



# WELCOME

## Pre-Proposal Conference

REQUEST FOR PROPOSAL (RFP)

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

Solicitation No.: [DCAM-21-NC-RFP-0004](#)

Wednesday, October 7, 2020 – 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



- ✓ *Please send an email to [dgs.goods-services@dc.gov](mailto:dgs.goods-services@dc.gov) confirming your attendance of today's Pre-proposal WebX – Include your Name and Contact information*
- ✓ Please mute your devices **now**
- ✓ You may enable or disable your video feed based on your own preference
- ✓ 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 utilize and submit all questions via the in-meeting chat function
- ✓ This Pre-proposal slide-deck will be made available to the public via Addenda to the solicitation and posted to the Departments Solicitation landing page.
- ✓ As a reminder **ALL** verbal questions should be submitted to Contracts and Procurement for consideration and a formal response – [dgs.goods-services@dc.gov](mailto:dgs.goods-services@dc.gov)

# MEETING AGENDA



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

# INTRODUCTIONS



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

- **George G. Lewis, CPPO** Chief of Contracts & Procurement  
Chief Procurement Officer
- **Franklin Austin, CPPB, CPM** Contracting Officer, CPPB & CPM  
Contracts & Procurement
- **Keith Giles** Contract Specialist

## ➤ Protective Services Division (“PSD”)

- **Ralph W. McLean** Acting Associate Director (Captain – MPD)
- **Christopher Prince** Deputy Associate Director
- **Lottie Morris** Management Analyst
- **DeArrin Mickles** Administrative Support Specialist-Protective  
Services Division
- **Joseph A. Brown** Captain, Protective Services Division

# PROCUREMENT SCHEDULE



- **Issue Date:** Wednesday, September 29, 2020
- **Pre-Proposal Conference:** Wednesday, October 7, 2020
- **Last day for Questions:** ***Extended to*** Tuesday, October 13, 2020  
Questions shall be submitted by email to the following email address and labeled accordingly:  
**Email:** [dgs.goods-services@dc.gov](mailto:dgs.goods-services@dc.gov)  
**Subject:** DCAM-21-NC-RFP-0004 Request for Proposal – Armed/Unarmed Security Guard Personnel Services Asset Classes A & B (Set-Aside)
- **Proposal Submission Date:** **Section [L.7]** Monday, November 9, 2020 At 2:00 P.M. Electronic Submission via Email: [DGS.GOODS-SERVICES@DC.GOV](mailto:DGS.GOODS-SERVICES@DC.GOV)

# Project Description and Key Elements



## ➤ Overview

- The District of Columbia Government (the “District”), acting by and through its Department of General Services (“DGS” or the “Department”), Division of Contracts and Procurement, collectively the “District”, is seeking multiple Contractors to provide Armed/Unarmed Security Guard Personnel Services under Asset Class Groups A & B (Set-Aside) for the Asset Classes identified as follows: (i) Parks and Recreation and (ii) Public Education.
- The Department intends to award up-to, two (2) Contractors (one (1) Contractor for each Asset Class Group, and one (1) Asset Class Group per Contractor); however, the Department reserves the right to award more than one (1) Contract to a single Contractor, if in the best interest and determined to be most advantageous to the District.

## ➤ 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. The awarded IDIQ Contract(s) (“Contract(s)”) are for the services specified and effective for the period(s) stated.

# PROJECT DESCRIPTION *(Continued...)*



- The Contractor shall provide professional armed/unarmed security guard personnel services, defined by this solicitation as armed and unarmed guard services at District owned and leased facilities protected by DGS' Protective Services Division ("PSD"). The Contractor shall provide expert year-over-year performance improvements and enhancements to the security of District owned and leased properties. These services may be performed in conjunction with all existing PSD operations and systems. This Statement of Work ("SOW") provides the general requirements of services which are expected to be all-inclusive but not limited; as such, individual Task Orders will define specific requirements. The Contractor shall furnish all personnel labor, necessary management, supervision, materials, supplies, equipment, program management and performance management for security operations services at multiple District owned and leased properties as specified except as otherwise indicated. The Contractor shall plan, schedule, coordinate, and ensure effective performance of and in conformance with all aspects for the service level agreements as defined hereunder.
- Offerors should take care to review the **ENTIRE** RFP Solicitation Document assuring full understanding of the District's expectations and Terms & Conditions and Contractors will **not** be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become fully acquainted with all information, schedules and liability concerning the services to be performed as provided by the District.



# 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 by email for an official response.
- **Questions shall be submitted by email to the following email address and labeled accordingly:**
  - Email:** [DGS.GOODS-SERVICES@DC.GOV](mailto:DGS.GOODS-SERVICES@DC.GOV)
  - Subject:** DCAM-21-NC-RFP-0004 Armed/Unarmed Security Guard Personnel Services Asset Classes A & B (Set-Aside) (Attention: Keith Giles)

If a prospective Offeror has any questions relating to this solicitation, the prospective Offeror shall submit the question by email to the Contract Specialist, Keith Giles at [DGS.GOODS-SERVICES@DC.GOV](mailto:DGS.GOODS-SERVICES@DC.GOV). The prospective Offeror should submit questions no later than ***close of business on Tuesday, October 13, 2020, twenty (20) business days*** prior to the closing date and time indicated for this solicitation in Section [L.7]. The Department may not consider any questions received less than twenty (20) days before the date set for submission of proposals. 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:

### MULTIPLE PROPOSAL SUBMISSIONS

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:

- i. Table of Contents;
- ii. Proposals shall be typewritten in 12-point font size;
- iii. each section separated (i.e.,
  1. Relevant Experience and Past Performance of the Contractor's and its Team;
  2. Relevant Experience of the Contractor's Proposed Key Personnel and Staffing;
  3. Organizational Management Plan; and
  4. Financial Capacity and Responsibility;

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

- a) Completed Price Schedule substantially in the form of ***Attachment J.12A and or J.12B***

**NOTE:** In the opinion of the Department, any material deviations of the forms, ***Attachment J.12A & J.12B***, which are provided by the Department, shall be sufficient to render the proposal(s) non-responsive and subject to exclusion from further evaluation in consideration of award.

# 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 – Attachment J.4
- ii.* DOES 1st Source Agreement – Attachment J.5
- iii.* DOES 1st Source Employment Plan – Attachment J.6
- iv.* DSLBD SubContracting Plan Form – Attachment J.7
- v.* DOES EEO Policy and Report – Attachment J.8
- vi.* Certificate of District City-wide Clean Hands  
*In the past, District Agencies were able to access and run vendor Clean Hands Certification independently; however, that process changed as of April 15, 2020 and now the process requires the taxpayer to generate and provide the agencies with the Clean Hands Certificate from the OTR self-service portal located at – [mytax.dc.gov](https://mytax.dc.gov)*
- vii.* Bid Bond – Attachment J.14
- viii.* Payment and Performance Bond – Attachment J.15
- ix.* Bid Guaranty Certificate – Attachment J.16
- x.* Offerors' Past Performance Evaluation Form(s)- Attachment J.17 – The Offeror shall provide no less than three (3) Past Performance Evaluations from its clients as references for providing comparable relative and related services defined by this RFP.

# EVALUATION CRITERIA



## ➤ EVALUATION FOR AWARD (112 Points Maximum)

The Evaluation Criteria set forth below has been developed by the Department's technical personnel and is tailored to the requirements of this RFP. The criteria serves as the standard against which all proposals shall be evaluated and serves to identify the significant matters which the Offeror should specifically address in complying with the requirements of this solicitation. 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
<b>Factor A:</b> Relevant Experience and Past Performance of Contractor and its Team	20
<b>Factor B:</b> Relevant Experience of the Contractor's Proposed Key Personnel & Staffing	20
<b>Factor C:</b> Organizational Management Plan	15
<b>Factor D:</b> Financial Capacity and Responsibility	25
<b>Total Maximum Technical Points</b>	80

# 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.

The technical rating is a weighting mechanism that will be applied to the point value for each evaluation category to determine the Offeror's score for each factor. The Offeror's total technical score will be determined by adding the Offeror's score in each evaluation category. For example, if an evaluation category has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, if the District evaluates the Offeror's response as "Good," then the score for that evaluation category is 4/5 of 40 or 32.

If subcategories are applied, the Offeror's total technical score will be determined by adding the Offeror's score for each subfactor. For example, if an evaluation category has a point value range of zero (0) to forty (40) points, with two subcategories of twenty (20) points each, using the Technical Rating Scale above, if the District evaluates the Offeror's response as "Good" for the first subfactor and "Poor" for the second subfactor, then the total score for that evaluation category is 4/5 of 20 or 16 for the first subfactor plus 1/5 of 20 or 4 for the second subfactor, for a total of 20 for the entire factor.

# 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
<b>Criteria A:</b> Technical Evaluation	80
<b>Criteria B:</b> Price	20
<b>Criteria C:</b> DSLBD CBE Preference Points	Up-to 12
<b>TOTAL MAXIMUM POINTS ALLOWABLE</b>	<b>112</b>

# PROPOSAL SUBMISSION METHOD & DEADLINE



## ➤ **Electronic Proposal Submission:**

The procurement of these services will be conducted electronically; proposal shall be submitted via email to the Contract Specialist of record, Keith Giles at [DGS.GOODS-SERVICES@DC.GOV](mailto:DGS.GOODS-SERVICES@DC.GOV). To be considered, an Offeror shall submit all required attachments via email before the closing date and time. Paper, telephonic, telegraphic, and facsimile proposals ***will not be accepted***.

***All proposals, Volume I – Technical, Volume II – Price*** and all applicable Compliance Documents shall be submitted electronically, on or before the ***proposal submission due date, Monday, November 9, 2020 no later than 2:00 P.M. EST sharp***, via email to the following individuals in accordance with the submission requirements as outlined in **Section [L.2]** through **[L.3]**. **NOTE the maximum size of an email submission and its attachments may not exceed 25M.** Offerors may submit multiple emails as so long as all submission documents are sent and received by the Department before the submission closing date and time.

### **Contracts & Procurement Division:**

Goods & Services Team

**Email:** [dgs.goods-service@dc.gov](mailto:dgs.goods-service@dc.gov)

### **Subject Line:**

DCAM-21-NC-RFP-0004 Armed/Unarmed Security Guard Personnel Services Asset Classes A & B (Set-Aside) [Attention: Keith Giles].





# QUESTIONS?



# Connect with DGS!



Contact: [DGS@dc.gov](mailto:DGS@dc.gov)



Facebook: [www.facebook.com/dcdg](http://www.facebook.com/dcdg)



Twitter: [www.twitter.com/dcdg](http://www.twitter.com/dcdg)



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