

REQUEST FOR PROPOSALS TCP 3-2017

“Security Services”

Issuance Date: December 4, 2017

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

INTRODUCTION

TCP is seeking proposals from which it will award one or more contracts to provide security services at the following District of Columbia-owned or -leased facilities:

- DC General Family Shelter: 1900 Massachusetts Ave SE, Main Building and Building 12 Washington DC 20003
- Family Shelter, Days Inn: 2700 New York Ave NE, Washington DC, 20002
- Family Shelter, Quality Inn: 1600 New York Ave NE, Washington DC, 20002
- Harriet Tubman Women’s Shelter: 1900 Massachusetts Ave SE Building 27 Washington DC 20003
- Patricia Handy Place for Women: 810 5th Street NW Washington DC 20001
- 801 East Men’s Shelter: 2700 Martin Luther King Jr. Ave SE Washington DC 20032
- New York Avenue Men’s Shelter: 1355 New York Ave NE Washington DC 20002
- Adams Place Men’s Shelter: 2210 Adams Place NE Washington DC 20018
- Kia’s Place: 713 50th Street NE Washington DC 20019
- La Casa TRP: 1131 Spring Rd NW Washington DC 20010
- Partner Arms 3: 342 37th Street SE Washington DC 20019

SECTION A: GENERAL DESCRIPTION

A.1. Funding Source and Amount of Funding Available and Leveraged Resources

Funding Source and Amount of Funding Available:

The funding source is the District of Columbia. \$10,113,506.56 is available under this solicitation.

Individual bidders are not required to provide security services at all program sites listed above. TCP may select one or multiple proposals to ensure all program sites listed above receive security services. Proposals from current security vendors and vendors that do not currently provide security services at homeless services programs will be accepted. The selected organizations will be awarded firm-fixed price contracts.

Leveraged Resources:

Organizations that can leverage in-kind or cash contributions to support operations would receive extra consideration.

A.2. Site-Specific Detail

Facility	Population	Square Footage
DC General	Families	32,312
Days Inn	Families	71,360
Quality Inn	Families	54,175
Harriet Tubman Women’s Shelter	Unaccompanied Women	15,000
Patricia Handy Place for Women	Unaccompanied Women	32,246
801 East Men’s Shelter	Unaccompanied Men	60,608
New York Avenue	Unaccompanied Men	30,900
Adams Place	Unaccompanied Men	12,546
La Casa TRP	Unaccompanied Men	6,900
Partner Arms 3	Families	15,420

A.3. Minimum Proposal Requirements

The awardee shall ensure that security guards will perform a variety of security-related duties, depending on the type of posts to which they are assigned. Each security guard post will have a Security Guard Post Assignment Record (Post Orders). Any changes to Post Orders or changes to patrol protocol must be approved by TCP prior to implementation. At a minimum, Post Orders must be submitted to TCP for approval annually.

The awardee shall ensure that security guards are thoroughly familiar with the Post Orders at all posts where they are assigned to work. Under no circumstance should any security guard neglect his/her assigned duties in order to familiarize him/herself with post orders.

The awardee shall ensure that security guard post assignments may include, but are not limited to the following duties and responsibilities:

- a) Access control
- b) Package screening
- c) Personnel screening
- d) Traffic control
- e) Visitor processing
- f) Communications and dispatching
- g) Patrol operations
- h) Emergency and event response

The awardee shall ensure that security guards are familiar with the area of their posts. Off-going guards should provide a brief to on-coming guards of the events and occurrences that occurred during the shift, are continuing, or are anticipated for the post.

The awardee shall ensure that security guards are mentally alert and physically ready to operate and enforce the access/egress control.

The awardee shall develop and submit a Code of Conduct policy for all security staff. The policy shall ensure that staff are professional towards clients at all times during shift hours and any corrective action measures that will be enforced if a security guard violates the code of conduct.

The awardee shall ensure that security guards assigned to access/egress posts shall be knowledgeable of the location and use of the nearest first aid kit, fire extinguisher, fire alarm, emergency exit, and duress alarm (if any), and shall be ready, willing, and able to use them as necessary and as required by the post orders.

The awardee shall ensure that security guards will control access to the post area by observing, detecting, and reporting violations of post regulations as directed by the Post Orders. Security guards shall provide and maintain complete and effective surveillance, inspection and protection of all internal and perimeter areas within the designated parameters and limits of the assigned post.

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The awardee shall ensure that security guards will process visitors as directed in the Post Orders by verifying visitors' identification, contacting agency sponsors or escorts, fabricating and issuing visitor passes, entering and maintaining data on visitor logs or automated visitor data base programs, and ensuring visitors are presented for appropriate personnel and package screening.

The awardee shall ensure that security guards perform package inspection when and as directed by the Security Guard Post Assignment Record (Post Orders), or as directed by TCP in the event of an emergency or an elevated security posture. These inspections may be conducted using automated technology or by manual, visual surveillance and include, but are not limited to, inspection of packages, briefcases, purses, canisters, bags, valises, and other containers in the possession of visitors, employees, and other persons arriving on, working at, visiting, or departing from the facility. Admittance will be denied to those persons refusing to submit to a voluntary inspection, except for those persons exempted by specific Government directive.

The awardee shall ensure that security guards will be responsible for operating all security equipment on post, such as X-ray machines, and magnetometers and for monitoring closed circuit television (CCTV). No security guard shall be permitted to work alone on any post containing security equipment without prior training on that specific equipment.

The awardee shall ensure that security guards will be required to conduct and report on security equipment performance tests as directed in the Post Orders. Daily, weekly, or monthly performance tests may be conducted on security equipment such as walkthrough and hand-held magnetometers, x-ray machines, ionizers, air samplers, under-carriage inspection systems, active traffic barriers, and other automated security devices. The results of the tests are to be recorded as directed in the Post Orders.

The awardee shall ensure that security guards will be required to answer questions and provide directions to clients regarding non-programmatic related inquiries. Prior to arriving on duty, each security guard shall be familiar with the name, address, and location of his/her post, as well as the post orders of the assigned post. Each security guard shall be familiar with the locations within the facility of the most commonly sought-after offices or locations, such as service offices, restrooms, elevators, entrances and exits, retail spaces, and parking areas, and shall provide that information to any visitor upon request.

The awardee shall ensure that security guards will conduct patrols in accordance with routes and schedules established in the Post Orders. They will observe, detect, report, and respond to all suspected or apparent security violations. Roving security guards will be responsible for maintaining logs, reports, and files of all incidents and occurrences encountered during the patrol tour. Patrol duties will be performed in a professional manner, with the security guards responsible for observing the environment, and, when necessary, questioning those persons whose activities arouse suspicion. Patrol security guards will serve as the first responder to all security alarms and emergencies occurring within the area of assignment.

The awardee understands that some posts may require a combination of fixed hours at a security guard booth and roving patrols. Security guards should adhere to the patrol schedule as outlined in the post orders or as directed by TCP.

The awardee shall ensure when required by the Post Orders, security guards will direct traffic (vehicular and pedestrian), control parking, issue traffic courtesy violation notices, and observe the environment for suspicious vehicles or persons. Security guards may operate traffic control points and identify, delay, and detain all suspicious vehicles and personnel as necessary to maintain a level of security sufficient to ensure the safety and protection of all personnel, property, and resources within the facility property lines.

The awardee understands that security guards will be responsible for receiving and using keys, "key cards," lock combinations, etc, that are issued for the security guards' use. Keys and access control devices shall be safeguarded and secured as sensitive assets as directed by Post Orders. All such keys and access devices are the property of the Government and are to be returned to the issuing agency at the expiration of the agreement.

The awardee shall ensure that security guards are not be permitted to remove the keys and other access control devices from the facility premises unless specifically authorized by TCP. Keys or access control devices that are missing, lost, unusable, and/or stolen shall be immediately reported to TCP, and the security guard's supervisor as soon as the security guard detects the loss or the problem. the awardee shall reimburse the Contractor for costs associated with lost, stolen, or damaged keys and access control devices that were under the control of a contract security guard at the time of their disappearance.

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The awardee shall ensure that security guards will monitor and operate building alarm systems, closed circuit television systems, automated access control systems, package and personnel screening systems, communications systems, and other protection devices or building equipment located on or near the post, in accordance with the Post Orders.

The awardee shall ensure that when an alarm sounds, the security guard shall immediately report and record the incident as required by the Post Orders and shall record the incident in an electronic log that will be submitted to TCP on a monthly basis.

The awardee shall ensure that security guards do not disengage, shut off, remove, reposition, obstruct, or in any way interfere with the Government video surveillance cameras/systems.

The awardee shall ensure that security guards immediately notify their supervisor and TCP if any of the systems under their control malfunction, fail completely, or otherwise need maintenance.

The awardee understands that security guards may be required to lock or unlock specific entrances/exits and turn on/off lights in their duty area at specific times as prescribed in the Post Orders.

The awardee shall ensure that security guards will monitor and observe building occupants and visitors for compliance with the program and the facility's posted rules and regulations. Security guards shall also identify, report, delay, or detain those persons who violate the rules and regulations as appropriate and in accordance with the Post Orders.

The awardee shall ensure that security guards maintain physical security, law and order as prescribed by statute, regulation, and Post Orders. Security guards are responsible for detecting, delaying, detaining, and/or apprehending persons attempting to gain unauthorized access to Government property or otherwise violating laws, rules, and regulations.

The awardee shall ensure that security guards shall prevent, discover, delay, and/or detain persons attempting to gain unauthorized access to property and/or personnel at the facility being protected. Security guards shall report all such incidents in accordance with established procedures as detailed in the Post Orders, which shall include reporting on unusual incidents.

The awardee shall ensure that security guards turn off unnecessary lights; check safes and security containers, lock repositories, and cabinets; close and secure open windows; close and secure doors, gates and other facility access points; and perform any other additional duties as prescribed in the Post Orders.

The awardee shall ensure that security guards shall prepare and maintain required reports in accordance with the Post Orders regarding security-related issues, such as accidents, fires, bomb threats, unusual incidents and unlawful acts, and provide these reports to those officials specified by TCP.

The awardee shall ensure that while on duty, security guards shall report threatening circumstances and potentially threatening activities they observe to the Metropolitan Police Department and, notify to TCP. Whenever possible, security guards are encouraged to report a serious or potentially serious problem before responding so that they may receive all necessary backup and support to lessen or eliminate the potential threat.

The awardee will ensure that any call from shelters are routed to a central dispatcher who determines whether the Metropolitan Police Department or Protective Services Division is notified.

The awardee understands that security guards may be required to testify in various judicial proceedings on behalf of the Contractor or District of Columbia.

The awardee shall ensure that security guards will be required to perform other such functions as may be necessary in the event of situations or occurrences such as civil disturbances, attempts to commit espionage, sabotage, or other criminal acts adversely affecting the security and/or safety of the staff, program participants, DHS employees, or visitors.

The awardee shall ensure that in case of an emergency condition requiring immediate attention, the security on-site supervisor or the shift supervisor shall take action to divert uniformed personnel from their normal assigned duties to meet the condition and summon appropriate assistance as may be required in the Occupant Emergency Plan. the awardee shall immediately notify TCP of

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action taken. No additional cost shall be charged for the diversion, and the awardee shall not be penalized for the normal daily work not completed which was otherwise scheduled. Incidents of this nature shall be reported in accordance with procedures outlined in the Officer's Duty Book. As soon as the situation is resolved employees should return to their assigned posts and duties.

The awardee understands that in some situations, security guards may be required to act independently as the primary security response until law enforcement assistance arrives.

The awardee shall ensure that security guards and staff sign-in when reporting for work and shall sign-out when leaving. Employees who patrol between buildings will sign in and out at each building visited. The Contractor shall specify the on-site registration points and the awardee shall use those points for this purpose. Relief security guards will sign in and out at each post visited.

The awardee shall ensure that security guards treat clients at a high standard of professionalism, dignity, safety, service quality, and respect. No client shall be a victim of verbal, emotional, or physical abuse by staff.

The awardee will designate a staff person to attend and participate in the monthly Interagency Council Agency Security Meetings.

The awardee shall ensure security guards do not smoke at or within 50 feet of the facility.

The awardee shall ensure staff attend training session mandated by the contract.

The awardee shall ensure all personnel are trained and hold required licensures.

The awardee shall be allowed to provide additional services based on surge level or additional security needs listed in this RFP. the awardee shall only execute the additional services upon written approval from TCP.

A.4. Trauma Informed Security and Program Sites Exclusively Serving Unaccompanied Women:

The reality of security is necessary but intrusive and intimidating for many women; there is a dramatic discrepancy in power between the security officer and client, which is reminiscent of a woman's traumatic experience(s), where an imbalance of power was always present, regardless of the officer's gender. Trauma is created when an individual is exposed directly or indirectly to an overwhelming event or experience that involves a threat to one's physical, emotional, and/or psychological safety. Regardless of age or gender, individuals experiencing homelessness are particularly vulnerable to injury, accident, and assault. For women in particular, the experience of trauma, both before and during episodes of homelessness, is extremely common. A majority of homeless women have experienced severe physical and/or sexual assault at some point in their lives. Combined with mental illness, social isolation, substance use, and the perils of poverty, symptoms of past and present trauma can create barriers and challenges for women and the service providers working with them.

Specialized expertise is not necessary to institute what are commonly known in the criminal justice system as "universal precautions" that minimize the risk of re-traumatization and ultimately result in a decrease in physical violence within institutions. Examples of these precautions include giving advance notice and step-by-step explanation around inspections, avoiding the use of restraints whenever possible, and learning "grounding" techniques to help women manage their own out of control emotions. For guidance in doing so, security providers may look to action steps that leadership at women's correctional facilities across the country have taken:

- A. Support and train staff to be more trauma informed: Present basic information on trauma, including what trauma is and how it affects the brain and body, trauma-related symptoms and behaviors, gender and culturally specific coping mechanisms, and practices to facilitate staff, and client safety and stability; demonstrate how routine operational practices, such as pat downs, bag inspections, and dorm inspections, can be conducted in a trauma informed manner; respond to clients' disclosures of trauma respectfully and effectively; practice de-escalation techniques during volatile situations; and identify and maintain professional boundaries.
- B. Adopt trauma informed language, communication, and terms: guards can adjust how they communicate with one another and with clients, including the words and phrases they use, particularly those used to describe and carry out operational practices. This includes communicating with each other and clients in a respectful manner; being aware of noise levels:

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talking softly and commanding attention when necessary without shouting or yelling; practicing patience and good listening skills; and using words and phrases that are more trauma-informed.

- C. Make existing operational practices more trauma-informed: analyze the procedures that are most likely to be significant trauma triggers for women in the facility (e.g., inspections and pat downs, dorm searches, use of restraints, cross-gender supervision) and consider how each procedure can be completed in a more trauma informed manner.

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

Eligible Organizations:

Organizations that are incorporated or registered to do business in the District of Columbia, that can provide a DC Department of Consumer Regulatory Affairs (DCRA) Certificate of Good Standing and a DC Office of Tax and Revenue (OTR) Certificate of Good Standing, and that meet the following conditions may apply under this solicitation.

Additionally, applicants must meet the following conditions may apply under this RFP:

- A. Applicants must have and articulate specific experience providing security services in a residential setting. TCP will not accept applications from any organization that does not demonstrate such experience.
- B. Applicants shall possess all licenses and certifications to perform services. the awardee bears the sole burden for ensuring that all legally required licenses and permits are obtained and renewed as specified by the regulating agency.
- C. Applicants must be certified by the District of Columbia Department of Small and Local Business Development (DSLBD) as a Small Business Enterprise (SBE). A certification acknowledgment letter must be included as an attachment to proposals.
- D. Applicants must articulate a plan for a comprehensive Security Guard Post Assignment Record (Post Orders) for each facility designed to adequately staff and meet the standard service level requirements outlined in this RFP and in accordance with the most current industry standards. At a minimum the Post Orders shall define the number of guards, specific duties, hours of operation, and training requirements.
- 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

Conflict of Interest:

Applicants must avoid any conflict of interest in carrying out activities funded by the District of Columbia. Generally, this means that a person who is an employee, otherwise in a decision-making position, or has information about decisions made by the organization (such as an agent, consultant, volunteer, Board member, officer or elected or appointed official of the organization) may not obtain a personal or financial interest or benefit from the organization's activity, including through contracts, subcontracts, or agreements. This exclusion continues during the employee's tenure and for one year following employment.

As part of general guidelines for the procurement of goods and services, organizations are required to have a "code of conduct" or "conflict of interest" policy in place that prohibits employees, officers, agents, or volunteers of the organization from participating in the decision-making process related to procurement if that person, or that person's family, partner, or any organization employing any of the above has a direct financial interest or benefit from that procurement. In addition, these persons may not accept any gratuity, favors, or anything of monetary value from a contractor, consultant, or other entity whose services are procured for the organization. Organizations should develop standards for avoiding such apparent or potential conflicts. Such standards must include written policy that is part of the employee policies. Employees and board members are required to sign a statement indicating that they have read the policy and will comply.

Limits on Funding to Primary Religious Organizations:

In order to uphold the basic provisions of separation of church and state, a number of conditions apply to the provisions of funding to organizations that are primarily religious in nature. These provisions generally require that when funded, the religious organization will provide services in a way that is free from religious influences and in accordance with the following principals:

- The organization will not discriminate against any employee or applicant for employment on the basis of religion, and will not limit employment or give preference in employment on the basis or religion.

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- The organization will not discriminate against, limit services provided to, or give preference to any person obtaining shelter, other service(s) offered by the project, or any eligible activity on the basis of religion and will not limit such service provision or give preference to persons on the basis of religion.
- The organization will not provide religious instruction, counseling, religious services, worship, engage in religious proselytizing, or exert other religious influences in the provision of shelter or other eligible activities.

Requiring that a program participant attend religious services or meetings as a condition of receiving other social services at the organization (such as shelter or a meal) is not allowed under this provision. Allowing participant to choose to take part in services or meeting offered by the organization as they wish, is allowable.

A.6. Pre-Application Meeting

A pre-application meeting will be held on January 10, 2018, at 10:00 am, at 801 Pennsylvania Avenue, SE. Persons or organizations planning to attend should RSVP to rfp@community-partnership.org no later than January 9, 2018, at 5:00 pm. Persons or organizations unable to attend the Pre-Application Meeting, but who wish to be considered for funding under this solicitation must register with TCP, in writing, via email no later than January 10, 2018, at 5:00pm.

TCP will announce a schedule for touring facilities where security services are to be provided following the Pre-Proposal Conference.

A.7. Queries and Amendments

Requests for information about this announcement should be addressed in writing to:

Jose Lucio
rfp@community-partnership.org

No informational visits or phone inquiries regarding this will be allowed. Prospective applicants may address written questions about this solicitation to rfp@community-partnership.org. Questions will be accepted from the date the solicitation is released until January 15, 2018. Written responses will be provided to all registered prospective applicants as an addendum to this solicitation no later than January 16, 2018 at 5:00 pm.

A.8. Application Closing Date

Applications must be submitted electronically no later than February 9, 2018, at 2:00 p.m. Applications received after the closing date and time will not be considered unless they are the only applications received.

A.9. Initial Offers and Negotiations

TCP may negotiate with applicants for the purpose of obtaining the best price, or arriving at a statement of work that is most advantageous to the functioning of the project.

A.10. Award Notification

From the date of notification until the effective date of the award, it shall be the responsibility of the successful applicant to advise TCP of any change in status regarding its ability to comply with the requirements mandated for the fulfillment of the terms of the contract.

A.11. Retention of Applications

All applications will be retained by TCP and will not be returned to the applicants.

A.12. Protests

Any applicant may file a protest in connection with this solicitation addressed to Judith Dobbins, Chair of the Board of Directors of The Community Partnership for the Prevention of Homelessness (TCP), with a copy to Sue Marshall, Executive Director of The Community Partnership for the Prevention of Homelessness, stating the reason for the protest and providing written evidence or documentation. Protests will be acted on by the Board of Directors of TCP within two meetings of the Board following receipt of the protest. Decision of the Board of Directors shall be final. Protests should be addressed in writing to:

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Judith Dobbins, Board Chair
cc: Sue Marshall, Executive Director
The Community Partnership for the Prevention of Homelessness
801 Pennsylvania Avenue, SE
Suite 360
Washington, DC 20009

SECTION B: APPLICATION PREPARATION AND SUBMISSION

B.1. Application Submission

Applications must be sent via email and received by the closing date and time to 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

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.

SECTION C: REQUIREMENTS

C.3. Organizational Experience

Organizational and Background Information:

State the full name and address of your organization and, if applicable, the branch office or other subordinate elements that will perform, or assist in performing, the work. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the jurisdiction in which it is incorporated. Provide the following information: Year Company /Organization was established. Is your company / organization a subsidiary of another company / organization - If yes, information should be included for both parent and subsidiary. Current Number of Company Employees. Provide evidence of your financial strength and ability to manage accounts relative to the size and scope you are bidding – examples may include recent annual reports, income statement, balance statement, and/or equivalent information (independent statement of net worth)

Prior Experience:

Applicants must indicate relevant experience that demonstrates the ability to successfully manage a contract for the services defined by this RFP. Include sufficient detail to demonstrate the relevance of this experience to the size and scope of the locations that you are bidding. Proposals submitted should include, in this section, descriptions of at least one qualifying relevant experience to include project/client descriptions, costs, and starting and completion dates of projects/contracts successfully completed.

Additionally, applicants must demonstrate experience in the following areas:

- Emergency Management Procedures: Applicants must demonstrate their procedures for managing an occupied facility during crises, that may include but aren't limited to:
 - Natural disaster
 - Facility deemed unsafe
 - Standard evacuation procedures

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- Fire Watch Patrol Services Plan: Applicants must provide a sample Fire Watch Patrol Plan that has been implemented at a site where they provided services

The applicant should provide references and supporting data on successful outcomes and service delivery.

C.1. Scope of Work and Work Plan

Applicants must propose a scope of work that demonstrates how the services provided will ensure procedures are in place to provide a safe environment for the clients, visitors, and staff at the proposed services sites. Post Orders must clearly define how officers will carry out their daily activities to ensure the requirements and expectations listed in this RFP are met.

C.2. Staffing Plan

All bidders must provide a staffing plan that addresses to how they will deliver security services in a manner that is trauma informed. The staffing plan should include:

- Before Job Placement: Explain the type of training that is provided to the employees prior to placing them on the job assignment;
- On the Job Training (OJT): Provide the duration of the training, what the training consists of, the credentials/qualifications of the instructor, etc.; and
- On-Going Training: Provide any on-going training that your company provides to employees; (i.e. weekly, quarterly, semi-annual training, attendance to seminars, certifications held, etc.).

Bidders proposing to provide security services at sites exclusively serving women must address how they will appropriately fill key staff positions where sensitivity to the specific barriers and experiences of unaccompanied homeless women is especially important.

The response must also include a detailed staffing structure, which at a minimum outlines the following:

- Staffing schedule;
- Procedures for when there is a shortage in staffing; and
- The number of staff required for each location.

This staffing plan will apply to fire watch personnel when applicable.

C.3. Budget and Budget Narrative

Budget:

Projects will submit a detailed project budget, using the Excel forms provided with this RFP. The budget must indicate the total funding required for the project and denote the itemized costs which are being requested. There are two budget sheets, one for operating costs and one for personnel costs. Ensure the budget includes line items for ALL of the minimum required services described in the RFP.

Budget Narrative:

The budget narrative should clearly define the purpose intended for requested funds by identifying and justifying the need for project activities. This narrative should be presented in an organized, concise format that includes:

- A detailed description for each line item, which breaks down monthly costs and the anticipated number of clients to be served or other detail, as appropriate. Sufficient information must be provided to indicate accuracy of projected costs.
- A description of leveraged in-kind or cash match resources the program will be able to utilize

Audit:

Applicants must submit their most recent Certified Audited Financial Statement.

C.4. Recordkeeping, Program Data Collection, Training and Reporting Requirements

The awardee must develop and maintain a Security Services Assignment Record specific to each facility where it will deliver services, for the purpose of tracking how the awardee adequately staff service sites and meet the standard service level requirements outlined in this RFP and in accordance with the most current industry standards.

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Awardee must also maintain a record of all company and individual employee licensing and certifications required under this RFP.

C.6. Monitoring and Evaluation

The provider will be monitored and evaluated by TCP according to its scope of work and performance objective which will be an integral part of its awarded contract. TCP will at all times have access to the work being performed under the contract, wherever it may be in progress. TCP will review program data, observe program operations, interview staff and participants, examine program and financial records regarding the contract, and review records regarding volunteer hours, in-kind contributions, or cash resources which the applicant has declared as part of their match for accomplishing program objectives.

SECTION D: OTHER TERMS AND CONDITIONS

Any contract resulting from this solicitation shall be subject to the following terms and conditions:

D.1. First Source

The successful applicant will be required to comply with the Department of Employment Services (DOES) First Source Employment Program. The First Source Employment Program ensures that District residents are given priority for new jobs created by municipal financing and development programs.

D.2. Audits

The successful applicant will be expected to maintain complete and accurate records substantiating all actual expenditures and leaving a clear audit trail to the point of origin. At any time during the period of the grant or for three years thereafter, TCP and/or the Government of District of Columbia may have the applicant's financial and program records audited. Any contract payments found not to have been spent on agreed upon and allowable program purposes shall be returned to TCP. TCP will also require that all successful applicants have an annual independent audit of their contract-related program conducted, and its pricing limits assume that this administrative cost will be part of the project's budget.

The Applicant must provide in its responses to this solicitation a copy of its most recent financial audit.

D.3. Insurance

The standard insurance provisions required by the District of Columbia Department of Human Services contracts will be applicable to this contract:

1. The awardee, at its expense, shall obtain the minimum insurance coverage set forth below prior to award of the Contract and keep such insurance in force throughout the contract period. A Certificate of Insurance naming "The Community Partnership for the Prevention of Homelessness 801 Pennsylvania Ave SE, Suite 360, Washington, DC 20003" as an additional insured for all coverage except automobile and worker's compensation and proof of current insurance coverage for any coverage not listed on the certificate shall be forwarded to TCP at the time of contract execution.
2. The awardee shall carry general liability coverage of up to one million dollars (\$1,000,000).
3. The awardee shall carry Umbrella/Excess Liability with a five million dollar (\$5,000,000) limit per occurrence.
4. If the awardee uses any vehicles in connection with this contract, the awardee shall carry automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property liability covering the operation of all automobiles. Policies covering automobiles shall provide coverage of up to two hundred thousand dollars (\$200,000) per person and five hundred thousand (\$500,000) per occurrence for bodily injury and twenty thousand dollars (\$20,000) per occurrence for property damage.
5. If the awardee shall carry Workers' Compensation insurance, including employer's liability coverage, covering all of its employees employed upon the premises and in connection with its other operations pertaining to this Contract, and shall comply at all times with the provisions of the Workers' Compensation laws of the District or other state if the Contract work is performed outside of the District of Columbia. The policy shall provide for one hundred thousand (\$100,000) per accident for injury, one hundred thousand (\$100,000) per employee for disease with a five hundred thousand (\$500,000) policy limit for disease.
6. When the awardee's scope of work includes the provision of professional case management services, the awardee shall carry Professional Liability Insurance of \$1,000,000 per claim.

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7. All insurance provided by the awardee as required by this section, except comprehensive automobile liability and Workers' Compensation insurance, shall set forth TCP as an additional insured. All insurance shall be written with responsible companies licensed by the District's regulatory agency (DCRA) to do business in the District. The policies of insurance shall provide for up to thirty (30) days written notice to TCP prior to their termination or material alteration.
8. At its option, the awardee may maintain the above stated minimum levels of insurance through a self-insurance plan. Should this option be exercised, the awardee is relieved of responsibility to comply with Article XII, Item 6 however the awardee must certify in writing to TCP at the time of contract execution that coverage is maintained through a self-insurance plan.

D.4. Compliance with Tax Obligations

Prior to receipt of a contract as a result of this SOLICITATION, a successful applicant must be in compliance with District and Federal tax requirements. Appropriate documentation of these facts from the District Department of Consumer and Regulatory Affairs must be provided when requested by TCP.

SECTION E: EVALUATION CRITERIA

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 25 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 (10 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).

SECTION F: INSTRUCTIONS FOR APPLICATION AND FORMAT FOR RESPONDING TO TCP SOLICITATION 3-2017

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)

TCP SOLICIATION 3-2017

- 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 20 pages)

See Section E.

SECTION G: Documents Incorporated

The following documents are incorporated and made part of this solicitation:

- A. Homeless Services Reform Act of 2005 – including all amendments enacted since its passage
- B. TCP’s Policy on Serving Transgender and Gender Nonconforming Clients



Attachments:

- 1. Budget Forms
- 2. Capacity by Program Site
- 3. Contract Deliverables