



## **REQUEST FOR PROPOSALS (RFP)**

**Arbor E&T, LLC. d/b/a ResCare Workforce Services  
Contractor for  
Workforce Solutions for North Central Texas**

### **Proposal Description Security Guard Services**

**Arbor E&T, LLC d/b/a ResCare Workforce Services  
624 Six Flags Drive  
Suite 245  
Arlington, TX 76011**

**ISSUE DATE: October 11, 2019**

**RESPONSE DEADLINE: October 25, 2019; 12:00pm CDT**

Arbor E&T, LLC d/b/a ResCare Workforce Services, contractor for Workforce Solutions North Central Texas is accepting proposals for:

## **Security Guard Services**

### **General Information**

ResCare Workforce Services, hereafter referred to as "RWS", contracted with Workforce Solutions North Central Texas to manage multiple Workforce centers across the 14 county North Central Texas Workforce Development Area. Counties in the Workforce Development Area include: Collin, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell and Wise. RWS is currently accepting proposals from interested and qualified providers to provide armed security personnel for multiple locations across its operating area.

RWS manages the One-Stop centers and provides workforce programs through federal and state funding sources.

The attached materials are provided to describe detailed instructions for the activities which need to be completed for submission of a proposal.

### **Procurement Standards**

Procurement of goods and services under Federal assistance programs, shall be in compliance with CFR 200 – Uniform Guidelines (as applicable), as supplemented by the final rules promulgated by the Office of the Governor under the Uniform Grants Management Standards, and the Texas Workforce Commission Financial Manual for Grants and Contracts. These guidelines require that procurement transactions be conducted in a manner that provides for maximum free and open competition, regardless of the dollar amount or the procurement method used. Additionally, awards may only be made to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of the contract.

### **Service Period**

The service period for this Request for Proposals (RFP) begins January 2, 2020 and is to last a period of one year with options to renew for additional one-year terms, up to three times, for a possible total of four years of service.

### **Eligibility to Respond**

Organizations and individuals are eligible to respond if they have adequate experience and the capability to provide the requested services outlined in this RFP and must be able to ensure compliance with the ensuing Contract and/or Purchase Order. Respondents must also have a proven record of past performance in providing the requested services. Respondents must not be barred and/or suspended from conducting business with Federal and State funded agencies.

### **Authorized Contact**

The authorized primary ResCare Workforce Services contact person for this procurement is

**Finance Manager**  
**ResCare Workforce Services**  
**624 Six Flags Drive, Ste. 245, Arlington, Texas 76011**  
**[workforceAP@dfwjobs.com](mailto:workforceAP@dfwjobs.com)**

Alternate ResCare Workforce Services contact person for this procurement is

**Accounting Coordinator**  
**ResCare Workforce Services**  
**624 Six Flags Drive, Ste. 245, Arlington, Texas 76011**  
**[workforceAP@dfwjobs.com](mailto:workforceAP@dfwjobs.com)**

Questions regarding the RFP must be received by 4:00 p.m. CST, Wednesday, October 23, 2019. Answers to questions received may be shared with all prospective vendors.

### **Submission Guidelines**

**THREE** paper copies of responses to this RFP should be delivered to:

**ResCare Workforce Services**  
**Attention: Security Guard Services RFP**  
**624 Six Flags Drive**  
**Suite 245**  
**Arlington, Texas 76011**

RWS is not responsible for proposals sent by mail. It is the responsibility of the proposer to ensure that complete proposals arrive at the RWS office before the published deadline. All responses must be submitted in an envelope clearly marked **"RESPONSE TO RFP FOR SECURITY GUARD SERVICES"** on the outside of the envelope. Three complete paper copies must be submitted by the proposer. Email submissions will not be considered.

Organization and/or individuals desiring to respond to this RFP are required to submit their proposals based on the information provided in the Statement of Work below.

**Format:** All responses must be typed and will become the property of ResCare Workforce Services.

**Cost:** All costs for the services proposed must be clearly stated and readily identifiable. If any conditions affect the cost of any particular services, or the price as a whole, state those conditions clearly. RWS reserves the right to disqualify any proposals in which the cost is not absolutely clear.

**Deadline:** All proposal packets must be received by ResCare Workforce Services, located at 624 Six Flags Drive, Suite 245, Arlington, TX 76011 **no later than 12:00 PM CDT on Friday, October 25, 2019.** The official time will be carried by the Finance office at the address indicated above. Late submissions will not be opened or considered.

## **Statement of Work**

ResCare Workforce Services operates and manages 11 One-Stop Centers across the 14 counties of the North Central Texas Workforce Development Area. As the One-Stop Center operator, ResCare Workforce Services serves:

- Individuals looking for work or subsidized training
- Individuals who have little or no work history
- Individuals who have experienced plant closings or lay-offs
- Individuals who receive public assistance
- Individuals who have an offender background
- Youth between the ages of 14 and 24 years

ResCare Workforce Services currently operates centers at the following addresses for which these services are being procured. RWS reserves the right to add or remove locations based on operational needs and funding availability.

- 1300 Teasley Lane, Denton, TX 76205
- 1101 Resource Drive, Suite 100, Plano, TX 75074
- Special events as needed with advance notice

Responders must address the following in their response:

1. **Provide the following services (all must be addressed):**
  - Provide armed or unarmed security personnel at all locations during business hours as requested by ResCare Workforce Services
  - Provide additional security personnel at off-site events and/or extended hours, as requested by ResCare Workforce Services
  - Provide invoices pursuant to agreement with ResCare Workforce Services on a weekly or bi-weekly basis
  - All invoices must be submitted with appropriate supporting documentation as described by the terms of agreement with ResCare Workforce Services
  - Be compliant with all federal, state and Texas Department of Public Safety regulations as mandated by law
2. **Provide Training Details:** Responders must provide details regarding training provided for their officers, frequency of training, types of certifications/licensure maintained by officers and/or the agency, supervisory and management oversight infrastructure, training for officers related to changes in laws, etc.
3. **Customer Experience:** ResCare Workforce Services is a service oriented company. Responders must describe any training provided to their officers to ensure a positive customer experience for ResCare Workforce Services customers as well maintaining control over the safety and security of the site.
4. **Clearly define service rate:** The rates charged for providing security services must be listed in detail. If a discount applies to multiple locations, responders must clearly define applied discounts. Proposal must clearly define both, the

regular rate and the overtime rate for armed and unarmed guards. Any charges related to equipment utilized in the process of providing these services must be clearly defined as well. All responders must provide an explanation of all charges that may be assessed.

5. Provide References: Responders must provide at least 3 references of similar services provided along with a general description of the scope of services provided, length of time for which those services were provided, etc. Clearly indicate if ResCare Workforce Services may tour that facility to evaluate the customer experience and professionalism of officers.
6. Insurance Requirements: Responders must provide current proof of acceptable insurance and bonding or the ability to obtain said coverage in the event the responder's proposal is selected.

### **Proposal Selection Process**

The proposal evaluation will be performed by ResCare Workforce Services staff. However, ResCare Workforce Services reserves the rights to select an independent review team for the purpose of RFP evaluation, if necessary. The following considerations apply to the selection process:

1. All proposals considered must be received on time and be responsive to the RFP instructions as outlined in the Statement of Work.
2. ResCare Workforce Services will base their selection on demonstrated competence and qualifications, including: Demonstrated Performance, Responsiveness to RFP and Reasonableness of Cost.
3. In accordance with the 73rd Texas Legislature, ResCare Workforce Services will make a good faith effort to award contracts to Historically Under-Utilized Businesses (HUB's). It is the policy of this organization to pursue HUB business. However, the final decision as to the award of this contract will be contingent upon weighted evaluation criteria. HUB certification must be submitted.
4. All responders will receive notification of the contract award no later than November 22, 2019. A proposal submitter who wishes to protest the decision will be required to notify ResCare Workforce Services in writing within two (2) days from the date of the notification letter. The complaint letter must specify the nature of the protest and any desired remedies of action. ResCare Workforce Service reserves the right to determine whether the protest is valid and merits further consideration. The complaint may be mailed or hand delivered to:

ResCare Workforce Services  
Attn: Finance Manager  
624 Six Flags Drive  
Suite 245  
Arlington, TX 76011

## **Proposal Evaluation Criteria**

The review and selection process will include the following criteria and value system:

<b><u>Criteria</u></b>	<b><u>Value</u></b>
Demonstrated Performance	30
Responsiveness to RFP	30
Reasonableness of Cost	30
Historically Under-Utilized Business	10

### **Demonstrated Performance:**

This criterion examines the demonstrated ability of the responder to deliver services requested. Three references will be required. See Statement of Work for additional information.

### **Responsiveness to RFP:**

This criterion examines compliance with the minimum requirements of the RFP.

### **Reasonableness of Cost:**

This criterion examines the costs of the services provided in terms of the Statement of Work.

### **Historically Under-Utilized Business:**

Historically Under-Utilized Business Certification must be provided with the response to receive points awarded for HUB certification.



### **Proposal Conditions**

1. ResCare Workforce Services reserves the right to accept or reject any or all proposals submitted.
2. This RFP does not commit ResCare Workforce Services to pay for any cost incurred prior to the execution of any contract. All contracts are contingent upon availability of funds from the U.S. Department of Labor and/or Texas Workforce Commission.
3. The intent of this RFP is to identify the various contract alternatives and estimates of costs for the items solicited. ResCare Workforce Services is under no legal requirement to execute a contract based on any proposals submitted.
4. The proposal must contain a list of three (3) references where like services have been performed within the preceding twelve (12) months. Include the name of the business or governmental entity, address, telephone number, and contact person.
5. Submitting parties shall not make contact with, or make offers of gratuities or favors, to any officer, employee or any subcontractors of ResCare Workforce Services. Contact for technical assistance is allowed with the RFP contacts only (see pg. 3). Violation of this requirement will result in immediate rejection of the respondent's submission.
6. ResCare Workforce Services specifically reserves the right to vary the provisions set herein anytime prior to the execution of the contract where such variance is deemed to be in the best interest of the company.
7. All proposal submissions and their accompanying attachments will become property of ResCare Workforce Services, and materials will not be returned. Please provide ResCare Workforce Services with 3 copies of the proposal.
8. The contents of a successful proposal may become contractual obligations, if a contract is awarded. Failure of the proposing entity to accept those obligations may result in a cancellation of the proposal for selection. The contents and requirements of this RFP may be incorporated into any legally binding and duly negotiated contract between ResCare Workforce Services and the selected vendor(s).
9. ResCare Workforce Services reserves the right to select and/or contract with more than one vendor from the proposals submitted.

### **Order of Submission**

All proposals include following items, which **must** be submitted in the following order:

- **Exhibit A** – Provide the company's name, address and contact information for questions regarding the proposal. Also provide the contact information of individual authorized to negotiate and enter into contracts on behalf of the organization. HUB certification is to be included in this section. (provided by submitter)
- **Exhibit B** – Provide the details of your proposal; i.e., in terms of the information requested in the Statement of Work, provide details as to what materials, products, access to materials/products, and/or related goods/services will be provided, the manner of their provision, and how all the specific requirements of the Statement of Work will be met. Proof of insurance or ability to acquire insurance should also be included in this exhibit. (provided by submitter)
- **Exhibit C** – Proposal Pricing Information. (provided by submitter)
- **Exhibit D** –Please submit information showing your ability as a company to provide goods or services to customers. Please include at a minimum a list of three (3) references where like services have been performed within the preceding twelve (12) months. Include the name of the business or governmental entity, address, telephone number, and contact person. (provided by submitter)
- **Exhibit E** - Certification Form (Use attached form)

## **EXHIBIT E**

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

#### **LOWER TIER COVERED TRANSACTION**

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

- I. The prospective recipient of Federal assistance funds certifies, 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.
- II. 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 Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date