



WELCOME

Pre-Proposal Conference

REQUEST FOR PROPOSAL (RFP)

Armed/Unarmed Security Guard Personnel Services Asset Classes A&B (Set-Aside)

Solicitation No.: [DCAM-23-NC-RFP-0005](#)

Thursday, January 26, 2023 – 2:00 PM EST

DISCLAIMER



- The information contained in this presentation is for informational purposes only.
- In the event of a discrepancy between the information contained herein and the RFP documents, the RFP documents will take precedence.
- Remarks and explanations during this conference do not qualify or amend the terms of the solicitation.
- Nothing stated at the pre-proposal conference shall change the solicitation unless the change is made by way of a written addendum.

HOUSEKEEPING



- ✓ Mute audio settings and disable video feed
- ✓ Please reserve questions until the end of the presentation
- ✓ Feel free to chat with participants using the in-meeting chat function
- ✓ During the Q&A please feel free to utilize and submit questions via the in-meeting chat function
- ✓ Feel free to activate “raised hand feature” during Q&A
- ✓ Pre-proposal slide-deck will be made available to the public via Addenda to the solicitation and posted to the Departments Solicitation landing page.

MEETING AGENDA



- I. Introductions
- II. Procurement Schedule
- III. Project Description and Key Elements
 - Contract Type
 - Overview of SOW
- IV. Explanation To Prospective Offerors
- V. Proposal Submission Requirements
- VI. Evaluation Criteria
- VII. Q&A

INTRODUCTIONS



➤ **Contracts and Procurement (“C&P”)**

- **George G. Lewis, CPPO** Chief of Contracts & Procurement
Chief Procurement Officer
- **Domonique L. Banks** Contracting Officer
Goods & Services
- **Kianna Shepherd** Senior Contract Specialist

➤ **Protective Services Division (“PSD”)**

- **Nero Priester** Associate Director
- **Christopher Prince** Deputy Associate Director
- **Cynthia Dumas** Administrative Services Supervisor
- **Leila Gheitu** Administrative Support

PROCUREMENT SCHEDULE



- **Issue Date:** Tuesday, January 24, 2023
- **Pre-Proposal Conference:** Thursday, January 26, 2023
- **Last day for Questions:** Friday, February 3, 2023 (COB)
Questions should be submitted to the Department's electronic submission portal for consideration and a formal response.
Submission Portal: [Quick Base Submission Portal](#)

- **Proposal Submission Date:** **Section [L.7]** Monday, February 22, 2023, at 10:00 A.M. Electronic Submission via [Quick Base Submission Portal](#)
Solicitation ID: DCAM-23-NC-RFP-0005
Contract Specialist: Kianna Shepherd
Project Name: RFP – Armed/Unarmed Security Guard Personnel – Asset Classes A & B

Project Description and Key Elements



➤ Overview

- The District of Columbia Government' Department of General Services is seeking two (2) Certified Small Business Enterprise (“SBE”) Security Agent Firms to provide Armed/Unarmed Security Guard Personnel Services under Asset Class Groups A (Parks and Recreation) & B (Public Education).
- **NOTE: The posts/locations for each Asset Class Group (A&B) will be issued by Addenda. Estimated hours can be found in Section B.4.1.1 of the solicitation.**
- Base Period and up to four (4) additional option years.

➤ Type of Contract

- In accordance with **27 DCMR Chapter 2416** Term Contracts, the District contemplates award of multiple Indefinite Delivery, Indefinite Quantity (“IDIQ”) type Contracts **based on fully-loaded, firm-fixed hourly labor rates.**

➤ SBE Set-Aside Participation

- This RFP is designated for certified SBE offerors under the provisions of the “Small and Certified Business Enterprise Development and Assistance Act of 2014”, D.C. Official Code § 2-218.01 et seq., as amended.
- Offerors that are found to be non-SBE’s at the time of the proposal due date will be deemed non-responsive and their submission will not be considered.
- **NOTE: Pursuant to DC Code §§2-218.02 (1D) – (1E) and 2-218.39a, a joint venture is not an SBE; therefore, certified joint ventures are excluded from responding to this RFP.**

EXPLANATION TO PROSPECTIVE OFFERORS



- All questions and answers discussed during this WebX Conference are for discussion purposed only and all questions ***must be*** formally submitted to the Department's Submission Portal for consideration and a formal response.
- **Questions shall be submitted and labeled accordingly:**
 - **Submission Portal:** [Quick Base Submission Portal](#)
 - **Solicitation ID:** DCAM-23-NC-RFP-0005
 - **Contract Specialist:** Kianna Shepherd
 - **Project Name:** RFP – Armed/Unarmed Security Guard Personnel – Asset Classes A & B

The Department will furnish responses via addenda issued to the solicitation and posted to the Department's Solicitation Web page found at <https://dgs.dc.gov/page/dgs-solicitations>. An addenda to the solicitation will be issued only if the CO decides that information is necessary in submitting offers, or if the lack of it would be prejudicial to any prospective Offeror. Oral explanations or instructions given by Department officials before the award of the Contract will not be binding.

PROPOSAL SUBMISSION REQUIREMENTS



➤ REQUEST FOR PROPOSAL SUBMISSION REQUIREMENTS:

Offerors may submit a proposal for one (1), **or both** Asset Class Groups as seen fit; however, the Offeror shall do **all** of the following for its proposal submission(s) to be considered for evaluation and award:

(i) Offerors must provide both individual Technical Proposals and Price Proposals for each Asset Class Group it intends to be considered for evaluation and resulting award;

(ii) Offerors must propose direct hourly labor rates for all Contract Line Item Numbers (CLIN) within a specific Asset Class Group of which it intends to be considered for award. Failure to provide pricing for all CLIN's within an Asset Class Group will result in a proposal being deemed non-responsive and removed from further evaluation in consideration of award.

e.g. – Offeror X would like consideration for Asset Class Group A and Asset Class Group B – the Offeror shall provide ***individual proposal packages***, (1) for Asset Class Group A and (1) for Asset Class Group B to be consider for award of either.

PROPOSAL SUBMISSION REQUIREMENTS



➤ REQUEST FOR PROPOSAL SUBMISSION REQUIREMENTS:

Each **Technical Proposal** must be organized and prepared as follows:

- ✓ Table of Contents
- ✓ Pages numbered consecutively
- ✓ Proposals shall be typewritten in 12-point font size
- ✓ Submitted in organized manner with sectioned labeled, ie:
 - Relevant Experience and Past Performance of the Contractor's and its Team;
 - Relevant Experience of the Contractor's Proposed Key Personnel and Staffing;
 - Organizational Management Plan; and
 - Financial Capacity and Responsibility;

Each **Price Proposal** must be organized and prepared as follows:

- ✓ Complete in Excel format - **Exhibits J.4A and/or J.4B**

PROPOSAL SUBMISSION REQUIREMENTS



➤ REQUEST FOR PROPOSAL SUBMISSION REQUIREMENTS:

Each Compliance Document must be organized and prepared as follows and submitted as individual .pdf documents:

- I. Bidder/Offeror Certification revised February 2020 – Exhibit J.12
- II. DOES 1st Source Agreement & Plan – Exhibit J.13 and J.14 – [Contracts valued at \\$300,000 or more.](#)
- III. DSLBD SubContracting Plan Form – Exhibit J.15 – [Contracts valued at \\$250,000.00 or more. Failure to fully and accurately complete may render proposal non-responsive.](#)
- IV. EEO Policy and Report – Exhibit J.16
- V. Certificate of District City-wide Clean Hands - mytax.dc.gov
- VI. Payment and Performance Bond – Exhibit J.10 **(Section H.11.12)** – [Bonds are required, each with a penal value of 35% of the total proposed Contract NTE value \(as modified\), at the time the Agreement is executed](#)
- VII. Valid (active) Security Agency Business License – Exhibit J.18
- VIII. DSLBD CBE Certification Information – Exhibit J.19
- IX. Campaign Finance Reform Contractor Self-Certification Form – J.20 **(Section H.21)**
- X. Past Performance Evaluation Form(s)- Exhibit J.21

EVALUATION CRITERIA



➤ EVALUATION FOR AWARD (112 Points Maximum)

The Evaluation developed by the Department's technical personnel and is tailored to the requirements of the RFP. The criteria serves as the standard against which all proposals shall be evaluated Each Offeror's proposal will be evaluated, and the Department will make a determination of the relevancy and confidence level using the scales in Table identified in **Section [M.2.1] (as seen below)**. While the Department will strive for maximum objectivity, the evaluation process, by its nature, is subjective; therefore, professional judgment is implicit throughout the selection process. The Offerors that provide the best value to the District are based on the results of the evaluation criteria described in **Section [M]** which outlines the evaluation factors.

➤ TECHNICAL CRITERIA

CRITERIA	POINTS
Factor A: Relevant Experience and Past Performance of Contractor and its Team	20
Factor B: Relevant Experience of the Contractor's Proposed Key Personnel & Staffing	15
Factor C: Organizational Management Plan	15
Factor D Financial Capacity and Responsibility	30
Total Maximum Technical Points	80

EVALUATION CRITERIA



➤ **Financial Capacity and Responsibility – 30 Points (Section M.2.5)**

The prospective Offeror must demonstrate in its proposal to the satisfaction of the District its capability in all respects to fully perform the Contract requirements. Offerors must submit the documentation listed below with its proposal:

- I. The name, address, telephone number and fax number of a representative of the Contractor's bank. Attach a letter of reference from the bank indicating the current balance on all accounts, and the length of time that the Contractor has been a customer of such bank. Contractor will provide such other information that would demonstrate the Contractor's ability to fund the operations that are the subject of this RFP. (For example, existing line(s) of credit or letter of intent for financing from a bank or lender.)
- II. Prospective Offerors shall provide certified financial statements for the past two years. The financial statements must be certified by a Certified Public Accountant (CPA) and the statements shall include balance sheets, statement of income and changes in financial position of the Contractor for the last two fiscal years. The Offeror shall also include evidence of a current Dun & Bradstreet Summary (i.e., within the past 30 days). If a Dun & Bradstreet Summary is not available, state the reason
- III. Evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments. It is incumbent on the Offeror to provide this information in a clear, concise, factual, and logical manner providing a comprehensive description.
 - a. Evidence of the necessary organization, experience, accounting and operational control, technical skills, or the ability to obtain them.
 - b. Evidence of compliance with the applicable District licensing and tax laws and regulations.
 - c. Evidence of a satisfactory performance record, record of integrity and business ethics.

EVALUATION CRITERIA



➤ TECHNICAL RATING SCALE

NUMERIC RATING	ADJECTIVE	DESCRIPTION
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; Offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

EVALUATION CRITERIA



➤ TOTAL POINTS TECHNICAL, PRICE & CBE/SBE (112 Points Maximum)

Total points shall be the cumulative total of the Offeror's technical criteria points, price criterion points and preference points, if any.

EVALUATION CRITERIA	MAXIMUM ALLOWABLE POINTS
Criteria A: Technical Evaluation	80
Criteria B: Price	20
Criteria C: DSLBD CBE Preference Points	Up-to 12
TOTAL MAXIMUM POINTS ALLOWABLE	112



QUESTIONS?



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