



REQUEST FOR PROPOSALS - No. 3154
CCAC SECURITY/SECURITY PROTOCOLS AUDIT

Issued by

Community College of Allegheny County Procurement Department

Due date: 2:00 P.M. Prevailing Time on Tuesday, November 26, 2024

Submit proposals via email to Michael Cvetic at
mcvetic@ccac.edu.

RFP 3154 – CCAC Security/Security Protocols Audit

Proposals are requested for experienced professionals to undertake a Security/Security Protocol Audit for the College.

It has been requested that CCAC engage an external consultant to conduct a college-wide security audit and review of security protocols. There have been several security issues at several of CCAC campuses this semester. Some at CCAC have expressed concern about safety for faculty, students, and staff.

An audit will assist CCAC in understanding how well our Security team and Security Protocols are working and understand if there are areas in which CCAC might improve.

Background Information

CCAC has four campuses and three centers across Allegheny County.

The Security Team at CCAC consists of an Executive Director of Emergency Management, Security and Safety and four Directors of Security – one at each campus, three of whom also support a center. (The Directors report to the ED; the ED reports to the Vice President of Facilities.) All of these are CCAC employees.

The Security Team (approximately 60-65) that reports to the Directors are all outsourced staff from a private Security company.

Proposal

Proposals should include:

1. Number of years of related experience in this type of Security /Security Protocols Audit.
2. At least three references for related work.
3. An approximate schedule for completion of the audit.
4. A proposed cost for such an audit.

Submit questions to Mike Cvetic at mcvetic@ccac.edu. Responses will be sent to all parties on the distribution list via addendum.

GENERAL SPECIFICATIONS FOR PROPOSAL SUBMISSION

The College requests that proposals submitted in response to this RFP contain the following information:

- A. EXECUTIVE SUMMARY:** Provide a concise description of the services that you are proposing to provide, your experience and expertise in providing the described services, the expected timeline over which you expect to be able to complete the work, and the fees and costs that you would charge for the performance of the proposed services.

- B. FIRM/COMPANY INFORMATION:** Provide a brief overview of your Firm and how the services, capabilities, and/or experience that you are able to provide differentiates you from your competitors. Please also include a description of any specific expertise and/or experience that your Firm has in performing similar projects for any institutions of higher education.

- C. PERSONNEL:** Provide the name and contact information of the principal or other person that will lead this project for you, as well for other staff members (including any subject matter experts) who will be assigned to work on this project. Include a CV or other description of each such staff member's relevant experience and credentials, and specify the type of work that each staff member will be responsible for performing on this project. If your firm maintains more than one business office, we also request that you provide the location of the office(s) from which the work will be performed and the number of staff employed at that office.

- D. DESCRIPTION OF PROPOSED SERVICES.** Provide a detailed description of the scope of services your Firm would offer and how your Firm would accomplish the work described. This section should include the following information:

- E. FEE SCHEDULE:** Provide a detailed fee schedule for the services presented in your proposal. If your proposal includes any expenses to be billed separately from professional fees, provide a detailed estimate of such expenses.

F. REFERENCES: Provide at least three (3) references from current or former clients to whom you have provided similar services, preferably of like size, industry and operational structure to that of the College. For each reference, please include the organization's legal name, contact person, phone number, and specific years of service and description of services provided.

G. MWDBE PARTICIPATION: CCAC is committed to providing maximum opportunities for qualified minority-owned business enterprises ("MBE's"), economically disadvantaged group-owned business enterprises ("DBE's"), and/or women-owned business enterprises ("WBE's"), and has established an overall goal of having 13% MBE and 7% WBE/DBE participation in its contracts and external procurements. In accordance with these goals, responding firms are asked to include the following information in their submissions: (1) if applicable, proof of certification as an MBE/WBE/DBE business or, if qualified but not yet certified, actions that it will take to obtain appropriate certification as an MBE, WBE or DBE; and (2) actions that it will take to ensure that MBE, WBE DBE's are appropriately considered as subcontractors, if applicable.

H. EXCEPTIONS/CHANGES TO PROPOSED CONTRACT: If you will be requesting additions to, exceptions from, or changes in the College's proposed form of Agreement for this engagement, a copy of which is attached, then you must clearly identify and describe all such exceptions, changes or additions that you are requesting. Requested revisions, additions or other changes will be considered in evaluating your response to this RFP and in determining your firm's qualifications.

I. GENERAL SUBMITTAL REQUIREMENTS/CONDITIONS

The terms and conditions set forth below will apply to and govern all proposals submitted in response to this RFP. Your submission of a proposal represents your acknowledgement and agreement to each of these terms and conditions.

- A. Proposals shall clearly indicate the Vendor's full business name and address, and must also include the appropriate contact person's name, phone number, fax number and e-mail address.
- B. Proposals must contain the original signature of a duly authorized officer or agent of the Vendor submitting the proposal.
- C. All costs incurred in preparing a response shall be at the Vendor's expense.
- D. Each Vendor submitting a proposal shall furnish the College with such additional information as the College may reasonably require, including audited financial statements or other evidence its current financial condition. The College reserves the right to conduct interviews and/or meetings with any or all Vendors submitting proposals in response to the RFP prior to selection in order to evaluate their qualifications and ability to perform the services described in the RFP. Vendor will be responsible for all costs incurred by it in connection with any such interviews, meetings, or requests for additional information.
- E. Proposals must be held open, and may not be withdrawn, for a period of ninety (90) days from the date that the proposal is opened.
- F. The submission of a proposal shall be prima facie evidence that the Vendor submitting the proposal has full knowledge of the scope, nature, quantity and quality of work to be performed; the requirements of the specifications; and the conditions under which the work is to be performed.

- G. The College reserves the right to conduct pre-contract negotiations with any Vendors that submit proposals.
- H. While it is the intent of the College to enter into a contract with one or more Vendor(s) as a result of this RFP, neither the issuance of this RFP, nor the submission of a proposal to the College, shall commit the College to enter into any contract with, or otherwise engage or utilize the services of any particular Vendor(s). Engagement of any Vendor(s) to provide the services described in this RFP, in whole or in part, shall be subject to and contingent upon negotiation of a Contract with said Vendor(s) that is acceptable to the College.
- I. The College reserves the right to reject any and all proposals, to accept any proposal or portion thereof, and to waive any irregularity in any one or more proposals. The College will not enter into any agreement with a Vendor submitting a proposal until all necessary investigations are made into the responsibility and qualifications of that Vendor, as well as its ability to timely and satisfactorily provide the services described in this RFP and the Vendor's proposal. Neither product pricing nor the amount or type of proposed financial benefit to the College will constitute the sole basis for selecting a Vendor.
- J. The College will not be bound by oral explanations or instructions given by any College employee or agent at any time during the proposal process or after selection of a Vendor.
- K. Modifications to the Scope of Work described in this RFP shall only be valid if issued in writing by the College in the form of a written addendum to the RFP.
- L. The College may negotiate the inclusion, exclusion, or alteration of any language, terms, or conditions prior to the execution of a final Contract, or throughout the term of such Contract.

- M. The final, executed Contract with the selected Vendor(s) will incorporate this RFP document, any addenda to the RFP as issued by the College, and those portions of the selected Vendor(s)' proposal that are designated by College.

- N. Responses to this RFP are subject to the Pennsylvania Right-to-Know Law, 65 P.S. §67.101 et seq. The Right-to-Know Law permits any requestor to inspect and/or copy any record prepared and maintained or received in the course of the operation of a public office or agency that is not subject to the enumerated exceptions under the law. If your response to this RFP contains a trade secret or other information which you deem to be confidential or proprietary, you should include with your response a separate signed written statement to that effect. Should your response become the subject of a Pennsylvania Right-to-Know Law request, you will be notified by the College and asked to identify all trade secrets or confidential and proprietary information that is included in your response. The College will then determine whether the claimed trade secret or confidential and proprietary information is subject to disclosure.

- O. Form of Agreement (awardee only) – See below the CCAC Master Services Agreement.



MASTER SERVICES AGREEMENT

RFP 3154 – CCAC SECURITY/SECURITY PROTOCOLS AUDIT

THIS MASTER SERVICES AGREEMENT ("Agreement") is made and entered into as of this day of, by and between **Community College of Allegheny County**, with a business office located at 800 Allegheny Avenue, Pittsburgh, PA 15233 (hereinafter referred to as the "College"), and xxx hereinafter referred to as "Contractor").

RECITALS

WHEREAS, the College has issued a Request for Quotation, Bid Solicitation, Request for Proposal, and/or a Purchase Order (hereinafter individually and collectively referred to as the "Order"), pursuant to

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| RFP 3154 | |
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which College seeks to procure certain work and services, as more fully described on the Order;
and

WHEREAS, Contractor has submitted a proposal to the College to provide the services described in the Order, a copy of which is attached hereto as Exhibit A (hereinafter the "Proposal") and incorporated by reference;

WHEREAS, the College desires to engage Contractor to provide the services, pursuant to and in accordance with the terms and conditions that this Agreement set forth herein.

NOW, THEREFORE, in consideration of the premises and covenants that this Agreement contains, the receipt and adequacy of which are hereby acknowledged, the parties, intending to be legally bound, agree as follows:

1. Term. The term of this Agreement shall be as specified in the Order unless otherwise stated in the section below. If no date is specified, this Agreement shall begin with the date first stated above and terminate upon satisfactory completion of the services described herein.

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2. Services. Contractor shall fully and faithfully perform the work and services described in the Order and the Proposal and any specifications, scope of work or other documentation attached thereto. Contractor warrants that all work and services performed by or on behalf of it under this Agreement will conform to all terms and specifications set forth in the Order and in the Proposal.

3. Price/Fees: The College shall pay Contractor for the services and work performed by Contractor in accordance with the fees and/or prices set forth in the Proposal.

4. Terms and Conditions: This Agreement, and the services to be performed by Contractor hereunder, will be subject to and governed by College's Standard Terms and Conditions for the Purchase of Goods and Services ("Master Terms"), which are incorporated herein by reference. The Master Terms can be viewed and downloaded at <https://online.flippingbook.com/view/182546862/>. By signing below, Contractor acknowledges its receipt and acceptance of the Master Terms.

5. Insurance Requirements: In addition to the Master Terms, Contractor shall comply with the insurance and indemnification requirements set forth on Exhibit B, which are incorporated herein by reference. Prior to commencing performance of the Services, Contractor shall furnish to the College a properly executed certificate(s) of insurance which evidence all insurance required by Exhibit B. Said certificate(s) of insurance shall be attached herein as Exhibit C.

6. Assignment. Contractor may not assign or subcontract this Agreement or its performance thereof, in whole or in part, without the College's prior written consent.

7. Entire Agreement; Modification. This Agreement, together with the Exhibits and other documents referenced and incorporated herein, sets forth the entire agreement of the parties on the subject matter hereof and supersedes all previous or concurrent agreements between them, whether oral or written. Any proposal, quotation, acknowledgment, confirmation or other writing submitted by Contractor to the College shall not be deemed to amend or modify this Agreement, and will be of no legal effect except to the extent that it serves to identify the work and services to be performed by the Contractor. This Agreement, and the terms set forth in the Master Terms, will control over any conflicting terms or provisions contained in any proposal, invoice or other documentation submitted by Contractor to College. The terms of this Agreement may not be modified or changed except by a writing that both parties sign. This Agreement shall inure to the benefit of the College and Contractor and the College's successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

Vendor Name

**COMMUNITY COLLEGE
OF ALLEGHENY COUNTY**

By: _____

By: Connie Dyer

Signature: _____

Signature: _____

Title: _____

Title: Vice President for Finance

Date: _____

Date: _____

Revised 3/3/15

EXHIBITS - The following Exhibits are attached hereto and made a part of this Agreement for all purposes:

Exhibit A - Contractor's Proposal Response