

**TCP SOLICITATION 3-2017  
MODIFICATION 4**

**REQUEST FOR PROPOSALS TCP 3-2017  
MODIFICATION 4**

**“Security Services”**

Issuance Date: December 4, 2017

Modification Date: January 10, 2018

Closing Date: February 9, 2018

Closing Time: 2:00 p.m.

Bidders Conference:

January 10, 2018

10:00 a.m.

801 Pennsylvania Avenue, SE, Suite 360

TCP Contacts:

Jose Lucio

Michael Berry

[rfp@community-partnership.org](mailto:rfp@community-partnership.org)

---

**INTRODUCTION**

**1. Modify SECTION E: EVALUATION CRITERIA**

**FROM:**

**E.1 Scoring and Competitive Range**

The factors for rating and ranking applications and the points for each factor are provided below. The points in the evaluation criteria outlined below will provide a scoring system to be used in making recommendations for awards to the Executive Director of TCP. A total maximum of 100 points is possible plus 20 bonus points. Only applicants who score at least 80 points will be considered to be in the competitive range for contract awards.

Interviews may be scheduled to clarify proposals. Negotiations with qualified applicants with respect to program size, location, or cost may precede contract award decisions, at TCP's discretion.

**E.2 Specific Criteria and Points**

- A. Organizational and Background Information (15 points)
- B. Scope of Work & Work Plan (35 points)
- C. Staffing Plan (35 points)
- D. Budget, Budget Narrative, and Audit (15 points)

**E.3 Bonus Points (20 points)**

- A. Applicants may receive bonus points based on their ability to demonstrate and document resources that will be used to leverage the DHS contract funds. Leverage resources may be cash or in-kind (10 points).
- B. Applicants may receive bonus points based on their ability to demonstrate that they are certified SBEs (10 points).

## TCP SOLICITATION 3-2017 MODIFICATION 4

TO:

### **E.1 Scoring and Competitive Range**

The factors for rating and ranking applications and the points for each factor are provided below. The points in the evaluation criteria outlined below will provide a scoring system to be used in making recommendations for awards to the Executive Director of TCP. A total maximum of 115 points is possible plus 20 bonus points. Only applicants who score at least 85 points will be considered to be in the competitive range for contract awards.

Interviews may be scheduled to clarify proposals. Negotiations with qualified applicants with respect to program size, location, or cost may precede contract award decisions, at TCP's discretion.

### **E.2 Specific Criteria and Points**

- A. Organizational and Background Information (15 points)
- B. Scope of Work & Work Plan (35 points)
- C. Staffing Plan (35 points)
- D. Budget (15 points)
- E. Trauma Informed Care Plan (15 points)

### **E.3 Bonus Points (20 points)**

- A. Applicants may receive bonus points based on their ability to demonstrate and document resources that will be used to leverage the DHS contract funds. Leverage resources may be cash or in-kind (10 points).
- B. Applicants may receive bonus points based on their ability to demonstrate that they are certified SBEs (10 points).

## **2. ADDITION TO SECTION A: Section A.4. Trauma Informed Security and Program Sites Exclusively Serving Unaccompanied Women: Addition to Section C: Requirements**

After Section A.4 "C" the following sentences is hereby added as the final sentence in Section A.4:

"Provide a detailed plan for providing trauma informed security services. The trauma informed security plan can be submitted as an attachment in order to allow for the appropriate level of detail."

## **3. MODIFY SECTION B: APPLICATION PREPARATION AND SUBMISSION**

FROM:

### **B.1. Application Submission**

Applications must be sent via email and received by the closing date and time to [rfp@community-partnership.org](mailto:rfp@community-partnership.org)

### **B.2. Application Style**

All applications must be submitted as a Word document or Portable Document Format (PDF) file electronically via email attachment. Each application will have numbered pages, with type not less than 12 points and double line spacing.

PDF, Facsimile and hard copy applications **will not** be accepted. Unnecessarily elaborate applications beyond the information needed to present a complete and effective response to this solicitation are not desired.

### **B.3. Application Form and Content**

## **TCP SOLICITATION 3-2017 MODIFICATION 4**

Addendum 1 provides instructions regarding the format and required contents of the response to this SOLICITATION.

### **B.4. Confidential/Proprietary Information in Application**

Applicants must specifically identify those portions of their **applications deemed to be confidential, proprietary information or trade secrets**, which should not be disclosed by TCP. **Such confidential/proprietary information must be easily separable from the non-confidential sections of the application.**

**TO:**

### **B.1. Application Submission**

Applications must be sent via email and received by the closing date and time to [rfp@community-partnership.org](mailto:rfp@community-partnership.org)

### **B.2. Application Style**

All applications must be submitted as a Portable Document Format (PDF) file electronically via email attachment. Each application will have numbered pages, with type not less than 12 points and double line spacing.

Facsimile and hard copy applications **will not** be accepted. Unnecessarily elaborate applications beyond the information needed to present a complete and effective response to this solicitation are not desired.

### **B.3. Application Form and Content**

Section F provides instructions regarding the format and required contents of the response to this SOLICITATION.

### **B.4. Confidential/Proprietary Information in Application**

Applicants must specifically identify those portions of their applications deemed to be confidential, proprietary information or trade secrets, which should not be disclosed by TCP. Such confidential/proprietary information must be easily separable from the non-confidential sections of the application.

## **4. MODIFY SECTION F: INSTRUCTIONS FOR APPLICATION AND FORMAT FOR RESPONDING TO TCP SOLICITATION 3-2017**

**FROM:**

These instructions contain the required content and format for agencies to submit an application for funding under **SOLICITATION TCP 3-2017**. Applicants must adhere to the form outlined in these instructions, including page limitations, in order for their application to be reviewed for funding. All narratives should be formatted as described below within the given page limits.

Narratives and other attachments to your application must follow the following format guidelines:

- Page Size: 8.5" x 11"
- Margins: one-inch all around
- Font: Arial
- Font (regular text): 11 point
- Font size/style for headings: 16 point, Bold. (subheadings - 11 point, Bold.)
- Spacing: Double-spaced
- Headers: Left-justified - indicate the rating factor or executive summary.
- Footers: Left-justified - name of applicant. Right-justified - page number out of total pages. (ex. Page 1 of 3)

### **F.1 Authorization for Application and Summary Information (Maximum 2 pages)**

- A. Date the application is submitted to TCP.

## **TCP SOLICITATION 3-2017 MODIFICATION 4**

- B. Name and business address of the organization(s); include both the full legal name of the organization and its commonly used name, if different.
- C. Provide phone number and facsimile number (if any) of the organization applying.
- D. Provide contact person of the organization applying, include their phone number.
- E. State the total annual budget of the organization(s) and fiscal year used for accounting.
- F. State the total budget for the work proposed in this application, including both cash and in-kind and volunteer resources to be applied to this work.
- G. State the total funding requested by this application.
- H. Include the organization's Federal tax identification (EIN) number.
- I. At the end of this section provide a signature of the person in the organization with authority to contract.

### **F.2 Evaluation Criteria (Maximum 25 pages)**

See Section E.

#### **TO:**

These instructions contain the required content and format for agencies to submit an application for funding under **SOLICITATION TCP 3-2017**. Applicants must adhere to the form outlined in these instructions, including page limitations, in order for their application to be reviewed for funding. All narratives should be formatted as described below within the given page limits.

Narratives and other attachments to your application must follow the following format guidelines:

- Page Size: 8.5" x 11"
- Margins: one-inch all around
- Font: Times New Roman
- Font (regular text): 12 point
- Font size/style for headings: 16 point, Bold. (subheadings - 12 point, Bold.)
- Spacing: Double-spaced
- Headers: Left-justified - indicate the rating factor or executive summary.
- Footers: Left-justified - name of applicant. Right-justified - page number out of total pages. (ex. Page 1 of 3)

### **F.1 Authorization for Application and Summary Information (Maximum 2 pages)**

- A. Date the application is submitted to TCP.
- B. Name and business address of the organization(s); include both the full legal name of the organization and its commonly used name, if different.
- C. Provide phone number and facsimile number (if any) of the organization applying.
- D. Provide contact person of the organization applying, include their phone number.
- E. State the total annual budget of the organization(s) and fiscal year used for accounting.
- F. State the total budget for the work proposed in this application, including both cash and in-kind and volunteer resources to be applied to this work.
- G. State the total funding requested by this application.
- H. Include the organization's Federal tax identification (EIN) number.
- I. At the end of this section provide a signature of the person in the organization with authority to contract.

### **F.2 Evaluation Criteria (Maximum 25 pages)**

See Section E.

**TCP SOLICITATION 3-2017  
MODIFICATION 4**

**5. MODIFY SECTION A.5. Eligible Organizations, Conflict of Interest, and Limits on Funding to Primary Religious Organizations**

**FROM:**

- E. Applicants must provide a Fire Watch Services Patrol Plan for each facility. Typically, fire watch services are required when all or part of the fire alarm system is malfunctioning in the facility. This plan must be detailed and compliant with all existing District regulations. All Fire Watch Patrol Plans must be reviewed and approved by the District of Columbia's Fire Marshal before being implemented at the site

**TO:**

- E. Applicants must be prepared to provide a Fire Watch Services Patrol Plan for each facility as one will be requested from the successful applicant. Typically, fire watch services are required when all or part of the fire alarm system is malfunctioning in the facility. This plan must be detailed and compliant with all existing District regulations. All Fire Watch Patrol Plans must be reviewed and approved by the District of Columbia's Fire Marshal before being implemented at the site.