

**Chappaqua Central School District
Westchester County, New York**

**Request for Proposal
CCSD RFP# 2022-05**

Safety And Security Auditing Services

Request for Proposal Due by July 27, 2022

Request for Proposal - Internal Auditing Services

I. INTRODUCTION

A. *General Information*

The Chappaqua Central School District, Westchester County, New York (hereafter known as the “District”) is requesting proposals from firms or individuals (hereafter known as the “firm”) who are qualified to provide Safety and Security Auditing Services as outlined in the Nature of Services section of this Request for Proposal.

There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Firms interested in submitting a proposal should send it to: Andrew Lennon, Assistant Superintendent for Business, Education Center, Chappaqua Central School District, PO Box 21, Chappaqua, NY 10514.

To be considered, one original plus two (2) copies of the proposal must be received by the Assistant Superintendent of Business by 2:00 PM on July 27, 2022. Each page of the proposal must state the name of firm submitting the proposal and the page number. Additionally, an electronic copy of the proposal in .pdf format shall be emailed to anlennon@chappaquaschools.org. All materials submitted in response to this request shall become the property of the District. The District reserves the right to reject any or all proposals submitted.

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from firms, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless any and all such exceptions are clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

As part of the engagement, representatives of the firm familiar with the engagement may be required to attend night meetings with any of the following: district personnel, Board of Education, Safety Committee, or other groups as determined by the District. The cost of the first three (3) meetings shall be included in the cost of this proposal. Additional meetings shall be billed at the per-hour rate.

B. *Terms of Engagement*

All fees must be all inclusive of all travel and expenses. Fees shall be submitted as follows:

- A fixed price for each of the base scope of services: A.) physical building security audit and B.) process and procedure review.

- A per-hour rate for all additional work for one year period. All rates must include any expenses incurred by the firm. There will be no billing allowed for expenses incurred.

The provider as well as the District shall have the option to cancel the engagement, provided that thirty days written notice is given to the other party or at the pleasure of the Board of Education.

II. NATURE OF SERVICES REQUIRED

1. Scope of Work

The purpose of this audit is to provide the District with an assessment of and recommendations to improve the Safety and Security posture of the school district.

The provider will provide either or both of the following services:

A.) Physical Building Security Audit:

- Review the physical plant at each school building and make recommendations based on analysis.
- Review contracted security protocols, post orders, equipment and training at each location and make recommendations based on analysis.

B.) Process and Procedure Review for CCSD Staff:

- Safety Procedures for various emergencies (lockdown, lock-out, evacuation, threat assessments, coordination with first responders, etc.)
- Review of District Plan(s) vs. NYSED requirements
- Review of training of staff and students on emergency procedures

Firms with expertise in either of the above areas are encouraged to submit a proposal.

2. Confidentiality

Due to the nature of the scope of services, the provider will may have access to highly sensitive safety and security information. As such the firm and its employees will be required to sign a confidentiality agreement.

III. DESCRIPTION OF THE GOVERNMENT

A. Basic Information

The Provider's principal contacts with the District:

Dr. Christine Ackerman – Superintendent
Andrew Lennon – Assistant Superintendent for Business
Joseph Gramando – Director of Facilities

B. Background Information

The Chappaqua Central School District is a nationally renowned, suburban public school system characterized by highly motivated students, a broadly educated and talented staff, and an actively involved parent community. The district maintains six school buildings for students in grades K through 12 located in the Town of New Castle, Westchester County, New York.

School Buildings: 1 high school, 2 middle schools and 3 elementary schools

Enrollment: 3580 students

District-wide safety plan is available on the district website:

<https://www.chappaquaschools.org/district/district-wide-safety-plan>

C. Required Safety & Security Information

As a public school district in New York State, the District must adhere to certain safety and security requirements of the New York State Education Department (NYSED), as well as State of New York and Federal laws and regulations.

IV. PROPOSAL REQUIREMENTS

- **Inquiries:** General inquiries concerning the request for proposals and the subject of the request for proposals must be made via e-mail to:
Andrew Lennon, Assistant Superintendent for Business
anlennon@chappaquaschools.org
- **Proposal: Please include the following in your proposal (see subsequent paragraphs for more detail):**
 - Title Page showing the RFP's subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.
 - A signed letter of transmittal briefly stating the firm's understanding of the work to be done, a commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm offer for the scope of services required.
 - A brief narrative detailing the firm's history including location, size and date of inception.
 - A brief biography of all partners.
 - A brief biography of all partners and staff members that may or will be assigned to the district.
 - A current list of clients, preferably including a list of clients in K-12 education, including contact information.
 - A sample report.
 - Completed Attachment B and Attachment C.
- **Independence:** The firm should also list and describe the firm's professional relationships involving the District or current Board of Education Members for the past five (5) years (if any), together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit. In addition, the firm shall give the District written notice of any such professional relationships entered into during the period of this agreement.

- **Firm Qualifications and Experience:** The proposal should state the size of the firm, the size of the firm's staff dedicated to work outlined in this RFP, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the firm is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal in this engagement should be noted, if applicable.

- **Partner, Supervisory and Staff Qualifications and Experience:** The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the District. Staff personnel may be changed at the discretion of the contractor provided that replacements have substantially the same or better qualifications and relevant work experience.

- **Similar Engagements with K-12 Schools and/or Other Government Entities:** For the firm's office that will be assigned responsibility for the engagement, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposals.
- **Specific Approach:** The proposal should set forth a work plan, including an explanation of the methodology to be followed, to perform the services required in this request for proposal. In developing the work plan, reference should be made to such sources of information required from the District to perform such services.
- **Report Forma:** The proposal should include two sample client reports. Minimal redactions are acceptable, however, the sample reports should provide the reader with substantive evidence of the firm's ability to articulate both concerns and solutions to safety and security audit findings.
- **Manner of Payment:** Approximately 30 days after services are rendered, original invoice submitted and approved, and if required reports are received by the district when required.

* NOTE: All pertinent information must be included in a one or two page executive summary at the beginning of the proposal.

V. RIGHTS RESERVED

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

The District reserves the right to amend any segment of the RFP prior to announcement of the successful vendor. In such an event, all responding vendors will be afforded the opportunity to

revise their proposal to accommodate the RFP amendment. The District also reserves the right without prejudice to reject any or all proposals, or parts of proposals, to waive any informalities therein, to extend proposal due dates, or to cancel this solicitation for proposals if it is considered to be in the best interest of the School District.

VI. NON-COLLUSION

You must complete the Affidavit of Non-collusion (Attachment B) and include it with your proposal.

VII. PRICING

A pricing sheet is included as Attachment C for use by firms wishing to submit a proposal.

There are two fixed fee items: A.) Physical Building Security Audit B.) Process and Procedure Review. The district may award Parts A.) and B.) to separate firms or award both parts collectively to a single firm.

VIII. RFP

Proposal must be received by 2:00 PM on July 27, 2022 at:

Chappaqua Central School District
Education Center
66 Roaring Brook Road
Chappaqua, NY 10514

Each proposal must include the following documents:

1. Items requested in Section IV.
2. Executed Attachment B
3. Completed Attachment C

All prospective firms considering submitting a proposal should email Andrew Lennon, Assistant Superintendent for Business in advance to ensure receipt of notifications or updates pertaining to this RFP.

Attachment A
(Intentionally left blank)

Attachment B

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, in the case of a joint bid each party thereto certified as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

(Name of Bidder/Company)

(Name of Company Official - *See below)

(Date)

*Article IX, Section 139-d of NYS Finance Law provides that any bid made to the State or any public department, agency, or official thereof by a corporate bidder, where competitive bidding is required by statute, rule or regulation, and where such bid contains a signed certification of non-collusive bidding is deemed to have been authorized by the board of directors of the bidder, and is deemed to include the signing and submission of the bid and the certificate as to non-collusion as the act and deed of the corporation.

