



**Christopher J. Gagliastro, MCPPO**  
**Purchasing Agent**

**RFP NO. 7852-W3**  
**ISSUANCE DATE: 7/15/22**

**BUYER: Christopher J. Gagliastro, MCPPO**

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
REQUEST FOR PROPOSALS  
NOTICE TO PROPOSERS**

**RFP TITLE: Consultant – Safety & Security / WPS**

***REFER TO PAGE 7 FOR PROPOSAL SUBMISSION INFORMATION***

**General Conditions:**

All proposals are subject to the terms, conditions and specifications herein set forth:

1. **Scope: Provide professional consulting services for safety and security planning as per the attached requirements and specifications of the City of Worcester Public Schools.**
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the amount of N/A must accompany this proposal. This must be submitted under separate sealed cover marked "Proposal Security." In the case of default, the surety shall be forfeited to the City as liquidated damages.
3. All terms and conditions are applicable to this proposal except the following section(s) which are hereby deleted from this RFP: 4, 22, 23, 27
4. A performance bond in the amount of not applicable will be required. If this proposal is accepted by the City and the Proposer shall fail to contract as set forth in these requirements and to give a bond in the aforementioned amount, within ten (10) days, (not including Sundays, Saturdays, or a legal Holiday) from the date of the mailing of a notice from the City to the Proposer, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the proposer has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the proposal security accompanying this proposal shall become the property of the City as liquidated damages. Performance bond shall be on the City's form only (see sample on pages 12-13).

**Any prospective proposer requesting a change in or interpretation of existing specifications or terms and conditions must do so within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal opening date. All requests are to be in writing to the Purchasing Division. No changes will be considered nor will any interpretation issued unless request is in our hands within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal submission date.**

**Any inquiries related to technical or contractual matters must be submitted in writing to:**

**Christopher J. Gagliastro, MCPPO  
Purchasing Director  
City of Worcester, City Hall  
455 Main Street, Room 201  
Worcester, MA 01608  
[gagliastroc@worcesterma.gov](mailto:gagliastroc@worcesterma.gov)**

5. Nothing herein is intended to exclude any responsible Proposer or in any way restrain competition. All responsible Proposers are encouraged to submit proposals. The City encourages participation by Minority and Women Owned Business Enterprises (M/WBE).
6. The following meanings are attached to the defined words when used in this RFP.
  - a) The word "City" means The City of Worcester, Massachusetts.
  - b) The word "Proposer" or "Respondent" means the person, firm or corporation submitting proposal on these specifications or any part thereof.
  - c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
  - d) The words "Firm Price" shall mean a guarantee against price increase during the life of the contract.
7. All proposals and other documents relating to this RFP are subject to the public records provisions of M.G.L. c.30B and shall remain confidential until the time specified in c.30B section 6 (d).
8. All material submitted by vendors becomes the property of the City. The City is under no obligations to return any of the material submitted by a vendor in response to this RFP.
9. Each vendor's proposal must remain in effect for at least 120 days from the deadline for its submission. The City will decide upon acceptance within 120 days of submission.
10. It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the Contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color,

religious creed, national origin, sex, age or ancestry.

11. The City reserves the right to accept or reject any or all proposals submitted and waive informalities and technicalities.
12. The City will review and analyze each proposal and reserve the right to interview selected proposers. The City shall select the proposer, which in the City's opinion, has made the proposal best suited to the needs and goals of the City and its operations and deemed to be in compliance with the terms of this RFP.
13. The Contractor will be required to indemnify and save harmless the City of Worcester for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc. during the contract derived from this RFP.
14. The Contract Agreement will be drafted by the City's Law Department in compliance with the terms of the RFP and may incorporate the terms of this RFP and of the proposal selected.
15. The Proposer must certify that no official or employee of the City of Worcester, Massachusetts, is pecuniarily interested in this proposal or in the contract which the proposer offers to execute or in expected profits to arise therefrom, unless there has been compliance with the provisions of G.L.C. 43 section 27, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
16. Any proposal withdrawn after time and date specified, the proposer shall forfeit deposit on proposal as liquidated damages.
17. A vendor conference will be held as follows:     n / a
18. The Contractor shall not assign, transfer, sublet, convey or otherwise dispose of any contract which results from this RFP, or its right, title or interest therein or its power to execute the same to any other person, firm, partnership, company or corporation without the previous consent in writing of the City. Should the Contractor attempt any of the above without the written consent of the City, the City reserves the right to declare the Contractor in default and terminate the contract for cause.
19. The Contractor shall obtain and maintain in force at all times during the term of the contract derived from this RFP, insurance coverage pertaining to Public Liability, Property Damage and Worker's Compensation as outlined in Section IV. INSURANCE REQUIREMENTS of this RFP.
20. The Contractor shall carry Public Liability Insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone in his or her employ during the execution of the contract derived from this RFP.
21. Prior to starting on the contract derived from this RFP, the Contractor shall deposit with the Purchasing Division, certificate from the insurer to the effect that the insurance policies

required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the City.

22. All prices quoted must include inside delivery, and set-up in place F.O.B. destination to pre-designated City of Worcester departments.
23. No special charges will be allowed for rigging, packing, crating, freight, express, or carriage unless specifically stated and included in the vendor's proposal.
24. The award to the successful proposer may be cancelled in the event of vendor nonperformance as may be determined by the City.
25. The successful proposer shall comply with all applicable federal, state and local laws, ordinances, and regulations. The awarded contract shall be governed under the laws of the Commonwealth of Massachusetts.
26. Purchases made by the City are exempt from Federal and Massachusetts state taxes and proposal prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
27. When the contract is executed, a performance bond, in the full amount of the contract, is required. See paragraph 4. The bond will be of a surety company qualified to do business under the laws of the Commonwealth of Massachusetts. The cost of this bond is the vendor's responsibility. Bonds shall remain in force and effect thru the performance of the contract.
28. Expenditures by the City and authorization to spend for particular purposes are made on fiscal year basis. The City's fiscal year is the twelve-month period ending June 30 of each year. The obligations of the City under any agreement to be reached are subject to the appropriation or authorization of the necessary funds. The City agrees to make reasonable efforts to obtain funding and all necessary authorization.
29. No amendment to the contract shall be effective unless it is in writing and signed by authorized representatives of both parties and is accepted by the City of Worcester.
30. The vendor (and its insurers, if any) shall bear all risk of loss or damage to the equipment which occurs in transit to the user site. The risk of loss or damage to purchased equipment shall remain with the vendor until the purchase price has been paid and title has passed. The vendor shall also bear the risk of loss or damage to leased or rented equipment during the City of Worcester's possession and use thereof subject, however to such conditions and limitations as may be stated elsewhere in the contract.
31. The vendor shall not assign or in any way transfer any interest in the contract without the prior written consent of the City provided, however, that claims for money due or to become due to vendor from the City may be assigned to a bank, trust company, or other financial institution without such consent so long as notice of such assignment is furnished promptly to the City. Any such assignment shall be expressly made subject to all defenses, setoffs, or counterclaims which would have been available to the City against the vendor in the absence of such assignment.
32. None of the services to be provided by the vendor pursuant to the contract shall be

subcontracted or delegated to any other organization, association, individual, corporation, partnership or other such entity without the prior written consent of the City. No subcontract or delegation shall relieve or discharge the vendor from any obligation or liability under the contract except as specifically set forth in the instrument of consent. Any subcontract to which the City has consented shall be attached to the original of the contract on file in the City of Worcester.

33. Neither party will be liable to the other or be deemed to be in breach of the contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight, embargoes, and unusually severe weather. If the vendor's failure to perform is caused by the default of the subcontractor, and if such default arises out of causes beyond the reasonable control of both the vendor and the subcontractor, and without the fault or negligence of either of them, the vendor shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. Dates or times of performance will be extended to the extent of delays excused in this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
34. The vendor shall provide to the City of Worcester a warranty and a commitment which clearly states that all equipment and services proposed and supplied by the Vendor, and/or its subcontractors, performs as expected and promised by the Vendor.
35. The vendor represents that no person other than bona fide employees working solely for the vendor, have been employed or retained to solicit or secure this agreement upon an arrangement or understanding for a commission, percentage, brokerage fee, gift or any other consideration contingent upon the award or making of this contract. For breach or violation of the representation, the City shall have the right to annul the contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage fee or other consideration.
36. Any contract made by the City in which the Purchasing Agent or any employee of his/her department, the heads of using agencies or any other officer or employee of the City having a part in the placing of such contract is financially interested, directly or indirectly, shall be void.
37. The vendor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or medical handicap. The vendor agrees to comply with all applicable Federal and State Statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Rights Acts of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Massachusetts General Laws Chapter 151B, Section 4 (1) and all relevant administrative orders and executive orders.

If a complaint or claim alleging violation by the vendor of such statutes, rules or regulations is presented to the Massachusetts Commission Against

Discrimination (MCAD), the vendor agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim.

In the event of vendor noncompliance with the provisions of this section, the City shall impose such sanctions as it deems appropriate, including but limited to:

- 1) Withholding of payments due vendor under the contract until vendor complies.
- 2) Termination or suspension of the contract.

## **SUBMISSION OF PROPOSALS**

38. Proposals must be submitted in two (2) packages according to the instructions below. The City intends to consider responses in the Technical Proposal evaluation requirements before considering costs. *Therefore, no reference to pricing may be made in the Technical Proposal.*

A sealed package containing **the original, 4 copies, plus 1 PDF copy on USB drive** of the proposal **must** be labeled as follows:

**Purchasing Agent, City of Worcester**

**Consultant – Safety & Security / WPS – Technical Proposal**

**455 Main Street, Room 201  
Worcester, MA 01608**

**Re: RFP No. 7852-W3**

A sealed package containing **the original copy** of the proposal **must** be labeled as follows:

**Purchasing Agent, City of Worcester**

**Consultant – Safety & Security / WPS – Price Proposal**

**455 Main Street, Room 201  
Worcester, MA 01608**

**Re: RFP No. 7852-W3**

***PRICE PROPOSAL PAGE IS LOCATED AT END OF SPECIFICATIONS***

**Proposals must be delivered no later than Wednesday, August 10, 2022 at 10:00 AM LOCAL TIME. *Late submissions will be rejected, regardless of circumstances.*** The City is not responsible for submittals not properly marked.

The evaluation and cost proposals will remain confidential until a formal and finalized contract has been executed.

## **RFP EVALUATION**

39. The City of Worcester Purchasing Agent will assign an evaluation team, hereafter referred to as the Selection Committee, to perform a full and complete evaluation of RFP submittals. The Purchasing Agent will ultimately forward a formal recommendation of award to the City Manager who has final award authority.
40. RFP evaluation responses will be evaluated by the Selection Committee based directly upon vendor's response to mandatory and comparative evaluation criteria. Vendors must meet or exceed the mandatory criteria requirements or be rejected as non-responsive.

Comparative criteria will be evaluated by use of four (4) rating categories as set forth by M.G.L. Chapter 30B:

- 1) HIGHLY ADVANTAGEOUS - Vendor's submittal meets all the stated requirements and offers significant performance above the stated requirements.
- 2) ADVANTAGEOUS - Vendor's submittal meets the stated requirements without risk or disadvantage.
- 3) NOT ADVANTAGEOUS - Vendor's submittal contains some risk or disadvantage but is not unacceptable.
- 4) UNACCEPTABLE - Vendor's submittal fails to meet the standards of the stated requirements.

After proposals have been assigned ratings on the basis of each evaluation criterion, a composite rating will be established by the Selection Committee. Submittals will then be ranked based upon finalized composite rating.

41. The Purchasing Agent will identify the most advantageous proposal based upon the rankings of the Selection Committee and an evaluation of the price proposals received. The Purchasing Agent will forward a recommendation for award to the City Manager based upon the most advantageous proposal received considering evaluation rankings and price proposals received.



GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
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KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1)	If an Individual or Proprietorship
Name of Owner: _____	
Business Address: _____	
Zip Code _____	Telephone No. _____
Email _____	
Home Address _____	
Zip Code _____	Telephone No. _____

(2)	If a Partnership, Full names and addresses of all partners	
<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
Business Address _____		Zip Code _____
Tel. No. _____		

(3) If a Corporation

Full Legal Name: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Qualified in Massachusetts? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_  
Street P.O. Box

City/Town State Zip

Email: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_  
Street P.O. Box

City/Town State Zip

Telephone No. \_\_\_\_\_

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Admitted in Massachusetts? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_  
Street P.O. Box

City/Town State Zip

Place of Business in Massachusetts \_\_\_\_\_  
Street P.O. Box

City/Town State Zip

Telephone No. \_\_\_\_\_

NOTE:

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

E.I. Number of bidder \_\_\_\_\_

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print)

\_\_\_\_\_  
Name of Person Signing Bid

\_\_\_\_\_  
Signature of Person Signing Bid

\_\_\_\_\_  
Company

**No award will be made without vendor certification of the above.**

- **Proposers must sign and submit the above form with their proposal submission.**

## **OVERVIEW**

The City is seeking proposals from qualified consultants or firms to conduct a comprehensive school safety, security risk and vulnerability assessment for the Worcester Public Schools (WPS) and make detailed physical and procedural recommendations based upon the findings. All WPS schools and its administrative building must be assessed. Please see the attached list of all fifty eight (58) locations.

This assessment must include, but not be limited to, review of existing physical and technical safety and security features, and recommend standards to be used in all existing WPS facilities and new construction, and the development of standardized procedures and protocols that address safety and security risk to be used by the Worcester Public Schools. This final assessment must be completed and submitted to the Superintendent of the Worcester Public Schools, no later than, June 30, 2023.

The successful proposal will provide these services as outlined in the Scope of Services below. The scope of services establishes the minimum requirements to be provided.

## **SCOPE OF SERVICES**

### **PHASE I**

#### **Project Initiation**

- Kick off meeting
- Review the scope of work
- Discuss project timeline including location site visits and implementation of recommendations
- Create a schedule of follow up meetings

### **PHASE II**

Assess all aspects of each location for emergency management, fire safety, law enforcement, life safety, risk management and safety and security programs. Meet with each school's principal, leadership team, safety and security personnel and Worcester Police Department Liaison to conduct assessment interviews. Site visits may need to occur at specific times, e.g. arrival and dismissal and/or after sunset for proper assessment.

## **ON-SITE PHYSICAL SECURITY REVIEW**

- Access Control and Management
- Building alarms
- Motion detection
- Security cameras
- Architectural Design and Campus Configuration
- Electronic Safety and Security Applications, Infrastructure and Standards
- Infrastructure Protection

- Interior Safety and Security and Monitoring
- Pedestrian and Traffic Safety
- Perimeter Protection including lighting
- Physical Safety and Security Applications and Standards
- Transportation (Bus) Safety
- Visitor Management
- Arrival and dismissal procedures (school based locations only)
- E911 and location tracking

## COMMUNICATIONS

### Internal

- Site-Based Emergency Response Activity
- Emergency Notifications and alerts-districtwide and site-based
- Interface with Central Office Administration on School Safety Matters
- Public Safety Response Capabilities
- Deployment and Utilization of Safety and security Personnel
- Interface with District Contracted Monitoring and Safety and Security Providers

### External

- Worcester Police Department
- Worcester Fire Department
- Worcester Department of Emergency Communications

## POLICIES AND PROCEDURES

- Emergency Drills and Operation
- Emergency Communications Applications and Standards
- School arrival and dismissal
- Identification Badges
- Evacuation Plans and Safe School Plans to include, but not limited to, bomb threat assessment and active shooter plans
- Disaster Recovery
- Specialized Programs (i.e., Weapons Screening Program)
- Sporting Events and Extracurricular Activities
- School-based Training
- Student Safety Programs
- Threat Assessment Programs
- Work order system for school safety repairs
- Roles, responsibilities, and overall effectiveness of existing unarmed security guards at schools

### PHASE III

An internal confidential final report that details findings and provides prioritized solutions for addressing security issues. Solutions must be identified, categorized and ranked (i.e., CCTV, fencing, visitor management, lighting, etc.) on a risk prioritization basis. The recommendation must include a sequence of actions to mitigate observed safety and security risks and vulnerabilities as well as a project budget for each solution, and aggregate as a district-wide cost. A timeframe for the implementation of solutions is required. Three (3) hard copies and one (1) electronic copy required.

A public report that has a summary and omits all confidential and sensitive information. Three (3) hard copies and one (1) electronic copy of this version is also required.

### DELIVERABLES

- Executive summary which includes:
  - Site plans
  - Digital images and graphics
- Detailed plan by location that provides a prioritized safety recommendations for repair or replacement the following:
  - Exterior doors and hardware
  - Interior doors and hardware
  - Locking mechanisms
  - Door numbering and labeling
  - Security cameras
  - Exterior lighting
  - Building intercoms
  - Alarm systems
  - Motion detection
  - Tactical glass or tactical film
  - Evacuation signage
  - Panic buttons
  - Single point of entry at each location
  - Building access control
- Detailed districtwide communication plan that provides recommendations for the following:
  - Two way radios
  - Mass notification system
  - Social media
  - Radio connections

PHASE IV  
Post Project Completion

After completion of the final deliverables as noted in the previous section, WPS retains the right to use the consultant on an as needed basis for up to 250 hours of additional work over an additional one year period.

PAYMENT SCHEDULE

The consultant shall be paid in accordance with the milestones noted below. An invoice must be sent to: [wpsacctspayable@worcesterschools.net](mailto:wpsacctspayable@worcesterschools.net) for milestone payment request.

Milestone I

Upon completion of phase I and 50% completion of site visits-40% of total contract

Milestone II

Upon completion of all required deliverables-60% of total contract

Submitted proposals must contain the following mandatory information used as part of the selection criteria.

**Minimum / Mandatory Evaluation Criteria**

All proposals must satisfy all of the minimum criteria below for further evaluation. Proposals shall include information demonstrating compliance with each of these criteria. Proposals that do not meet the minimum criteria will not be further evaluated.

- Evidence of no less than 25 safety and security assessments, risk assessments, and vulnerability assessments performed, by the firm, for **Pre-Kindergarten through Grade 12** institutions.
- Evidence of performing safety and security assessments, risk assessments, and vulnerability assessments in a **multi-location campus** setting with each location of varying sizes, conditions, and recommendations.
- Evidence of performing safety and security assessments, risk assessments, and vulnerability assessments within a **Pre-Kindergarten through Grade 12** school district with multiple sites.
- Minimum of 10 years' experience in school safety assessments for the proposer and/or its Lead consultant



## **Comparative Evaluation Criteria**

Each proposal meeting the Minimum Evaluation Criteria shall be further evaluated and rated according to the Comparative Evaluation Criteria in order to determine the relative merits of each proposal. The review will cover the criteria listed below. Within each category, the degree to which the proposal satisfies the stated criteria shall be reviewed and rated on a system of “Highly Advantageous,” “Advantageous,” and “Not Advantageous.”

- **Resumes of firm’s intended team members with professional background, educational, preparation, certifications, and on-going training on school related assessment.**

Highly Advantageous- All team members have more than ten (10) years’ experience in school safety assessments, security and emergency preparedness.

Advantageous- Lead Consultant has ten (10) years and majority of team members have five (5) to ten (10) years’ experience in school safety assessments, security and emergency preparedness.

Not Advantageous- Lead Consultant meets the minimum of ten (10) years’ experience in school safety assessments, security and emergency preparedness, but other staff have less than five (5) years’ experience.

- **Professional Qualifications. Proposals should clearly demonstrate that the firm’s staff possesses the specific and direct qualifications and experience needed to carry out the scope of services.**

Highly Advantageous- Proposal demonstrates that the consultant team members have significant and demonstrated experience with school safety assessment consulting including more than five (5) assessments for similar, large, urban school districts.

Advantageous- Proposal demonstrates that the consultant team members have some direct experience with school safety assessment consulting but less than five (5) assessments for similar, large, urban school districts.

Not Advantageous- Proposal demonstrates limited direct experience with school safety assessment consulting for similar, large, urban school districts.

- **Previous experience and qualifications of the firm and all proposed subcontractors and other team members who will serve the project. Proposals which demonstrate direct and recent experience in school safety assessment consulting for K-12 school systems of like size to the city of Worcester will be considered Highly Advantageous.**

Highly Advantageous- The firm has direct and recent experience in school safety assessment consulting for K-12 public schools systems with more than 25,000 population.

Advantageous- The firm has direct and recent experience in school safety assessment consulting for K-12 public schools systems with 15,000 - 25,000 population.

Not Advantageous- The firm has no direct and recent experience in school safety assessment consulting K-12 public schools systems with a population of 15,000 or greater.

- **Capacity and capability of the firm to meet the proposal expectations. Proposals should demonstrate project understanding as well as capacity and capability to meet the proposal requirements. Evidence of this should include a clear description of how the consultant would approach a project of this scope.**

Highly Advantageous- The proposal provides a clear, convincing and thoughtful approach to meeting the project scope of services within the timeline noted.

Advantageous- The proposal provides a clear but less viable approach to implementing a project of this scope within the timeline noted.

Not Advantageous- The proposal does not demonstrate a clear or convincing approach to meeting the project scope of services

- **Past performance. Proposals should demonstrate past performance by including descriptions of completed projects, letters of reference references with contact information.**

Highly Advantageous- The proposer demonstrates extensive experience and positive past performance in school safety assessment consulting projects. References are included and support claims to high quality work.

Advantageous- The proposer demonstrates some experience and positive past performance in school safety assessment consulting projects. References are included and support claims to high quality work.

Not Advantageous- The proposer does not demonstrate enough experience or positive past performance in school safety assessment consulting projects. References are limited and/or inconsistent.

- **Proposed plan of services. The response to this RFP should have a written plan that addresses all phases and deliverables outlined in the scope of service.**

Highly Advantageous- The proposed plan is defined and developed with a clear timeline. The proposed strategy set forth by the Consultant is highly defined, focused,

understandable and clear. The plan exceeds the stated scope of services as outlined in this RFP.

Advantageous – The proposed plan is adequately defined with a stated timeline. It meets the stated scope of services as outlined in this RFP.

Not Advantageous – The proposed plan is insufficient and provides limited information as to how the proposer will meet the stated scope of services as outline in this RFP.

**COST / PRICE PROPOSAL****RFP #:** \_\_\_\_\_**(To be completed by proposer)**

*Fee for services must be submitted as a flat, lump sum fee for all tasks/deliverables/phases in the attached scope of services and required under the contract. Please include any and all costs associated in the lump sum fee. No additional fees will be considered. Proposers may not add additional items.*

***For Phase IV: Proposer shall list an hourly rate for services below. This rate shall only be used by WPS as needed after acceptance of final deliverables and shall not be included as part of basis for award.***

Phase I Fee / Total Cost:     \$ \_\_\_\_\_

Phase II Fee / Total Cost:     \$ \_\_\_\_\_

Phase III Fee / Total Cost:     \$ \_\_\_\_\_

**Lump Sum – All Phases / Total Cost: \$ \_\_\_\_\_ \*****\*low proposal price based on this amount**

Phase IV:     Hourly Rate for additional consulting services:     \$ \_\_\_\_\_ per hour

\_\_\_\_\_  
Signature of person submitting proposal\_\_\_\_\_  
Date:

Printed

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_