**Attachment A**

1. Detailed Scope of Work ………………….……………Page 10
2. Instructions for Response ……………………………..Page 12
3. Scoring of the RFP …….……….……………………...Page 13
4. **Detailed Scope of Work**

It is the intent of Community Healthcore to contract through the competitive bid process a security firm to provide professional security services at CHC locations

1. **Specification/Requirements**
2. Contractor to provide uniform and badged officers for each location proposed.
3. Contractor to provide hourly rate for armed guard.
4. Hours of work will be normal business hours during regular work week. It will also include work outside of normal business hours mainly in the evenings but during the normal business week.
5. Contractor to provide details of engagement and list all terms and conditions of engagement.
6. Contractor will be required to be bonded and maintain insurance coverage including liability insurance.
7. Contractor will be responsible for all benefits of staff provided under the contract.
8. Contractor to submit to CHC qualifications of each candidate engaged for approval prior to arranging/ placing staff on duty.
9. Guards will be armed. The contractor is responsible to ensure all staff provided are appropriately trained, shooting qualification and licensed in the State of Texas.
10. Contractor in consultation with CHC staff will formulate Posting Orders and Daily Activities for guards constantly moving through the property assessing any possible threats.
11. Specifications offered in this bid package are intended to be descriptive as to professional standard required and type of work required.
12. Specify procedure to document and report incidents.
13. Daily logs are required and must be submitted with invoice.
14. A system must be provided through the service to be able to readily provide feedback and or complaints 24 hours a day 7 days a week.

**B. Locations open for Bid:**

|  |  |  |
| --- | --- | --- |
| **Longview, Texas** | **Frequency** | **Hourly Rate** |
|  |  |  |
| 950 N 4th Street | Approximately 75 hrs / wk |  |
| 1300 N 6th Street | For both properties | **$** |
|  |  |  |
| **Tyler, Texas** | **Frequency** | **Hourly Rate**  |
|  |  |  |
| 114 Jordan Plaza | Approximately 60 hrs / wk | **$** |
|  |  |  |
| **Texarkana, Texas** | **Frequency** | **Hourly Rate** |
|  |  |  |
| 2435 College Dr.  | Approximately 55 hrs / wk | **$** |
|  |  |  |
| **Board Meeting/Events** | **As requested** | **Hourly Rate** |
|  |  | **$** |

1. **Instructions for Response**
2. **Pricing**
	1. **Contractor may bid on one property, multiple properties or all properties**.
	2. Hourly rate should be provided based on a 40 hour work week. Some locations may require more than 40 hours, but overtime rate should notbe figured into the base rate for bidding purposes.
3. **Staffing**
4. Specify how each site will be supervised.
5. Specify if employees work directly for your organization or if they are contracted.
6. Also specify how performance will be monitored and documented to meet requirements.
7. Employees must be in uniform and badged while on CHC property.
8. **References**
	1. Community Healthcore requests Responder to supply, with this RFP, a list of at least three (3) professional references where like services have been supplied by their firm. Include name of firm, address, telephone number and name of representative.
9. **Other**
10. Proposal should provide a technical response to specification in detailed scope of work
11. Affirm/demonstrate the Proposers to meet all of the Minimum Standards for all Prospective Responders.
12. Acknowledgements of RFP and all RFP Addenda’s
13. A minimum of three (3) references
14. Other documents as included below
15. Return signed Conflict of Interest Questionnaire (Attachment B)
16. Responder shall provide in their proposal all documentation required by this RFP. Failure to provide this information may result in rejection of proposal.
17. **MINIMUM STANDARDS FOR ALL PROSPECTIVE RESPONDERS:** A prospective Responder must affirmatively demonstrate / meet the following requirements:
	1. Have adequate financial resources, or the ability to obtain such resources as required; Please specify this within the proposal;
	2. Be able to comply with the required or proposed delivery schedule. Include all details as appropriate including staffing levels, supervision, and how Responder will monitor the service;
	3. Have a satisfactory record of performance evidenced by references;
	4. Have a satisfactory record of integrity and ethics;
	5. Have the ability to provide usage data on items ordered or delivered;
	6. Have the ability to package and mark items for specific Community Healthcore units;
	7. Be able to provide descriptive information as required, including detailed scope of work to be provided and frequency if applicable;
	8. Be otherwise qualified and eligible to receive an award; and,
	9. Meet any additional requirements specified in the RFP.
18. **OTHER DOCUMENTS:** Responder shall provider with this proposal copies:
	* 1. Current workman compensation policy;
		2. Proof of insurance as required. See Attachment C, Exhibit A;
		3. Bank Reference letter or financial statement proving financial stability.
19. **Scoring of the RFP**
20. **Factors to be considered include:**
21. Any installation cost;
22. Delivery terms;
23. Quality and reliability of respondents goods or services;
24. The extent to which the goods or services meet the CENTER’s needs as described in this RFP;
25. Past offeror performance, respondents financial resources and ability to perform, the respondent's experience and responsibility, and the respondent's ability to provide reliable service agreements
26. The impact on the ability of CENTER to comply with laws and rules relating to historically underutilized businesses or relating to the procurement of goods and services from persons with disabilities;
27. The total long term cost to the local authority of acquiring the respondent's goods or services;
28. The cost of any CENTER employee training associated with the acquisition;
29. The effect of the acquisition on CENTER’s productivity;
30. Price
31. Whether the respondent can perform the contract or provide the service(s) within the contract term, promptly provide the services, without delay or interference;
32. Respondent’s history of compliance with the laws relating to its business operations and the affected service(s) and whether it is currently in compliance;
33. Whether the respondent’s financial resources are sufficient to perform the contract and to provide the service(s);
34. Whether necessary or desirable support and ancillary services are available to the respondent;
35. The character, responsibility, integrity, reputation, and experience of the respondent;
36. The quality of the facilities and equipment available to or proposed by the respondent;
37. The ability of the respondent to provide continuity of services;
38. The ability of the respondent to meet all applicable written policies, principles, and regulations;
39. Any factor is relevant to determining the best value for Community Healthcore in the context of this procurement.
40. **Proposals will be scored using the following criteria:**

|  |  |
| --- | --- |
| **Categories** | **Points** |
| 1-Organizational History and Experience | 100 |
| 2-Service delivery based on specifications | 250 |
| 3-Pricing and other cost | 300 |
| 4-Operational start date | 100 |
|  |  |
| total | 750 |

Please direct any questions you have about this specification to (903) 234-7001 or email Tom.Suess@communityhealthcore.com