeting will be posted online at <https://district.mpcsd.org/Page/2669> on the morning of October 2. If possible, please send questions in advance of the pre-submission meeting to mfermin@mpcsd.org.

Interviews with select vendors are tentatively scheduled to be conducted the morning of October 31, 2022. Login information will be communicated directly to those selected vendors.

The Menlo Park City School District reserves the right to reject any or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities relative thereto.

No proposal may be withdrawn within 90 days after the submission deadline listed above. Tentative plans call for the Menlo Park City School District to review the proposals and to take

action to award a contract at its regular board meeting on December 8, 2022.

I. RFP PROCESS AND SERVICES OVERVIEW

1. Background and Objectives

The Menlo Park City School District serves nearly 3,000 children across Menlo Park, Atherton, East Palo Alto, and unincorporated San Mateo County. Our students perform well on academic measures and also report high levels of engagement and sense of belonging at their schools.

MPCSD is community funded, meaning it receives nearly 90% of its funding from local sources: property tax, parcel taxes, and community philanthropic giving. MPCSD has a long history of community support for parcel taxes and bond measures: the first series of bonds was approved by voters in 1995 and the first parcel tax in 2000. MPCSD maintains a AAA credit rating for its general obligation bonds.

MPCSD is a School District of the Second Class, organized and existing under the laws of California. MPCSD provides education services to students living within its community. The governing body of the School District is a board of five school board members who are each elected to a four-year term. The daily operation and management of the School District is carried out by the administrative staff of the School District, headed by the Superintendent of the district who is appointed by the School Board.

There are approximately 389 employees of the School District, including 210 certificated, teachers counselors, librarians, psychologist, other certificated staff and 22 administrators and 137 support personnel including secretaries, maintenance staff, custodial staff, school nutrition staff, transportation and teacher aides. The 2021-22 annual budget is \$65,937,313. More information about MPCSD can be found at <https://district.mpcsd.org/Page/351>.

MPCSD is seeking proposals from firms with broad subject matter expertise and experience in P-K8 school safety to conduct a comprehensive assessment of District safety programs and practices. The assessment will be inclusive of all District facilities and will meet or exceed the minimum standards laid out by the California Commission on Crime and Delinquency. Deliverables will include a written report, gap analysis, and prioritized recommendations for consideration. The project will also consist of a recommended training and exercise progression culminating in a full scale exercise to be facilitated and evaluated by the SMCOE School Safety Personnel..

MPCSD will use the objective criteria specified within this RFP to review proposals and will select a vendor that meets the requirements of the RFP. Once accepted and approved, MPCSD intends to issue a purchase order in conjunction with the contract agreement prior to the commencing of work. The contract agreement must be signed and must be submitted along with the proposal. A vendor will be compensated by MPCSD at the conclusion of each phase of services satisfactorily performed in accordance with RFP requirements andr contract requirement.

2. Summary of Services

The services provided under this RFP shall include the services listed below. Additional related services recommended by the responding vendor may be included in the proposal but should be listed separately as optional additions and priced separately.

- Assessment Services (Phase 1)
 - Full on-site physical security assessment of all MPCSD facilities utilizing criteria based on industry leading practices and consistent with criteria.
 - Assessment of behavioral health programs consistent with San Mateo County Office

- o of Education guidelines
 - o Review of policy & procedural information consistent with San Mateo County Office of Education and California Education Code guidelines
 - o Delivery of a comprehensive written report inclusive of
 - Detailed findings
 - Gap analysis
 - Prioritized recommendations
 - Summary presentation
- Related Services (Phase 2)
 - o Development of full scale exercise plan drawing on phase 1 findings and including:
 - Full scale exercise development
 - Recommended training and exercise work-up plan
 - On-site services as exercise controllers/ observers/ evaluators
 - Delivery of written after-action report

3. Program Timeline

The services described in this RPF are divided into two performance phases. Phase one will consist of assessment services and must be completed and delivered no later than close of business on January 7, 2023. Phase two, consisting of exercise development, planning, performance, and evaluation, must be completed no later than June 30, 2022 as described.

4. Selection Criteria

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the vendor submitting the lowest priced proposal. Award will be made to the vendor submitting the best responsive proposal satisfying MPCSD requirements, price factors considered.

The committee evaluating the proposals submitted in response to this RFP may require any or all vendors to give an oral presentation to clarify or elaborate on their proposal. Upon completion of oral presentations or discussions, vendors may be requested to revise portions of their proposals.

MPCSD will evaluate each vendor's proposal in the areas of the proposed plan, experience, service capabilities, product quality, cost, and best value on the predetermined evaluation criteria below.

MPCSD will evaluate each proposal received based upon the following criteria:

- 30 Points - Program Plan: The adequacy and completeness of the plan offered to address the Scope of Services.
 - o Clearly defined and detailed components of service performance
 - o Comprehensiveness of assessment criteria
 - o Strategies and methods for performing proposed services and interacting with MPCSD
 - o Identification of subject matter expert(s) assigned to perform the proposed services
 - o Clear explanation of deliverables
- 50 Points - Provider's Capabilities: The demonstrated ability of the vendor to provide services.
 - o Vendor relevant experience and level of knowledge
 - o List of references
 - o Resume(s)
 - o Ability to provide all necessary materials and supplies

- Explanation of how the vendor is organized and how its resources will be utilized
 - Adequate experience and capability to serve an organization as large as MPCSD.
- 20 Points - Financial Proposal: Reasonable and customary fees for providing services

5. Terms and Conditions

Be aware that this is a request for professional services, and not a competitive bid. MPCSD is not required to conduct its request for professional services in accordance with competitive bidding laws, but is required to conduct the RFP in accordance with MPCSD policy.

- The terms and conditions of this proposal are that NPSD:
 - Reserves the right to reject any or all proposals.
 - Reserves the right to waive any irregularities or informalities and select the best proposal in the opinion of MPCSD.
 - May render the proposal invalid due to unauthorized modifications of proposal specification forms or terms.

6. Instructions for Submission of Applications

- Submission deadline: 3:00 p.m. of the 10th day of October 2022. Location for submission of proposals:

Menlo Park City School District
 181 Encinal Ave
 Atherton, CA 94027

- A vendor must submit an original application, three (3) copies of the application, and an electronic copy on a flash drive in a sealed envelope, clearly marked "MPCSD School Safety Assessment & Related Services." Late applications will not be evaluated.
- Proposals must be signed by an official authorized to bind the vendor to the provisions of this RFP.
- MPCSD will not accept faxed or electronic submission of proposals.

7.Directions for Completion of Application

All applicants must provide applicant information using the standard forms provided in Attachment A- Proposal Contact Information, Attachment B - Information to be Provided, and Attachment C - Certification of Proposal Documents. A secondary packet of information should be submitted as the vendor's best response to the details outlined in this RFP.

8. Schedule

1. Pre-submission meeting: September 30, 2022, at 11:00am
2. Deadline to submit questions: October 5, 2022, at 12:00pm
3. Proposals received by Menlo Park City School District: October 10, 2022 at 3:00pm
4. Tentative Interviews of select vendors: November 10, 2022 between 8am and 11am.
5. Award announcement: December 8, 2022
6. Services to commence: On or about January 7,2023

II. SCOPE OF SERVICES

This section describes in detail the scope of services MPCSD requests as the customer. MPCSD will provide the selected vendor with a designated liaison who will facilitate access to physical locations and information required for the vendor to perform the proposed services. This scope is written as a minimum requirement. Vendors are not limited by this scope and proposals may exceed the requirements listed if doing so would lead to a more comprehensive or meaningful outcome based on the vendor's professional experience. Proposals will be inclusive of all costs associated with performance of the requested work not limited to travel, lodging, and incidental expenses. Physical Locations.

Vendors are expected to perform on-site assessment services at the 5 facilities described below.

Facility Name	Address	Use	Indoor Area	Acreage
Encinal	195 Encinal Ave Atherton, CA 94027	Elementary School (K-5)		10.1
Hillview	1100 Elder Ave Menlo Park, CA 94025	Middle School (6-8)		9.2
Lower Laurel	95 Edge Rd Atherton, CA 94027	Elementary School (K-2)		6.3
Upper Laurel	275 Elliott Dr Menlo Park, CA 94025	Elementary School (3-5)		5.9
Oak Knoll	1895 Oak Knoll Lane Menlo Park, CA 94025	Elementary School (K-5)		8

1. Assessment Services (Phase 1)

- Assessment services may commence once MPCSD provides the selected vendor with a signed purchase order and/or countersigned contract as required. This is anticipated to occur on or about January 7, 2023. Assessment deliverables must be received by MPCSD no later than June 30, 2023.
- Assessment services must meet or exceed the full assessment criteria adopted by the CA School Safety & Security Committee on September 8, 2022 and published by the MPCSD. This criteria can be found on the MPCSD Website <https://district.mpcsd.org/Page/2669> Additional standards may be considered as well, such as those available from Safer Schools, FEMA, REMS, etc. It is MPCSD's desire that the assessment be as comprehensive as possible, thus proposals should include detail sufficient for MPCSD to fully evaluate the vendor's assessment criteria and methodology.
- It is preferable, but not required, that vendors be listed in the registry of approved providers maintained by MPCSD. The registry and application process can be found on the MPCSD website
- Assessment of physical security must include on-site work at each of the MPCSD physical locations listed above which is conducted, at least in part, during times when the location is under normal operating conditions. On-site work must be coordinated in advance with MPCSD.
- Assessments may include interviews with MPCSD personnel, public safety representatives, first responder agencies, parent representatives, and student representatives, and other stakeholders recommended by the vendor. Interviews must be coordinated with MPCSD in advance.
- Proposals should describe physical security aspects to be evaluated including, but not limited to:
 - Points of ingress, classrooms, offices, recreational and dining areas, parking lots and other areas such as surrounding neighborhood and pedestrian pathways/connectors.
 - Access control methods; Facility access/visitor management; Drop off/pick up locations and practices
 - Lighting (for security purposes); Way-finding signage; Natural superintendence; Territorial support; Landscaping and other CPTED components.
 - Surveillance cameras and recording equipment;
 - Electronic and mechanical access control; Intrusion detection; Duress alarm systems
 - Internal and external emergency communication systems
 - Public safety capability and response times
 - Operational strategies
- Proposals should describe the policy and procedural aspects to be evaluated including the review of documents, policies, practices, procedures, and written directives pertaining, but not limited to, the following:

- Key/access control
 - Employee IDs/Badging
 - Visitor/Guest management
 - Facility security
 - Response capabilities & directives
 - Security department operations
 - Threat assessment
 - Emergency planning
 - Training and exercise
 - Incident reporting and responsiveness
- Proposals should describe behavioral health support aspects to be evaluated including, but not limited to:
 - Student assistance programs
 - Mental health resources and programs
 - Implementation of the Safe2Say Something anonymous tip line
 - Practices related to developing and sustaining a positive school climate.
 - Assessment services will result in the following deliverables;
 - A detailed written summary of assessment activities, findings, and analysis drawing from leading practices in K-8 school safety, security, and emergency management, along with Federal and California State regulations and guidance.
 - A full gap analysis including remedial recommendations presented in a matrix format considering factors such as degree of risk, financial impact, practicality, and the mission and goals of MPCSD.
 - A benchmark comparison of similarly sized school systems drawn from available national data and/or the vendor's own portfolio of work.
 - A briefing (in-person or virtual format) presented by the vendor's subject matter expert to the MPCSD School Administrators on October 3, 2022.

2. Related Services (Phase 2)

- The related services described below may commence on January 7, 2023 after MPCSD provides the selected vendor with a signed purchase order and/or countersigned contract as required. Deliverables in this phase must be received by MPCSD no later than June 30, 2023.
- The goal of this phase is to draw on the findings of the "Phase 1" assessment work in order to develop a recommended training and exercise plan culminating in an objective driven full scale exercise. The recommended exercise program should be consistent with the Homeland Security Exercise & Evaluation Program (HSEEP)
- The vendor will deliver a recommended workup progression of training, tabletop, and/or functional exercises to be conducted by MPCSD in preparation for the full scale exercise.

This will include a recommended timeline as well as a description of the intended audience and outcome of each step.

- This portion of the project will be delivered no later than **January 7, 2023**.
- Proposals will include an optional “a-la-carte” cost for the vendor to facilitate one or more steps should MPCSD request it.
- Proposals will include services from the vendor to design, develop, and execute a full scale exercise, date TBD. The vendor will be responsible for ensuring all phases of development take place on schedule:
 - Conduct planning meetings to develop exercise in collaboration with senior leaders from MPCSD, local public safety, and San Mateo County emergency management
 - Write exercise plan and supporting documents
 - Provide staff on-site at the exercise sufficient to facilitate all aspects including:
 - Conduct pre-exercise briefing
 - Serve as exercise controller(s), observer(s), and evaluator(s)
 - Conduct post-exercise hotwash
 - Deliver a written after action report within 30 days of exercise

3. Insurance

MPCSD will require the vendor, at the vendor’s expense, to provide professional liability, general liability, and workers compensation insurance as required in the general conditions of these specifications and to name the MPCSD as an additional insured. A Certificate of Insurance must be filed with the Business Office of the Menlo Park City School District prior to the execution of the contract. The vendor must maintain this insurance during the entire term of the contract. The vendor is required at all times during this contract period to provide insurance coverage as follows:

1. General Liability Coverage \$1,000,000
2. Professional Liability Coverage \$1,000,000
3. Workers Compensation Each Accident \$ 1,000,000
4. Workers Compensation Each Disease/Per Employee - Statutory Limit
5. Workers Compensation Each Disease/Policy Limit - Statutory Limit

4. Right to Monitor and Audit

MPCSD shall have the right to monitor all work performed, as well as to review all records and procedures to ensure that the expenditure of funds is in conformity with this RFP and applicable Federal and State regulations.

Vendor’s are required to provide a copy of a certificate of liability insurance to MPCSD prior to commencement of on-site services.

5. Record Retention

Vendor shall maintain and preserve all records related to this agreement in its possession (or will ensure the maintenance of such records in the possession of any third-party

performing work related to this agreement) for a period of not less than seven (7) years from the service date of this agreement or until all State audits are complete, whichever is later.

6. Confidentiality/Privacy

All responses to this RFP become property of the District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act (Cal.Govt.Code Sections 6250 et seq). Therefore, unless the information is exempt from disclosure by law, the content of any proposal, request for explanation, exception, or substitution, response to these specifications, protest, or any other written communication between the District and any vendor regarding the procurement, shall be available to the public.

If the vendor believes any communication contains trade secrets or other proprietary information that the vendor believes would cause substantial injury to the vendor's competitive position if disclosed, the vendor must request that the District withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. By submitting a proposal with portions marked "confidential," a vendor represents it has determined such portions qualify for exemption from disclosure under the California Public Records Act. A vendor may not designate its entire proposal as confidential nor may a vendor designate its Cost Proposal as confidential. The District will not honor such designations and will disclose submittals so designated to the public.

If a vendor requests that the District withhold from disclosure information identified as confidential, and the District complies with the vendor's request, vendor agrees to assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the District from and against all damages (including but not limited to attorneys' fees that may be awarded to the party requesting the vendor's information), and pay any and all costs and expenses related to the withholding of the vendor's information. The vendor agrees not to make a claim, sue, or maintain any legal action against the District or its Board members, officers, employees, or agents concerning the withholding from disclosure of the vendor's information.

If the vendor does not request that the District withhold from disclosure information identified as confidential, the District shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the District.

7. Non-Exclusive Agreement

Vendor understands that this is not an exclusive agreement, and MPCSD shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by the vendor, or to perform such services with vendor's own forces.

8. Compliance with Policy/Law

The vendor agrees to comply with all applicable federal, state, and local laws, rules, regulations, ordinances, policies, and procedures in the conduct of the School Safety Assessment & Related Services as specified herein.

9. Rejection

Only the Superintendent(or designee) retains the right to reject any and all bids, or any or all items of any bid, or waive any irregularities of any bid.

10. Errors and Omissions

If the bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, they will immediately notify the District in writing and request clarification or modification of the document. Modifications will be made by addenda. These errors or clarifications will be given by written notice to all parties who have furnished a RFP for bidding purposes.

If the bidder fails to notify the agency, prior to the date fixed for submission of the bid, of an error in the RFP known to them, or an error that reasonably should have been known to them, they will bid at their own risk and if they are awarded the contract, they will not be entitled to additional compensation or time by reason of the error or its later correction.

11. Compliance with Laws

The vendor agrees to comply with all applicable federal, state, and local laws, rules, regulations, ordinances, policies, and procedures in the conduct of the records management system as specified herein.

12. Hold Harmless and Indemnification

The vendor will hold harmless and indemnify the District, its officers, agents and employees from and against any and all actions, suits, or other proceedings as may arise as a result of performing the work here under, except such actions, suits or other proceedings as may arise as a result of the sole negligence or willful misconduct of the District, its officers, agents, and employees.

13. Bidder Agreement

In compliance with this request for proposal, the bidder will propose and agree to furnish all labor, materials, transportation, and services for the work described and items listed in this RFP. It is understood and agreed that the bidder has, by careful examination, satisfied themselves as to: the nature of the location of the work; the character, quality and quantity of the materials to be encountered, the character of the equipment and facilities needed preliminary to and during the work; the general and local conditions; and all other matters that may impact the work under this contract. No verbal agreement or conversation with any officer, agent, or employee of the District, either before or after execution of this contract will affect or modify any of the terms of obligations in this RFP.

ATTACHMENT A - PROPOSAL CONTACT INFORMATION

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

WEBSITE ADDRESS: _____

**ALL PROPOSALS MUST BE RECEIVED BY THE MENLO PARK CITY SCHOOL DISTRICT BY 3:00 P.M.
ON THE 10TH DAY OF OCTOBER, 2022. Location for submission of proposals:**

**Marites Fermin, Chief Business Officer
Menlo Park City School District
181 Encinal Ave
Atherton, CA 94027**

ATTACHMENT B - INFORMATION TO BE PROVIDED

1. Describe your firm's philosophy, standards, and structure, and how they will be provided to MPCSD.
2. Provide a description of your firm's experience in performing the required assessment and related services in an education setting. How long has your firm been providing these types of services? Provide no less than three references of comparable organizations to which your firm has provided similar services. Provide resumes of the individual or individuals to be assigned to work with MPCSD, including their areas of expertise, years of experience, and professional certifications.
3. Has your firm performed work with other school systems in California? If yes, identify those school systems and what work was performed.
4. Provide Service Costs as follows:

Assessment Services (Phase 1): _____

Related Services (Phase 2): _____

Cost to facilitate workup exercises (per step) _____

5. Will you accept a Purchase Order to perform this work and we require a contract? (If you require contract signature, include a copy of the contract with your proposal for MPCSD evaluation.)

ATTACHMENT C - CERTIFICATION OF PROPOSAL DOCUMENTS

The vendor certifies by signing this document that they:

1. Have carefully read and fully understand the information in the RFP.
2. Have the capability to successfully undertake the scope of work described and complete the responsibilities and obligations of the proposal being submitted.
3. Represent that the information contained in the proposal is true and correct.
4. Did not in any way collude, conspire or agree, directly or indirectly, with any person, firm, corporation, review committee member, MPCSD employee, or other proposer in regard to the amount, terms, or conditions of this proposal.
5. Acknowledge that the MPCSD has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by the proposer.

Company Name	
Signature	
Printed Name	
Title	
Date	