

Request For Proposal

The Missouri House of Representatives is seeking responses to this Request For Proposals (RFP) from qualified vendors to provide a comprehensive review, analysis, and report of physical security within the Missouri State Capitol as it relates to the Missouri House of Representatives as described below. This RFP does not obligate the House of Representatives to accept responses from qualified vendors, nor does it represent a contract for service. This RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration as well as information to be included in the vendor's response to the RFP.

Confidentiality

Responses received herein and the production of documents resulting from such response is confidential and proprietary and may be exempted from Chapter 610, RSMo., pursuant to 610.021(19), as such disclosure would impair the public governmental body's ability to protect the security or safety of persons or real property, and shall in the same writing state that the public interest in nondisclosure outweighs the public interest in disclosure of the records.

Response Submission and Questions

Potential vendors shall send via electronic mail or deliver in person or by courier service their response to this RFP not later than August 10, 2012 at 3:00pm Central Standard Time to:

Rich Beckwith
House Purchasing Agent, Director of Information Systems
Missouri House of Representatives
201 W. Capitol Avenue
Jefferson City, MO 65101
573-751-2357
Rich.Beckwith@House.mo.gov

Questions

Any questions regarding this RFP shall be submitted via electronic mail to the above listed electronic mail address by August 1, 2012 at 2:00pm. Potential vendors may not contact other executives, managers, officials or employees of the Missouri House of Representatives to discuss the potential proposal without permission of the manager of the RFP process.

Evaluation Criteria

Award criteria may include, but is not necessarily limited, to potential vendor's:

- Background and experience in performing requested services.
- Capability to deliver consultative services in a confidential, professional manner to integrate and maximize effectiveness of security services.
- Availability of resources and how engagement will be sourced.
- Track record of innovation and ability to drive continuous improvement.
- Vendor's organizational culture alignment and organizational environmental awareness.
- Best financial value.
- Appropriations being made available for the execution of such proposal by the House of Representatives.

The Missouri House of Representatives may at its sole discretion decline to make an award or award all or a part of the scope of work to one or more potential vendors and is in no way bound to award the work to one vendor or to the lowest price response.

Proposals will be valid for 90 days from the date of the submitted proposal.

SCOPE OF SERVICES

The selected vendor shall provide a variety of consultative and planning services relating to the achievement of physical security objectives including, but not limited to the following:

- Development and costing of strategic plans, procedures, and guidelines for enhancing public safety and threat mitigation inclusive of risk assessment, vulnerability analysis, and recommended methodologies for implementation.
- Processes and procedures for identification, assessment, monitoring, responding, and elimination of potential public safety threats.
- Identification and analysis of security needs including personnel assessment, training, and skills testing procedures and processes.
- Entry and egress access control for spaces under the jurisdiction of the Missouri House of Representatives including but not limited to legislator

offices, staff offices, publicly-accessible hearing rooms, publicly accessible lounges and travelling spaces, the hall of the House of the Representatives consisting of the Chamber and its Galleries, and other facilities as necessary.

- Evaluation and costing of the potential establishment of an executive protection service for the Speaker and Speaker Pro Tem of the House of Representatives.
- Evaluation and recommendations for enhanced coordination with appropriate law enforcement jurisdictions including but not limited to the Missouri State Capitol Police, the Missouri State Highway Patrol, the State Emergency Management Agency, and other agencies under the jurisdiction of the Missouri Department of Public Safety.

Walk-Through and House of Representatives Information Meeting

The Missouri House of Representatives will host an informational meeting and facility walk-through for all potential vendors on July 23, 2012 at 2:00pm. For additional information please contact Rich Beckwith at the information listed above within this RFP.

Questionnaire

Potential vendors shall address the following subjects in the response. Please insert your response text in the space following each section. Reference any attachments in the text and include printed (or printable) copies of attachments along with this document.

1. Vendor history and organization
 - a. Provide the physical location and status of your organization's main headquarters, including any designations that would, pursuant to Missouri law, provide an incentive in the contract awarding process such as "Missouri-owned business", "woman or minority business enterprise", designation as an organization with which a "state contract vendor status exists with the Missouri Office of Administration or other Missouri state agency".
 - b. Provide a brief history of your organization including your security philosophy, experience, financial stability, size and fiscal scope of organization, and proof of eligibility to conduct business in the State of Missouri.
 - c. Provide verification that all necessary requirements for existing as an employer are met including, but not limited to employer liability

insurance, e-verify, workers' compensation, and other requirements as established by law.

- d. Provide a background summary of the management structure and responsibilities of all individuals that would be involved in providing or supporting consultative and planning services.
- e. For all individuals involved in providing or supporting consultative and planning services, provide a description or listing of all necessary state licensures, disclosures, history of bonding and insurance, character references, and experience relevant to the delivery of requested services.
- f. Provide a copy of the potential vendor's organizational chart.
- g. Provide all necessary information of the primary contact along with preferred methods and frequency of communication.
- h. Provide a listing, contact name, contact information, and physical location of three existing comparable client references including at least one client reference with which service was terminated in the last 6 months if any exist.

2. Methodology of Service Provision

- a. Please describe the mechanisms necessary for executing your proposal.
- b. Include an estimate of expected time needed for the completion of each mechanism within the scope of service.
- c. Include dates of expected availability along with a projected date for the completion of all mechanisms and components necessary to meet the scope of service requirements.

3. Project Planning Period, Management, and Deliverables

- a. Please provide a detailed description of the process you intend to utilize for planning the project and resources of both your organization and the House of Representatives necessary for successful management of the project.
- b. Please describe the methodology of project management to be utilized to ensure successful management of the project by your organization.
- c. Please list the specific deliverables and expected delivery dates to meet the scope of service requirements.

4. Costing

- a. Please provide the mechanism and rate by which you will bill for each service delivered necessary to meet the desired scope of service along with frequency and timeline for expected payment of services rendered.

- b. Include a price listing by service provided along with an estimate of time necessary for completion.
- c. Include a description of the time necessary for crediting and re-billing of errant invoices.
- d. Indicate whether your organization currently has a relationship with a financial institution that supports an electronic vendor payment service.

5. Continuity of Government Planning Component

- a. This Request For Proposal does not include a component for Continuity of Government planning. Should this be an area in which your organization has expertise, however, please provide any necessary or desirable information, inclusive of costing, for consideration as a possible add-on component at a later date.

6. Desired Attachments

- a. Include a copy of the potential vendor's Master Service Agreement and Project or Service Level Agreements for review by the Missouri House of Representatives, noting any exceptions to portions of the RFP and any exclusions, limitations or terms and conditions of agreement.
- b. Include appendices or indexes of documents, design schematics, directories, or information necessary for the successful completion of the scope of services.