



HoustonWorks
USA

REQUEST FOR PROPOSAL

FOR

SECURITY SERVICES

RFP #11-50000

Issue Date & Time:

9:00 a.m. on October 14, 2011

Proposal Due Date & Time:

3:00 p.m on November 3, 2011

BACKGROUND INFORMATION

HoustonWorks USA is a private, non-profit organization, which provides training and employment services to persons living within the City of Houston. These services are funded through the Workforce Solutions-Gulf Coast Workforce Development Board and additional federal sources. Under this contract, HoustonWorks USA operates Workforce Solutions offices throughout the Greater Houston Area. HoustonWorks USA also provides programming for youth related activities.

Nationally, the U. S. Department of Labor administers Workforce Investment Act funds. In Texas, the Texas Workforce Commission administers these funds, through The Houston-Galveston Area Council and the Gulf Coast Workforce Development Board. HoustonWorks USA also secures support from private, corporate and individual donations.

HoustonWorks USA Board of Directors is composed of volunteer representatives of business and industry, organized labor, community-based organizations, economic development agencies, educational agencies, and public-interest group representatives, with private sector representatives constituting a majority of the membership.

Issuance of this RFP is coordinated by:

Larry V. Green, Esq., Chief Executive Officer
HoustonWorks USA
Procurement Department
2118 Smith Street
HOUSTON, TEXAS 77002

SCOPE

HoustonWorks USA is seeking licensed proposers to provide security services at several of our Workforce Solutions Center locations. The qualified firm/individual must demonstrate a minimum of five (5) years of successful experience in providing the requested services to public and private sector organizations in the Houston area. Experience with not-for-profit organizations, accounting for federal funded contracts, state and federal procurement procedures, and knowledge of the functions and responsibilities of workforce development service providers are desired, especially as they relate to the operation Workforce Solutions Centers such as those operated by HoustonWorks USA.

The contract awarded shall be for a two-year term, renewable for an additional two-year term at the option of HoustonWorks USA. Contracts can also be terminated or suspended dependent upon performance and the needs of the agency.

The fees, terms and conditions shall remain firm throughout the contract period, unless modified or adjusted in accordance with the applicable provisions of the final agreement entered into and the herein contained specifications.

SPECIFICATIONS

On-site security services would be provided at intervals between the hours of 7:30am and 5:30pm at up to 8 locations around the City of Houston.

Any qualified provider must be able to provide the following services:

1. The qualified firm must demonstrate its ability to:
 - a. Evaluate and recommend a variety of security approaches to insure the safety of HoustonWorks Staff, customers and property;
 - b. Staff the positions necessary to implement security measures;
 - c. Submit monthly billings for services rendered'
2. The qualified firm may be required to assist in the management of the construction phase of a project.

SUBMISSION OF PROPOSALS

Responses to this RFP must be submitted to the Executive Offices of HoustonWorks USA, ATTN: Procurement Department, located at 2118 Smith Street, Houston, Texas 77002. The deadline for submitting all proposals is **3:00pm on November 3, 2011**. Provider must submit one (1) original and four (4) copies (all with signatures). All documents must be legible and all forms specified in this RFP must be completed, signed and included in the proposal submission. No email responses will be accepted.

Any modifications to the original proposal must be received by HoustonWorks USA before additional services or products can be purchased or performed. **NO EXCEPTIONS WILL BE MADE.** The proposer assumes all responsibility for submission of the proposal.

All questions can be submitted to rfi@houstonworks.org. Questions and answers will be shared with all interested proposers.

HISTORICALLY UNDERUTILIZED BUSINESSES

HoustonWorks USA is required by Federal and State Law to competitively procure goods and services. In the competitive process, affirmative steps shall be taken to minority and women owned businesses (historically underutilized businesses). HoustonWorks USA will accept copies of minority certification from Federal, State, City of Houston and/or Harris County. If there is other State certifications, please list and submit a copy and HoustonWorks USA will take it into consideration. Certification copies must be included in proposers' response to this RFP.

HoustonWorks USA is committed to providing opportunities for minority and women owned businesses to participate in the provision of goods and services for its activities. To this end, HoustonWorks USA will seek new minority and women owned businesses through advertisements in minority and neighborhood media for service providers. Technical assistance in participating in the procurement process will be provided.

HoustonWorks USA's policy is to make a good faith effort that the proportion of total dollars

contracted in a 2-year planning cycle will be at least 30% to women and /or minority owned businesses (as certified – City, State, County, Metro or other reciprocally accepted certified or individually identified by contractor.

PROVISIONS AND LIMITATIONS

- A. A response to this RFP does not commit HoustonWorks USA to award a contract or to pay any costs incurred in the preparation of a response. HoustonWorks USA reserves the right to accept, or reject any or all responses received as a result of this request, to negotiate with any qualified source, or to cancel in part or its entirety this RFP. HoustonWorks USA also reserves the right to conduct a pre-award survey of any firm responding to this RFP.
- B. Proposers shall not, under penalty of law, offer or exchange any gratuities, favors or anything of monetary value to or with any consultant, employee or board member of HoustonWorks USA for the purpose of or having the effect of influencing favorable disposition toward their own proposal submitted hereunder.
- C. Proposers shall not engage in any activity with respect to this RFP or any other(s) identified in B above, which will restrict or eliminate competition. This does not preclude joint ventures or subcontracting.

PROPOSER REQUIREMENTS/QUALIFICATIONS

Proposers shall meet the following criteria in order for their response to be considered responsive to this RFP (in addition to whatever other requirements, if any, stipulated elsewhere within this RFP).

1. Proposers must demonstrate a minimum of five (5) years of successful experience in providing the requested services to public and private sector organizations in the Houston area.
2. Proposers must furnish three (3) customer references including email addresses. Proposers should inform their references of the possibility of being contacted by HoustonWorks USA staff by phone, email or a site visit if deemed necessary at the discretion of HoustonWorks USA.
3. By responding to this RFP, Proposers assume the responsibility of meeting with evaluation staff to discuss the services proposed under this RFP if requested by HoustonWorks USA.
4. Proposers must list primary and secondary contact persons (and information) on the RFP Cover Sheet.
5. Proposers must complete the attached pricing sheet or attached a copy of their pricing sheet. The pricing sheet must include prices of each item specified in the RFP and/or rates for additional services (if applicable).

INSURANCE

The proposer shall maintain professional general liability insurance in the amount of \$3 million per incident and \$5 million per aggregate. Other professional insurance as deemed appropriate may be requested by HoustonWorks USA during the contract term. At the time of contract, proposer shall provide certificate of liability insurance.

EVALUATION INFORMATION

Responses will be evaluated to determine which providers will best meet the needs of HoustonWorks USA. Evaluation consideration will include cost of services, ability to respond to calls for service or delivery, quality of products/services, program design, responsiveness to specifications, willingness to maintain an account for payment and prior experience in the proposed area of expertise.

HoustonWorks USA reserves the right to reject any or all proposals for legitimate, non-discriminatory reasons in the best interest of the services it operates, to waive any irregularities or technicalities in the proposal, and to accept or reject any item or combination of items in any proposal.

No proposal shall be excluded from consideration or subjected to discrimination because of an individual's race, color, religion, sex, national origin, age, disabilities, handicap or political affiliation or belief.

A. Information Required

In response to this RFP, HoustonWorks USA requires that the following information be submitted for consideration:

Proposer Information:

- a) Describe how the proposers' organization will be able to provide the services specified in the RFP. (On the Narrative Page)
- b) Provide company name, address, and nature of the business and/or service. (On Cover Sheet Page)
- c) Provide name of Contact Person and Secondary Contact Person, Phone Number, e-mail & fax number. (On Cover Sheet Page)
- d) On the Cover Sheet Page, list **3 client/references for whom you have provided service within the past 3 years**. Please state your client's name, address, phone number and email address.

Proposer Experience: (On Narrative Page(s))

- a) Provide description of the Proposers' Organization and describe experience in providing these services – How many years, types of companies receiving such services, etc.
- b) Indicate if proposer has prior experience in providing services to HoustonWorks USA or any other not-for-profit organization.

Other:

- a) Proposer must complete, sign and return all forms included in this RFP.
- b) If certified minority, please provide a copy of the certification.

B. Evaluators

The Selection Committee will consist of HoustonWorks USA staff and can include others as determined by HoustonWorks USA. Evaluators will be given guidelines to facilitate

and promote comparable considerations for independent ratings. The committee will then meet for discussion in the interest of achieving consensus for selection.

C. Proposer's Site Visit/Meeting/Certification

This particular requirement can be utilized, at the option of HoustonWorks USA, to assist in determining final selection.

D. Evaluation criteria

Evaluation criteria will include, but is not limited to, the following:

- A. Description of Proposing Organization
- B. Relevant Experience
- C. Customer References
- D. Reasonableness and justification of cost

Proposers should make an effort to adhere as closely as possible to the requirements being solicited.

SAMPLE EVALUATION FORM

Proposing Firm: _____

Address: _____

Phone: _____ **Fax:** _____

Contact Person: _____

Email Address: _____

CRITERIA	AVAILABLE POINTS	POINTS AWARDED
Demonstrated understanding of and ability to provide the services listd in this RFP, including responsiveness to requested information and clarity of response	0 – 30 points	
Cost for services.	0 – 20 points	
Prior experience with not-for-profit agencies, government funded projects, workforce solutions centers.	0 – 20 points	
Licensed in the State of Texas as a Peace Office.	0 – 30 points	
TOTAL POINTS AWARDED		

Minority Certified Business: ___NO ___YES (Certified by: _____)

Comments: _____

DISCLOSURE OF PROPOSAL CONTENTS

Proposals will be received and maintained consistent with the Texas Open Records Act. In general, proposals will be exempt from disclosure until the evaluation and selection process has been completed.

If a proposal contains any information that the bidder does not want disclosed to the public or used for any purpose other than evaluation of the offer, all such information must be indicated with the following statement, as contained within the Proposal Response Format:

"The information contained on pages , , , , shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to this office as a result of or in connection with the submission of such information, HoustonWorks USA has the right to duplicate, use or disclose all information subject to disclosure under the Texas Open Records Act. This restriction does not limit the agency's right to use information contained therein if obtained from another source."

DEBARMENT AND SUSPENSION

Executive Order 12549 "Debarment and Suspension", signed on February 18, 1986, extended the concepts of government-wide debarment, suspension and ineligibility of potential award recipients to include Federal assistance programs (grants). Persons suspended or barred from doing non-procurement business with one agency of the Executive Branch would be suspended/barrred from doing business with all Federal agencies.

The Office of Management and Budget (OMB) issued final guidelines to the agencies for non-procurement debarment in May, 1987. All agency regulations were required to be consistent with these guidelines. The Department of Labor and 26 other Federal agencies participated in the development of the COMMON RULE, which was published in the Federal Register on May 26, 1988, and codified at 29 CFR, Part 98.

ASSIGNMENT

Proposer shall not assign or subcontract any of their responsibilities without the express permission of HoustonWorks USA.

HOUSTONWORKS USA CONFLICT OF INTEREST POLICY

No HoustonWorks Board or Staff Member may take part in discussions or selection (except to answer questions at Board of Directors and committee meetings) if they represent an organization whether as an employee, officer or director that receives compensation or business for services rendered to the organization or have direct or indirect interest in a proposal whether through salary, consulting arrangement or through family relation which includes any person related within the first degree of affinity and first degree of consanguinity to the person involved or business ties. Any action by the Board of Directors, including but not limited to approval or disapproval of proposed contracts, subcontracts, grants or sub grants which result in the award

of a contract, grant, etc., to an organization in which a director or staff member has an interest as stated, shall be set aside and nullified in the event that this provision is violated. This Conflict of Interest Policy, which is expressed, shall apply to all other transactions wherein a director or staff member has a private or business interest which conflicts or may conflict with the best

interest of the corporation. It is the duty of all directors and staff to report all possible or apparent conflicts to the Executive Director and to refrain from taking any corporate action with regard thereto.

The Conflict of Interest statement binds the HoustonWorks USA Board and staff. If a proposer is aware of any potential conflict of interest, disclosure must be made as part of this proposal. Proposers must clearly state the reason for the Conflict of Interest. Failure to disclose a conflict of interest may result in rejection of the proposal.

PROTESTS

- A. A written protest must be received by the Procurement Department within five (5) business days from the date the non-award notification letter is received. The document must contain specific details as to what is being protested. Failure to file a written protest will result in the protest being deemed untimely and the protest will not be considered.
- B. All protests must be submitted to the following address:

HoustonWorks USA
Attn: Procurement Department
2118 Smith Street
Houston, TX 77002
- C. Upon receipt of all protest documentation, the procurement officer at HoustonWorks USA will:
 - 1) Notify HoustonWorks USA Procurement Committee of the protest.
 - 2) Send the protesting party an acknowledgment letter within two (2) business of the date the protest was received. The acknowledgement may be transmitted by facsimile, electronic mail, overnight courier, certified mail, or personal delivery. The protesting party will be notified that HoustonWorks USA will respond within 30 days of receipt of the protest letter.
 - 3) The Procurement Committee will analyze the protest and documentation provided by the protesting party and any other documentation or information the Procurement Committee deems relevant to the disposition of the protest, including but not limited to, documents or information requested from or provided by third parties.
- D. The Procurement Committee may also meet informally with a protesting party to better understand the claim or attempt to resolve the protest.
- E. Following review of a protest, HoustonWorks USA is empowered to:
 - 1) Deny the protest on either procedural or substantive grounds, or
 - 2) Grant the protest.

The Procurement Committee decision will state the basis of the decision and will be provided to the protesting party and other interested parties by facsimile, electronic mail, overnight courier, certified mail, or personal delivery.

HOUSTONWORKS USA
RFP RESPONSE FORMAT (RETURN THIS FORM)
COVER SHEET

***NOTE: RESPONSES SHOULD BE TYPED ***

GENERAL INFORMATION:

COMPANY NAME	
ADDRESS	
PHONE NUMBER, FAX # & WEBSITE ADDRESS	

PRIMARY AND SECONDARY CONTACT PERSON(S)

	NAME	TITLE	PHONE # & (ext)	EMAIL ADDRESS
PRIMARY CONTACT INFO.				
SECONDARY CONTACT INFO.				

THREE (3) REFERENCE(S) INFORMATION:

COMPANY NAME	CONTACT PERSON	EMAIL ADDRESS	TELEPHONE NUMBER & EXT.

Classification of Business (Mark (x) each classification that applies) (TYPED "X" Responses)

Private not for profit		Community Based Organization	
Public/Government		Incorporated	
Private Owned		Sole Proprietorship	
Minority Owned		Female Owned	

*Minority Certified? Yes _____ (attach copy) No _____ **BONDED? YES ___ NO ___**

Federal I.D. # _____ TWC Account/I.D.# _____

Print or Type Name & Title of Authorized Signatory:

Signature: _____ **Date:** _____

*Certified by the City of Houston Affirmative Action and Contract Compliance Division, Harris County, Federal or State Certification.

HoustonWorks USA is an equal opportunity employer, and selects the best matched individual based on job related qualifications, regardless of race, color, creed, sex, national origin, age, handicap or other protected group under state, federal or local Equal Opportunity Laws.

NARRATIVE PAGE (RETURN THIS PAGE)

Use this page to provide a brief description of the Proposer's Organization and describe the experience in providing services (i.e. how many years in the business, types of companies receiving such services, etc.) Please indicate if proposer has prior experience in providing services to HoustonWorks USA and/or any other not-for-profit organization.

HoustonWorks USA

PRICING SHEET (RETURN THIS PAGE)

Proposing Firm: _____

Affiliated with a Public Service Organization: ___ YES ___ NO

If so what agency: _____

Proposed Cost per Officer per Hour: \$ _____

Other Costs: \$ _____
 \$ _____
 \$ _____
 \$ _____

(NOTE: You may attach a fee/price list if you have one)

Explain Other Costs: _____
_____.

CRITERIA	YES	NO
Licensed in the State of Texas to provide Security Services or Certified as a Peace Officer?		
Prior experience with not-for-profit agencies, government funded projects, Workforce Solutions Centers?		

AUTHORIZED Signature: _____ Date _____

Title: _____

DISCLOSURE OF INFORMATION CONTENT (RETURN THIS PAGE)

The attached statement is an optional form. Information remains confidential only until the contracts have been awarded. The Texas Open Records Act allows for distribution of information upon request.

Information shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to this office as a result of or in connection with the submission of such information.

HoustonWorks USA has the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the agency's right to use information contained therein if obtained from another source.

We are aware that the Information Cover Sheet, Narrative Page, and the information submitted in this package is not to be restricted by this certification. All other material concerning program design and curriculum are included in this provision.

Certified By: _____

Signature

Typed Name

Title

Date

SUBSTANCE ABUSE POLICY (RETURN THIS PAGE)

_____ is committed to providing a safe workplace and an alcohol-free and drug-free environment for its employees. The use of alcohol and drugs can undermine productivity and the quality of the company's image. We ask for the help and cooperation of all employees in promoting our commitment to providing an alcohol-free and drug-free workplace. Such an effort requires each employee to accept his or her share of responsibility in complying with this Substance Abuse Policy.

The use, manufacture, purchase, sale, distribution, taking, carrying, transfer, handling, being under the influence of, or other involvement with controlled substances, inhalants, illegal drugs, legal drugs illegally used (not taken as directed by the individual's physician) by any employee is strictly prohibited. The presence of any of the above-prohibited substances in an employee's system is strictly prohibited. Alcohol abuse is also prohibited. Reporting to work or working under the influence of alcohol is prohibited. The possession or use of alcohol on company premises is prohibited.

Any violation of this policy will result in disciplinary action, up to and including immediate termination.

The company recognizes drug and alcohol abuse as a potential health, safety and security problem. Employees experiencing problems resulting from drug or alcohol abuse may be required to seek assistance from the designated treatment center as provided under the Group Health Care Plan. If any employee has questions, concerning available assistance, he or she should contact the Human Resource Department.

An employee who is convicted under any criminal drug statute for a violation occurring while conducting company business must notify the proper corporate authority.

This policy pertains to all employees (including part-time and contract) of _____
_____. Employees must abide by the terms of this policy.

Signature: _____ Date: _____

CERTIFICATION (RETURN THIS PAGE)

The information contained in this Proposal accurately represents the entity/organization to receive this contract and its proposed operating plans and budget for proposed project.

I acknowledge that I have read and understand the requirements and provisions of the Request for Proposal (RFP) and that my entity/organization is prepared to implement the activities as specified in this proposal.

I understand that I will be held accountable for the information provided by my organization in this proposal and that this information may become the terms and conditions of the contract.

I acknowledge and agree to abide by the complaint procedure identified in the General RFP Overview.

I certify that the governing provisions regarding independent pricing and open competition has been upheld; that all work unless otherwise noted represents an original work product and that all legally responsible persons in the bidder’s organization have upheld same.

I certify that no person(s) that are parties to and/or that are associated with, financially or non-financially, with the proposed program and/or its financial and/or non-financial or other benefits, if any, are not presently classified within the intent and/or meaning of Executive Order 12549.29 CFR Part 98 (Federal Register 53.19188) as per the Debarment and Suspension subsection of this RFP.

No WIA funds may be used in any way to attempt to influence in any manner a member of Congress to favor or oppose any legislation or appropriation by Congress, or for lobbying with State or local legislators. Proposers will comply with the requirements of Restrictions on Lobbying; Certification and Disclosure Requirements imposed by 29 CFR 93 dated February 26, 1990, and clarified by Notice in the Federal Register, Vol. 55, No. 116, dated June 15, 1990.

As a condition to the award of financial assistance under WIA from the Department of Labor and the State of Texas, the grant applicant assures, with respect to operation of the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act (WIA) 1982, as amended including the Nontraditional Employment for Women Act of 1991; Title IV of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 34. The United States has the right to seek judicial enforcement of this issuance.

I certify that I am authorized to sign this Proposal on behalf of the above referenced entity/organization.

(Signature) (Date)

(Print or Type Name) (Title)

DEBARMENT AND SUSPENSION (RETURN THIS PAGE)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 and 93, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, / Federal Register/ (pages 19160-19211).

1. The prospective recipient of Federal assistance funds certified, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any statements in this certification, such prospective participants shall attach an explanation to this proposal.

Name of Organization

Address of Organization

Name and Title of Authorized Representative

Signature

Date

**HoustonWorks USA (RETURN THIS PAGE)
Declaration of Freedom of Conflict of Interest**

To ensure that the no conflict of interest exists as set forth in provisions established to assure the integrity of the Texas Workforce System, I certify that I do not have any relationship by blood or marriage, or as substantial financial interest in the not-for-profit Texas corporation known as HoustonWorks USA.

I understand that substantial financial interest is defined as:

- a. Owns 10% or more of the stock, shares, fair market value of HoustonWorks USA;
- b. Owns more than \$5,000 of the fair market value of HoustonWorks USA;
- c. Owns real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more used for HoustonWorks USA;
- d. Receives funds from HoustonWorks USA that exceed 10% of my gross income for the previous year;
- e. Is a compensated member of the board of directors, staff member or other governing board of HoustonWorks USA;
- f. Serves as an elected officer of HoustonWorks USA; or
- g. Is related to a person in the first degree by consanguinity or affinity, who has substantial financial interest in HoustonWorks USA, as listed in subparagraphs (a) through (f) of this section. First degree of consanguinity or affinity means parent, child, adopted child or spouse.

Affirmed this _____ day of _____, _____(year)

Signature