



**REQUEST FOR PROPOSALS**

**For**

**CONDUCTING VULNERABILITY ASSESSMENTS  
AND DEVELOPING THE SAFE SCHOOL PLAN;  
CRITICAL ISSUES IN CAMPUS SAFETY  
TRAINING**

Request for Proposals Issued: September 1, 2011

Deadline for Submittal of Proposals: September 30, 2011

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Request for Proposals for Conducting Vulnerability Assessments and  
Developing the Safe School Plan; Critical Issues in Campus Safety Training

## **I. INSTRUCTIONS**

The Sacramento City Unified School District is seeking proposals from qualified firms to assist the District in Conducting Vulnerability Assessments and Developing the Safe School Plan; Critical Issues in Campus Safety Training.

Interested firms are invited to submit one original signed proposal and four (4) copies. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on Friday, September 30, 2011 to the following address:

Sacramento City Unified School District  
Contracts Office  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

The sealed envelope shall be marked on the outside lower left corner with the words "Conducting Vulnerability Assessments and Developing the Safe School Plan RFP". It is the Proposer's sole responsibility to ensure that their proposal is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This Request for Proposals does not commit the Sacramento City Unified School District to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the proposal that it considers to be in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.

### **Requests for Information**

Questions related to this RFP should be submitted in writing to Kimberly Teague, Contract Specialist, at [kimt@scusd.edu](mailto:kimt@scusd.edu) no later than Wednesday, September 14, 2011. Specify "RFP for Conducting Vulnerability Assessments and Developing the Safe School Plan" in the subject line. Responses to all questions received will be posted on the Districts website.

## **II. BACKGROUND**

The Sacramento City Unified School District (SCUSD) is the 12th largest school district in California and one of the 100 largest in the United States, serving 47,890 students on 81 campuses. Neighborhoods served range from leafy affluent areas around the Capitol to federal housing projects. Sixty-nine percent of SCUSD students qualify for a free or reduced-price lunch; at 26 schools, 90-100% of students meet this federal poverty threshold, in part because Sacramento's unemployment rate hovers around 12.4% – almost 3% higher than the national average.

The City of Sacramento is at high risk for both natural and man-made disasters, and the school district is vulnerable to high levels of crime. The natural disasters that most threaten the city are floods and earthquakes. Although the district has previously developed plans to respond to floods, some currently designed evacuation sites are inadequate and need to be updated according to recent planning modifications. Twenty-three schools are located within a ¼ mile of a highway or rail line, which places the district at high risk of a hazardous materials emergency.

Crime and violence are of significant threats to SCUSD schools. Recent incidents at SCUSD schools have included a thwarted plan for a targeted act of violence, a child abduction, bomb making and at least three bomb threats at one of our comprehensive high schools. Violence in school neighborhoods has a heavy impact as schools go into lockdown for crimes such as armed suspects and homicides near schools. Teacher and staff are not fully aware of their responsibilities in such a situation, and one school reported a teacher leaving the classroom and campus because a lockdown went after-hours. In addition, parents often lack the knowledge of how to respond to a lockdown that takes place or extends beyond the normal school day.

### **III. SCOPE OF WORK**

The Sacramento City Unified School District (SCUSD) seeks a contractor with expertise in assessment and development of Comprehensive School Safety Plans to conduct a “train the trainer” course to SCUSD and its partners. The contractor must have first responder experience to provide suitable training to employees at each type of school site within SCUSD. These sites include large comprehensive high schools, small high schools, middle schools and elementary schools. The contractor will assist the participants in development of the site’s emergency management plans based on the outcomes of an assessment and will also address the needs of student and staff with disabilities. The training will include discussion and analysis of emergencies on campus and will be designed to train Administrators, Teachers, and Classified Employees on how to manage a critical incident on their campus. The training will be recorded for SCUSD use. The training will be conducted each week in October for a total of four trainings. Each training will be two days (16 hours) for groups of up to 40 people.

**Performance Standards:** The contractor will conduct pre and post surveys to determine the extent that skills and knowledge of participants has changed after receiving the training. The information obtained will be provided to SCUSD for the purpose of reporting requirements. SCUSD Safe Schools staff will have the ability to audit a similar training offered by the contractor prior to the implementation of training to ensure that the training is appropriate for SCUSD needs.

**Expertise:** Professional Certification is preferred. First Responder experience in Emergency Services is required. Preference will be given to contractors who utilize CA POST Certified instructors.

**Insurance Requirement:** Certificate of Liability

**Cost or Rates:** The selected firm will be paid \$5,000 for each two day session for a total of \$20,000

**Evaluation Criteria:** A class and instructor evaluation by class participants will be required.

#### **IV. CONTENTS FOR PROPOSALS**

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondents qualifications, and its ability to follow instructions.

The proposal shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements.

##### **A. Submittal Letter**

Include the RFP's title and submittal due date, the name, address, fax number and telephone number of the responding firm. Include a contact person and corresponding e-mail address. The letter shall state that the proposal shall be valid for a 60-day period and that the staff proposed is available immediately to work on this project. The person authorized by the firm to negotiate a contract with the District shall sign the cover letter.

##### **B. Description of Firm**

This section should provide information regarding the size, location, nature of work performed, years in business and the approach that will be used in meeting the needs of the District.

##### **C. References and Description of Experience**

This section should identify similar projects that the firm has completed as outlined in the RFP. Use this section to indicate the areas of expertise of your firm and how the firm's expertise will enable the District to benefit from that expertise. Include at least two (2) school districts with similar demographics, along with the names of individuals familiar with your work that can be contacted by District staff.

##### **D. Project Overview**

This section should clearly convey the firms understanding of the nature of the work related to assessment and development of comprehensive safety school plans; and conducting training courses.

#### **V. SELECTION CRITERIA**

Firms submitting proposals are advised that all proposals will be evaluated to determine the firm deemed most qualified to meet the needs of the District. The selection criteria will include, but not be limited to, the items listed below:

##### **A. Demonstrated understanding and responsiveness to the Request for Proposal**

- B.** Experience of firm and personnel named in the proposal.
- C.** Past experience in assisting California school districts in assessment and development of a comprehensive school safety plan; and conducting training courses.
- D.** Describe your company's commitment and ability to provide each item outlined in the Scope of Work (Section III).
- E.** Satisfaction of previous clients. Provide two (2) references that reflect similar demographics and student performance, and are similar to the work contemplated in this RFP. Include the scope of work for each reference.

## **VI. PROCESS FOR SELECTING FIRM**

A Selection Advisory Committee will select and rank in the order of their qualifications those companies deemed to be the most highly qualified to perform the required work.

The Selection Advisory Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the District. If interviews are held, the chairperson will notify those companies selected as to place, date, and time. The District will make investigations as necessary regarding the financial stability of any or all respondents and may require review by the District's legal counsel.

The names of all firms submitting proposals and the names, if any, selected for interview shall be public information. After award, final ranking, committee comments and evaluation scores as well as the contents of all proposals become public information. Firms that have not been selected shall be so notified in writing after the conclusion of the selection process.