



**American Friends  
Service Committee**

**REQUEST FOR PROPOSAL**

Security Management Services

Fiscal Year 2013–2014

**Central Office in Philadelphia**

1501 Cherry Street, Philadelphia, PA 19102

The purpose of this Request for Proposal (RFP) is to invite prospective bidders to submit a proposal to provide security management services and training, as outlined below, to key staff members in the AFSC Central Office in Philadelphia and offices around the world through a number of Master Service Agreements. The AFSC currently works and has programs in challenging environments, where the organization, personnel, and assets are vulnerable to a range of threats. To enhance preparation, management, and response, the AFSC seeks to identify security management firms to assist in various areas.

Work will be initiated by the AFSC, in consultation with the bidder, via Task Orders under a global Master Services Agreement. A Task Order will be used to outline a project-specific scope of work that obligates the AFSC to use the selected firm. The security provider will not render any services without a Task Order. The global Master Services Agreement will outline rates and maximum amounts to be spent under the contract without obligating the AFSC to use the selected firm. The Interim Associate General Secretary for International Programs will supervise all work with the input and assistance of relevant staff members.

To address the broad nature of the scope of work, agreement(s) will be structured as time or material contracts. The AFSC will pay hourly or daily rates for work performed and reimburse travel and related expenses accrued by the firm.

**Note**

The AFSC may select more than one firm to provide security management services in order to leverage various companies' regional or subject-matter expertise. AFSC anticipates that the global agreements will run for 24 months from March 2013–February 2015.

**Background**

The AFSC is a Quaker organization that promotes lasting peace with justice, as a practical expression of faith in action. Drawing on continuing spiritual insights and working with people of many backgrounds, the AFSC nurtures the seeds of change and respect for human life that transforms social relations and systems. The AFSC implements approximately 70 programs in 14 countries around the world.

**Schedule of Events**

The following schedule applies to this RFP, but may change in accordance with AFSC's needs or unforeseen circumstances:

|                                          |                                  |
|------------------------------------------|----------------------------------|
| Issuance of RFP                          | January 30, 2013                 |
| Technical Questions/Inquiries Due        | February 11, 2013, 5:00 P.M. EST |
| Proposals Due                            | February 19, 2013, 5:00 P.M. EST |
| Estimated Date of Selection Notification | February 27, 2013                |

## **Scope of Services Requested**

To enhance security preparation, management, and response, the AFSC seeks to identify security management firms to assist in various areas including but not limited to:

1. Assistance in assessing, developing, and implementing an organization-wide crisis management plan.
2. Assistance in defining the functions of the AFSC Security Management Team and developing security protocols that would allow the AFSC to meet the Minimum Operating Safety Standards (MOSS) as defined by InterAction.
3. Assistance in preparing incident and crisis management training and drills for key AFSC staff members at the central office in Philadelphia, PA and other offices; high priority offices to receive training could include international offices and high risk US offices.
4. Provision of ad-hoc advice on security, incident management, or deployment to program offices to assist personnel during or following security incidents as needed.

Security services may be provided to all programs. Extra support or services may be needed in high-risk areas overseas or in the U.S. Our overseas programs include work in: Burundi, Cambodia, China, Guatemala, Haiti, Indonesia, Israel, Kenya/Somalia, North Korea, Palestine, West Timor, and Zimbabwe. High-risk U.S. work could include programs along the Mexican border or in high violence areas.

## **Evaluation Criteria**

The evaluation of each response will be based on demonstrated competence, compliance, format, and organization:

1. Approach, thoroughness, and completeness of the proposal (30%)
2. References and past performance, especially with international Non-Governmental Organizations (NGOs) (35%)
3. Regional expertise, including details on key personnel (25%)
4. Price (10%)<sup>1</sup>

Proposals should include:

1. Description of positions and the services that each will likely deliver. Where available, sample resumes for personnel should be provided.
2. Daily rates for positions likely to perform work on the contract.
3. General background on the company, including biographical information of senior management and staff who will work directly with the AFSC; location of headquarters, U.S. offices and overseas offices; overall company staff size; and processes of staff recruitment, vetting, and training.
4. Examples of experience working with international NGOs and development projects.
5. Examples of experience with security management in difficult developing world and conflict environments, including management of evacuations, medical emergencies, mass casualty incidents, kidnappings, and hostile detention.
6. Detailed descriptions and dollar amount limits of all insurance and indemnity coverage.
7. Mobilization time frame.

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<sup>1</sup> In an effort to assess the full scope of services that may be available from consultants, the AFSC has intentionally not set a budget limit for this RFP.

8. At least one reference from a former NGO client.

Firms are encouraged but not required to provide other examples of work such as country security assessments and sample security procedures.

The AFSC will send written e-mail notification to bidders selected to move into the negotiation phase and/or selected for an award. The AFSC will not notify bidders not chosen for either negotiation or an award.

### **Proposal Preparation Instructions**

In responding to this RFP, the bidder accepts the responsibility to understand the RFP fully and make any inquiries of the AFSC to gain such an understanding. The AFSC reserves the right to determine, at its sole discretion, whether a bidder fully understands the RFP and to disqualify any bidder that does not. Such disqualification may extend to cancellation of an award once the award has been made at no fault, cost, or liability whatsoever to the AFSC.

The AFSC offers all information in this RFP in good faith. Individual items are subject to change at any time. The AFSC makes no certification that any item is without error. The AFSC is not liable for any use of the information or claims asserted therefrom.

The AFSC shall retain this RFP and all related terms and conditions, exhibits, and other attachments in original form in an archived copy. Any modification to these, in the bidder's proposal, is grounds for immediate disqualification.

The AFSC reserves the right to reject any and all bids and to consider bids for modification any time before awarding a contract. The AFSC is not liable for any costs associated with the preparation, submission, or presentation of materials sent in response to this RFP.

### **Communication**

Respondents are not to contact any AFSC personnel directly with queries.

Bidders' inquiries, questions, and requests for clarification related to the RFP are to be directed in English to:

Kerri Kennedy  
Interim Associate General Secretary for International Programs  
[KKennedy@afsc.org](mailto:KKennedy@afsc.org)  
+1 215-241-7151

Electronic proposals are preferred. All communication regarding this RFP must be directed to the AFSC by **February 11, 2013 by 5:00 P.M. EST.**

Please note that one combined response to all the questions received will be provided to all the parties after February 11, 2013.

**Final proposals in PDF format should be e-mailed by February 19 by 5:00 P.M. EST to:**

Kerri Kennedy, [KKennedy@afsc.org](mailto:KKennedy@afsc.org)

**Bidder Certification (please include with proposal)**

This certification attests the bidder's awareness of and agreement to the content of this RFP and all provisions contained herein. The bidder must ensure this certificate is duly completed and correctly executed by authorized officers in the bidder's company.

1. This proposal is submitted in response to AFSC's RFP for Security Management Services. The undersigned, duly authorized officers, certify that:

(Bidder Name) agrees to be bound by the content of this RFP and to comply with the terms, conditions, provisions, and addenda referenced in this proposal in the event of an award. Any exceptions to this Agreement are stated in the RFP. The proposal shall remain in effect for a period of 90 calendar days as of the due date of the RFP.

2. The undersigned further certify that their firm (check one):

☐ Is

☐ Is not

Currently debarred, suspended, or proposed for debarment by a U.S. federal entity. The undersigned agree to notify the AFSC of any change in this status until an award has been made under this procurement action.

3. The bidder, by checking the applicable box, certifies that:

(a) If the bidder is a US entity, it operates as ☐ a corporation incorporated under the laws of the State of \_\_\_\_\_ (state), ☐ an individual, ☐ a partnership, ☐ a nongovernmental nonprofit organization, ☐ a state or local governmental organization, ☐ a private college or university, ☐ a public college or university, ☐ an international organization, or ☐ a joint venture.

(b) If the bidder is a non-US entity, it operates as ☐ a corporation organized under the laws of \_\_\_\_\_ (country), ☐ an individual, ☐ a partnership, ☐ a nongovernmental nonprofit organization, ☐ a nongovernmental educational institution, ☐ a governmental organization, ☐ an international organization, or ☐ a joint venture.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Signature of Authorized Officers:**

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## **Annex A: Sample Consultant Agreement General Terms and Conditions**

1. Vendor or Consultant (“Provider”) agrees to perform services as set forth in the Scope of Work, attached hereto, and the AFSC agrees to pay Provider upon satisfactory completion of work and in accordance with the terms of this Agreement.
2. (a) If this is a time agreement, the Provider will maintain accurate records of time worked and expenses accrued for purposes of reimbursement. Provider will make these records available to the AFSC or its representatives upon reasonable request. Provider will not bill the AFSC for services paid by other entities or by the AFSC under any other agreement. Provider will submit invoices to the AFSC Interim Associate General Secretary for International Programs within 30 days of completion of services. The AFSC will not process any invoice that is not supported by a fully executed agreement. Provider’s invoice format may be accepted as long as it includes all the information and documentation required in the AFSC Invoice Format. Invoices that do not include all the required information and documentation will not be paid. It will take the AFSC at least 30 days to process invoices once they have been approved by the Interim Associate General Secretary for International Programs.  
  
(b) If this is a fixed price agreement, the Provider will submit invoices within 30 days of acceptance of services by the AFSC Interim Associate General Secretary for International Programs. Invoices that do not include the agreement number and a brief describing the services will not be paid.  
  
(c) Travel costs will be reimbursed in accordance with the AFSC policy. The invoice must include itemized travel costs, the names of all travelers, and the dates and purpose of all trips.
3. Provider’s relationship to the AFSC is that of an independent contractor. Provider certifies that s/he will not present, allege, or claim in any manner whatsoever to third persons that s/he is employed by the AFSC. Provider further certifies that s/he makes their services available to the public through an independently established trade, occupation, profession, or business; is licensed as required by law or is part of a separate legally incorporated business; and does not have the AFSC as the sole client for this type of service. The parties agree that the AFSC does not have the right to instruct Provider on how to perform the services, Provider will not use AFSC facilities to perform the services, and Provider is free to make business decisions affecting its own profit or loss. Nothing in this Agreement is intended to create a partnership, agency, employer, employee, or joint venture relationship. Provider will be responsible for all taxes arising from compensation and other amounts paid under this Agreement, and for all payroll taxes and fringe benefits of its employees. Federal, state, local income, and payroll taxes of any kind will not be withheld or paid by the AFSC on behalf of Provider or its employees. Provider and its employees will not be eligible for or participate in any AFSC employee pension, health, welfare, or other fringe benefits plan. The AFSC will not obtain workers’ compensation insurance to cover Provider or Provider’s employees. If the work will be performed in the U.S., Provider certifies that relevant individuals are legally authorized to work in the U.S.

4. Provider indemnifies, defends, and holds the AFSC unaccountable for any liabilities, including reasonable expenses and attorneys' fees, incurred by or imposed on the AFSC in connection with any suits or judgments related to Provider's warranties, representations, or performance of services under this Agreement.
5. Provider is advised to carry general comprehensive liability insurance of an amount consistent with industry standards.
6. All data, documentation, specifications, models, computer programs and code, and other technical and business information ("Confidential Information") furnished or disclosed to Provider by the AFSC are the property of AFSC, and all copies will be returned to the AFSC at the end of the performance period. Unless such Confidential Information was previously known to Provider free of any obligation of confidentiality, or is subsequently made public by the AFSC, it will be held in confidence by Provider and used only for the purposes of performing the services.
7. All written material, software programs, code and documentation, and tangible or intangible inventions ("Deliverables") arising out of the performance of this Agreement belong to the AFSC. Provider agrees that the Deliverables are specially commissioned works made-for-hire and the AFSC is deemed the author for copyright purposes. If any Deliverable(s) is determined not to be a work made-for-hire, this Agreement will be deemed an irrevocable assignment to the AFSC of copyright to the Deliverable(s). To the extent permitted by law, Provider waives rights to the Deliverables afforded under the U.S. Visual Artists Rights Act, and all so-called "moral rights" to the Deliverables afforded under the law of any other country. Provider will, as the AFSC requests, execute documents required to vest ownership in the AFSC. Provider will acquire all rights necessary to convey the AFSC the agreed-upon rights, and will appoint the AFSC as attorney-in-fact to execute required documents. Provider will treat Deliverables as AFSC Confidential Information. Provider will not incorporate any works in the preparation of Deliverables unless such works and their owners, including the owners of any intellectual property rights embodied therein, are identified in advance in writing to the AFSC. If such works comprise or incorporate any materials owned by third parties, Provider warrants that s/he is authorized to grant unrestricted rights and licenses to the AFSC, free of any claim of rights by another person or entity.
8. The AFSC may terminate this Agreement for any reason with 14 days prior written notice. The AFSC will not be liable for any payments accruing after notice of termination without the AFSC's approval.
9. If the Scope of Work identifies any individuals as Key Personnel, then no substitution for said individuals may be made unless mutually agreed upon by the parties. In the event that Provider anticipates any Key Personnel may become unavailable or have reduced availability to perform the services, Provider will give the AFSC reasonable written notice and justification of the same, so the AFSC may adequately assess the impact of this unavailability or reduced availability. The AFSC reserves the right to approve or disapprove of any substitutions of Key Personnel proposed by Provider.

10. Provider represents and warrants that it will perform services in accordance with industry standards, and the work product will be delivered to the AFSC with no restrictions or obligations that will impair the AFSC's rights under this Agreement. Under the Additional Warranty for Work Product Containing Software, Provider warrants that all work product containing software delivered pursuant to this Agreement will conform to written specifications and be free of "bugs," viruses, and similar defects that render it unfit for its intended use. Provider will have 15 business days to modify the product so it meets all written specifications and performs as intended. In the event that within 15 days of the AFSC notice that the product is unfit for its intended use, Provider is unable to deliver work product that is "bug-free," virus-free, or otherwise does not conform to written specifications, the AFSC may terminate this Agreement, withhold payment, or receive a full refund of all payments made to Provider pursuant to this Agreement.
11. The AFSC's failure to enforce any right under this Agreement is not a waiver of that right.
12. Provider may not transfer or subcontract any part of this Agreement to another party without the AFSC's prior written consent.
13. This is the entire Agreement with respect to its subject matter; there are no other agreements, either written or oral. The Agreement may be modified only by written amendment, executed by authorized representatives of both parties.
14. The interpretation of this Agreement and of the transactions and disputes herein will be governed by the laws of the Commonwealth of Pennsylvania, USA.
15. Sections 3, 4, 6, 7, and 15 will survive termination of this Agreement.
16. Provider agrees to comply with all applicable federal laws and regulations, including affirmative action, E-Verify, equal employment opportunity, use of human participants in research, prohibitions against supporting terrorism, prohibitions on human trafficking, and prohibitions against discrimination. Provider hereby certifies that s/he is not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency and is not delinquent on any state or federal tax. Provider will participate in the AFSC's efforts to comply with all laws, regulations, and award terms and conditions imposed on the AFSC by sponsor(s) of this project.