

DCAM-23-NC-RFP-0005

ARMED/UNARMED SECURITY GUARD PERSONNEL SERVICES ASSET CLASSES A [PARKS AND RECREATION] & B [PUBLIC EDUCATION]

ADDENDUM NO. 04 - EXHIBIT A

NO.	QUESTION	RESPONSE
1	When is the anticipated award date of this contract?	The anticipated award date may be as early as 120 days following the close of the solicitation.
2	Will DC DGS provide space onsite for onboarding, orientation, required initial and refresher training?	No, the awarded Contractors shall perform all standard onboarding, orientation and training at the Contractor's facility.
3	With regards to any mandatory screening, background checks, drug testing, physicals or training previously satisfied by the incumbent security force , will such mandates be required to be fulfilled again on the new security program?	Yes
4	Is free parking available for contractor employees?	No
5	Will DC DGS provide dedicated office space for on-site key personnel?	No. The only staff that are required to be onsite are the security guards (SOs, ASPOs and USPOs)
6	Will DC DGS provide computers and internet connectivity for the use of key personnel?	No
7	Please provide a seniority roster of incumbent guard force so offerors can estimate annual and sick leave requirement costs	Potential Offerors are encouraged to request this information for the SEIU 32B Union representative.
8	Are the resumes for Key Personnel included in the maximum page count?	No
9	In accordance with the Performance Work Statement, Section C.5.6, it is stated that, <i>"The Contractor shall be ISO 9001:2015 compliant"</i> . Please advise if the contractor is required to be ISO 9001 certified as a condition for contract award.	Yes
10	In accordance with the Performance Work Statement, Section C.6.1, it is stated that, <i>"Contractor shall designate and individual as a Contract Security Officer (CSO) to provide quality assurance over all guards hired under the Contract"</i> . Please advise if this is a dedicated and billable position to support this security program.	Yes, the Contractor shall dedicated a CSO to perform the services as described in the SOW and no, this <i>is not</i> a billable position.

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11	In accordance with the Performance Work Statement, Section C.11, it is stated that, “ <i>The Contractor shall include an additional forty-eight (48) hours of training...</i> ”. This training is generally reserved for newly commissioned SPOs in DC. Will currently commissioned SPOs also be required to fulfill this training as a mandatory pre-condition of employment?	If an officer has met all of the mandatory training requirements and is currently certified, there is no requirement to re-certify as a pre-condition of employment for the new company. A current copy of the officer's training records are required to fulfill this requirement. The new officer will be subject to any and all mandatory annual training refresher's.
12	In accordance with the Performance Work Statement, Section C.11.2, it is stated that, “ <i>Special Police Officers licensed to carry a firearm shall satisfy at least forty (40) hours of initial firearms training</i> ”. This training is generally reserved for newly certified Armed SPOs in DC. Will currently certified Armed SPOs also be required to fulfill this training as a mandatory pre-condition of employment?	If an officer has met all of the mandatory training requirements and is currently certified, there is no requirement to re-certify as a pre-condition of employment for the new company. A current copy of the officer's training records are required to fulfill this requirement. The new officer will be subject to any and all mandatory annual training refresher's.
13	Please provide the mandatory minimum acceptable specifications for the assigned roving patrol vehicles as associated costs of such vehicles must be factored into our Price Proposal	The Contractor shall provide and maintain a minimum of three (3) vehicles to be used for roving patrols. Vehicles make, model and markings must be approved by PSD within 10 days after award.
14	Regarding the citywide Roving CSOs, please confirm that such positions are to be billed at an hourly rate and not to be factored as overhead	The CSO rovers <u>are not</u> billed and shall be factor as part of the Offerors' overhead.
15	Are the hours related to the Roving CSOs and TAS CSOs included in the Estimated Hours as listed on the Price – Cost Schedule?	No
16	Will incumbent employees currently assigned to this security program be required to complete On-the-Job Training at the inception of the new contract period?	If an officer has met all of the mandatory training requirements and is currently certified, there is no requirement to re-certify as a pre-condition of employment for the new company. A current copy of the officer's training records are required to fulfill this requirement. The new officer will be subject to any and all mandatory annual training refresher's.
17	In accordance with the Performance Work Statement, Section C.18.4, it is stated that, “ <i>All training materials shall be submitted to the COTR, or his designee, for review and approval prior to use.</i> ” Can DGS ensure successful awardee that COTR will review and approve training materials in timely manner to prevent delays during contract transition?	Yes

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18	Will incumbent personnel and currently licensed S/O and SPOs be required to attend the Pre-Assignment training?	If an officer has met all of the mandatory training requirements and is currently certified, there is no requirement to re-certify as a pre-condition of employment for the new company. A current copy of the officer's training records are required to fulfill this requirement. The new officer will be subject to any and all mandatory annual training refresher's.
19	In accordance with the Performance Work Statement, Section H 5.4, it is stated that, <i>“The Contractor agrees that at least 51% of the new employees hired to perform the Contract shall be District residents.”</i> How is the contractor expected to effectively provide post coverage if 51% of the new employees do not meet this requirements?	The application of first source for contract in excess of \$300,000 applies to a vendors new hires which, are hired to directly perform services for government funded contracts. "New Hires" will not applied to incumbent employees who chose to transition pursuant to the first right of refusal. For the avoidance of doubt and not withstanding anything to the contrary Offers acknowledge all such new hires sourced outside of incumbent employee rosters shall be subject to the 1st source rules of engagement.
20	With regards to the Performance and Payment Bond, please provide clarification regarding the applicable period. The listed period of <i>“the option period price (i.e., base period and/or each of the individual option periods),”</i> and poses interpretation challenges for our bonding surety.	Upon award the Contractor shall be required for furnish the Payment and Performance Bond covering the base period of the Contract. Before the execution of a contract modification issued to exercise a option period the Contractor shall be required to furnish the Payment and Performance Bond covering the subsequent option year.
21	In the past 24 months, how many times has the current contractor incurred a fine as outlined in Section H.14.1.1 to H 14.1.4 and what was the total amount of fines combined?	All information regarding an active contract shall be requested by a formal FOIA application.
22	In reviewing the PWS, Section I.14, Insurance, we are requesting consideration for a review of the insurance requirements. If this opportunity is truly an SBE set-aside, it is fair to conclude that several SBEs will experience difficulty meeting this requirement. Would DC DGS be willing to reduce the insurance requirements?	Please refer to Addendum No. 04, Item No. 4
23	Will the subcontractor be bound to the same insurance requirements as the Prime Contractor?	Yes

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NO.	QUESTION	RESPONSE
24	For the Performance and Payment Bond, is DC DGS requesting proof of our ability to be bonded or the actual executed bond?	With the Offerors proposal package, the Offeror shall submit as part of the compliance package a notarized Attachment J.22 "Certification to Furnish Performance & Payment Bond" completed by an approved Surety. Upon award and prior to contract execution, the awarded Contractor shall be required to provide a Performance and Payment Bond as outlined in Section H.11.2 covering the base period.
25	Will Key Personnel positions including Project Manager, Assistant Project Manager and Field Supervisors be hourly billable positions or to be included as project overhead costs?	No
26	Would DC DGS be willing to accept "Reviewed" financial statements in lieu of the "Audited" financial statements as this request will likely significantly limit the number of qualified applicants?	If audited statements are not available, the Contractor shall provide financial statements certified by a Certified Public Accountant ("CPA") to be considered responsive and responsible.
27	Are Offerors required to include page 1 titled Section A-Solicitation/Offer/Award/Contract as part of its Technical Proposal?	No
28	Will the two (2) contractors that are awarded a contract resulting from this solicitation be ineligible for an additional award resulting from the soon to be issued solicitation for Asset Class C, D and E security personnel services?	No
29	Since the period of the option years beginning with Option Year 2 is outside the term of the current Collective Bargaining Agreement (CBA) which expires in January 2026, will DGS allow a price adjustment in hourly rates beginning in Option Year 2 based on future pay increases mandated by a renewed or amended CBA?	Price adjustments are reviewed on a case by case basis, however it is the District's expectation that the Contractor factor in future anticipated pay increases mandated or amended by the CBA, anticipated living and minimum wage increases, future anticipated US Department of Labor rate increases, and all else as reasonably inferred in order to provide the most reasonable and responsive price to the District.
30	By way of observation, Section C.3.1.3 incorrectly defines the Asset Class as "two (2) identifiable groups: (i) A-Parks and (ii) B-Recreations and Public Education."	Please refer to Addendum No. 04, Item No. 5

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NO.	QUESTION	RESPONSE
31	As an editorial note, beginning with Section C.3.3.13 and going forward, based on the recent re-organization of the Department of Consumer & Regulatory Affairs (DCRA), all references to DCRA should be replaced with the newly created Department of Licensing & Consumer Protection (DLCP) which is now responsible for the processing of private security licenses.	Please refer to Addendum No. 04, Item No. 6
32	Considering that there may be possible delays in the processing of new security licenses as well as the transfer of security licenses at the newly created Department of Licensing & Consumer Protection (DLCP), will DGS allow security personnel who have been cleared and deemed eligible to be deployed at Class A/Class B sites while the issuance process is underway?	Acceptance and approvals will be granted based on the DLCP accommodations. The Contractor's Security Personnel are required to have fully approved DCLP (formerly DCRA) validated licenses; however, the District will accept DCLP validated "Active Status" confirmation in lieu of the fully approved licenses. Proof of the fully validated licenses must be furnished to the District prior to expiration of such Active/Temporary documents. Please refer to the DC Department of Licensing and Consumer Protection (DCLP) security website for more details: https://dlcp.dc.gov/node/1617436 .
33	By way of clarification of Section C.7.2.5, please confirm that the Contractor will be compensated for security personnel hours on duty whether staffed by a regular or relief officer.	The Contractor will be compensated for all hours outlined in the schedule of services (e.g., when the schedule requires 2 armed and 2 unarmed for 8 hours shifts; the contractor will be paid for 32 hours). For the avoidance of doubt and to provide clarity; all relief officers and rovers providing coverage shall be considered as overhead cost. The fixed, direct labor hour rates shall be for CLINs 0001, 0002 and 0003 only, and all extended cost will be calculated based on the shift schedules only.
34	Section C.9, PERSONNEL, references staffing requirements outlined in Exhibits J.6A and J.6B which have not been included as attachments to the solicitation but will be issued by addendum as delineated in Section J. When will Exhibits J.6A and J.6B be provided so that Offerors can plan for establishing a supplemental security personnel roster that equates to a minimum of 20% additional security personnel as stipulated in Section C.9.	See Addendum No. 04, Item No. 7

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NO.	QUESTION	RESPONSE
35	Are the SPO roving patrol personnel stipulated in Section C.12, ROVING CONTRACT SECURITY OFFICERS, in addition to or inclusive in the 20% minimum security personnel required in Section C.9?	The roving contract security officers are not included in the 20% additional contract personnel
36	Section C.22 delineates specific requirements for Department of Behavioral Health Facilities (DBH). Are DBH facilities included as part of this solicitation and if so under which class (Class A-Parks & Recreation or Class B-Public Education) is it assigned?	The Department does not anticipate adding DBH locations as part of these award groups. For the avoidance of doubt and notwithstanding anything to the contrary, all information for DBH specific requirements are informational and will only be enforceable if and when applicable.
37	Are the DELIVERABLES listed in Section F.3 for DBH relevant to this solicitation?	The Department does not anticipate adding DBH locations as part of these award groups. For the avoidance of doubt and notwithstanding anything to the contrary, all information for DBH specific requirements are informational and will only be enforceable if and when applicable.
38	The requirement in Section H.11.2 to furnish a 35% Performance and Payment bond on a solicitation for security personnel services is highly unusual and unheard of by most bonding companies. This is especially true for an Indefinite Delivery/Indefinite Quantity (ID/IQ) contract that is Task Order driven in varying amounts with a minimum ordering value of \$250.00 and an aggregate non-guaranteed maximum ordering value of \$3MM. Bonding companies require a firm contract value on which the Performance and Payment Bond would be based. Consequently, in this instance, SBES would be obligated to purchase Performance and Payment Bonds for an amount equal to the maximum ordering value of \$3MM even though this ordering limit may never be reached. Will DGS consider eliminating the requirement to post a Performance and Payment Bond?	No, the District will not modify or eliminate the Performance and Payment Bond requirement

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NO.	QUESTION	RESPONSE
39	Section H.20 requires the Contractor to notify the Contracting Officer at least thirty (30) days in advance of the Diversion, Reassignment and Replacement of Key Personnel identified in its proposal. Will DGS waive the thirty (30) notification requirement in those instances where key personnel abruptly resigns due to a personal or health related circumstance?	Yes
40	Will DGS consider changing the proposal submission time and date in Section L.4.1.4 FROM <u>10:00am on February 22, 2023</u> TO <u>2:00pm on February 22, 2023</u> ?	Please refer to Addendum No. 04, Item No. 1
41	Under what regulatory and/or legislative authority is the application of certified business enterprise preference points being allocated as delineated in Section M.4 on a solicitation that has been set-aside for participation only by DSLBD Small Business Enterprises? As an editorial note, Section M.4 is titled "PREFERENCE POINTS AWARDED PURSUANT TO SECTION [M.5.2]", however Section M.5.2 addresses the EVALUATION OF OPTION YEARS.	Certified Business Enterprise firms are entitled to preference points regardless to the market services are solicited.
42	As an editorial note, Section M.4 is titled "PREFERENCE POINTS AWARDED PURSUANT TO SECTION [M.5.2]", however Section M.5.2 addresses the EVALUATION OF OPTION YEARS.	Please refer to Addendum No. 04, Item No. 8
43	The security guard personnel services being solicited were initially included as part of the Statement of Work under DCAM-22-NC-IFB-0002 which was subsequently cancelled based on an Order Dismissing Protest P-1161 issued by the Contract Appeals Board. What is the justification for now issuing an RFP for these services that were initially being procured as an Invitation for Bid (IFB) with Special Standards of Responsibility that closely match the Evaluation Factors included in the RFP?	Please refer to DCAM-22-NC-IFB-0002 Addendum No. 09. https://dgs.dc.gov/publication/dcam-22-nc-ifb-0002-sector-2-armedunarmed-security-guard-personnel-services

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NO.	QUESTION	RESPONSE
44	When are the actual posts expected to be released (Exhibits J.6A and J.6B)?	Please refer to Addendum No. 04, Item No. 7
45	Will a list of present union employees for these sites be released indicating seniority dates (for accrued benefits) for proper and fair pricing to eliminate the unfair disadvantage of all offerors except the incumbent.	Potential Offerors are encouraged to request this information for the SEIU 32B Union representative.
46	When is the actual start date anticipated?	The anticipated award date may be as early as 120 days following the close of the solicitation.
47	When addressing the Offeror's experience and past performance, key personnel, and proposed business operations for the technical criteria, will the District accept/consider the individual qualifications of key personnel to meet relevant and past performance time periods <i>desired</i> by the District for the intent of the Small Business Set-Aside Market? In keeping with the spirit and intent of the "Small and Certified Business Enterprises Development and Assistance Act of 2014", will the District equate the collective experience of the Offeror's key personnel and executive leadership as being the Company's? experience?	The District will not consider the collective employment experiences of key personnel in lieu of the required past performance of the firm.
48	Can you clarify the information about the Performance and Payment Bonds? It appears to say 35% Performance Bond and 35% Payment Bond for each Asset Class and for each year based on the NTE amounts for each Class.	With the Offerors proposal package, the Offeror shall submit as part of the compliance package a notarized Attachment J.22 "Certification to Furnish Performance & Payment Bond" completed by an approved Surety. Upon award and prior to contract execution, the awarded Contractor shall be required to provide a Performance and Payment Bond as outlined in Section H.11.2 for the base period; and prior to the execution of a modification issued to exercise an option year the Contractor shall be required to provide a Performance and Payment Bond for the subsequent option period.
49	Can you please clarify the requirement to only utilize DCRA certified instructors? There is no list available on the DCRA/DLCP website.	Please refer to Addendum No. 04, Item No. 9

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NO.	QUESTION	RESPONSE
50	Please clarify the statement made during the pre-proposal conference regarding award to two (2) SBE firms for Asset Classes A & B. It was stated that firms awarded for Asset Classes A & B will be disqualified or otherwise ineligible to be considered for award as a “Prime” on the upcoming solicitations for the other Asset Classes. If a company is awarded Asset Class A or B, are they ineligible for being awarded another Asset Class as a “Prime” on the Open Market solicitation to be released at a date TBD?	For the avoidance of doubt and notwithstanding anything to the contrary, a Contractor whose offer results in award of Asset Class Group A or B will not be disqualified from participating or receiving an award of the upcoming solicitation for security guard personnel services in Asset Groups C, D or E.
51	The Local 32BJ CBA says that it covers only “Sector I and III Locations,” while the solicitation lists the locations as A & B. What is Sector I and III? What Locations do the CBA cover? Does it cover Asset Classes A & B?	Please refer to Exhibit J.9 - 32BJ Rider
52	In the CBA and in the Solicitation Attachment J4A & B, there are only two CLIN Lines for officers: a.001: Security Officers (SO) (Guard 1) b.002: Commissioned Special Police Officers (SPO) (Guard II, Armed) What about Commissioned Special Police Officers (SPO) (Guard II, Un-Armed)? Are you implying that Armed and Un-Armed SPO Officers get the same rate of pay?	The SEIU CBA includes two guard classifications, (i) armed/unarmed SPO and (ii) Security Officers SO. Prospective Offerors are required to comply with the prevailing wage (e.g., CBA, DC Living Wage and or Service Contract Act, whichever of the three yields the highest rate). The District does require all three guard types, unarmed SPO, armed SPO and Security Officers. The armed/unarmed SPO under the CBA have the same rate of pay for both positions.
53	What are the years of service for the current guard’s vacation? Example: Some guards might have 2 years, 3 years or 5 years of service.	Potential Offerors are encouraged to request this information for the SEIU 32B Union representative.
54	When will we know the list of locations and hours?	Please refer to Addendum No. 04, Item No. 7

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NO.	QUESTION	RESPONSE
55	In Section L.2, is there a page limit for the Technical Proposal?	No; however, Offerors are encouraged to respond to each factor in a way that will allow the District to evaluate the offeror’s response. The offeror shall submit information in a clear, concise, factual, and logical manner providing a comprehensive description of its approach. The technical proposal must contain sufficient detail to provide a clear and concise response fully reflecting the manner in which the offeror proposes to fully meet the requirements in Section [C] . Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive visual and other presentation aids are neither necessary nor desired
56	Section L.2.5 directs Offerors to Section M, Evaluation Factors for the specific evaluation criteria. In addition, the second sentence of L.2.5 states the following: “The Offeror shall respond to each factor in a way that will allow the District to evaluate the Offeror’s response.” What is meant by “in a way” ? Further, the 4th sentence in L.2.5 states the following: “The information requested for the technical proposal shall facilitate evaluation of all proposal.” Based on this requirement, the Technical Proposal contents requirements listed in L.2.5.1 does not correspond in details to the specific Technical Evaluation Criteria factors listed in M.2.2 to M.2.5. In summary, does the Technical Proposal content instructions in L.2.5.1 require an Offeror to respond to all of the specific Technical Criteria Factors listed in M.2.2 to M.2.5 ?	Yes, technical proposals should respond to <u>all</u> evaluation factors identified by the Government in Section M of the RFP. Section L.2.5.1 is instructions outlining the Departments preferred organization of technical responses.
57	In M.1.1, what are the “additional subfactors“ that may be considered as part of the evaluation factors ?	The Department will evaluate technical responses in comparison to the technical evaluation factors provided in Section M.2.1 and as further described for each individual evaluation factor beginning with Section M.2.2 through M.2.5.

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58	What is the meaning of DBH mentioned In M.2.4 (iii) b?	The Department does not anticipate adding DBH locations as part of these award groups. For the avoidance of doubt and not withstanding anything to the contrary, all information for DBH specific requirements are informational and will only be enforceable if and when applicable.
59	The last sentence in L.2.5 states that the Technical Proposal must contain sufficient detail information on the manner in which the offeror proposes to fully meet the requirements in Section C. While Section M.2.3, (iv) states that: “the offeror must submit with its proposal evidence of its intent to comply with Section [C] including, but not limited to, compliance with guard commissioning, training and all other certifications and documentation required to provide Contract armed/unarmed guard services.” The requirements in M.2.3 (evidence of intent) is lesser than the requirement in L.2.5 (technical proposal must contain information on how to meet all of Section C). Based on the above points, please clarify in detail what should be included in the Technical Proposal on how the Offeror proposes to meet the requirements of Section C?	For the avoidance of doubt and not withstanding anything to the contrary, Section L of the RFP is an instructional guide, outlining the procurement schedule, proposal submission organization, due date/time and method. Section M of the RFP establishes the technical criteria and requirements to fulfill the service level standards. Offerors should take care to submit a technical proposal that responds, in detail to all technical evaluation factors and subfactors meeting the proposed contract requirements as described in Section C.
60	Given the high cost for audited financial statements and the extensive time to complete an audit, will a CPA compilation report certification on the financial statements (balance sheets, statements of income and changes in financial position [or more specifically statements of cash flows]) satisfy this requirement in M.5.(ii)?	If audited statements are not available, the Contractor shall provide financial statements certified by a Certified Public Accountant ("CPA") to be considered responsive and responsible.
61	Who is the incumbent on the contract?	Security Assurance Management, Inc.
62	Can the incumbent bid on the contract?	All firms who meet the requirements of the RFP are eligible to submit proposals in response to this solicitation.
63	When will the locations for the various asset classes be posted?	Please refer to Addendum No. 04, Item No. 7
64	Is there a current seniority list available for the union members?	Potential Offerors are encouraged to request this information for the SEIU 32B Union representative.
65	Is there any guidance or preference on year, make, model, color, and mileage of contractor vehicles?	The Contractor shall provide and maintain a minimum of three (3) vehicles to be used for roving patrols. Vehicles make, model and markings must be approved by PSD within 10 days after award.

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66	Will there be any markings, lights, and other equipment required for the vehicles?	There are no siren requirements. Vehicle should have lights (any color other than red or blue). The vehicle should also contain markings that identify the company and say "Security."
67	Will the contractor be allowed to have safes on site to store weapons?	The Contractor and the guards are <i>NOT</i> permitted to store any Weapons on any DC government property.
68	In consideration of cost would the contract consider providing enough handguns to cover the posts and allow weapons hand down? If weapons are not allowed to be stored on site then additional weapons would need to be issued to officers which will impact cost.	The contractor will not be provided weapons by the District; this is the awarded Contractors responsibility. The Contractor shall assign each weapon to an individual officer, and no weapons may be hand down. The complete weapon assignment inventory list shall be provided to the DGS/PSD COTR.
69	Will body armor be a requirement for armed officers?	No. please refer Section M.2.4
70	Under the insurance the requirements some of the limits appear to be extreme for small business performing non-construction services. For example, 10 mil Cyber limit and 25 million umbrella policy. Is there any consideration for lowering the threshold on these limits?	Please refer to Addendum No. 04, Item No. 4
71	Are there any options on the payment bond requirements? Would you consider striking this requirement as this is a non-construction requirement?	No, the District will not modify or eliminate the Performance and Payment Bond requirement
72	If the contractor cannot provide line of credit letter from the bank will they still be required to provide all bank balances?	Yes, the bank balances are a requirement