

**The
Oklahoma City
Housing Authority**

Request for Proposals

SECURITY DEPARTMENT

ASSESSMENT

Request for Proposal

I. THE OKLAHOMA CITY HOUSING AUTHORITY'S DESIRE

The Oklahoma City Housing Authority desires a formal assessment of the Security Department. The assessment should reexamine the way security is provided at public housing sites and provide recommendations for improvement where appropriate.

II. AUTHORIZATION

The Department of Housing and Urban Development has authorized public housing authorities to contract with a third party in the implementation of programs. Any public or private entity is eligible to respond to this request for proposals. Proof of status (i.e. Corporation, Sole Proprietorship, Partnership, Profit or Not-for-Profit) must be submitted with the proposal as well as an outline of the governing authority. Applicants should provide evidence of appropriate financial and program management capabilities in accordance with the funding application instructions.

III. CONTRACT AWARD

The Authority will conduct this procurement by competitive proposal as required by the Department of Housing and Urban Development, 24 CFR 85.36 (d) (3).

IV. SUBMITTAL INSTRUCTIONS

The original and two (2) copies of each proposal must be delivered to:

Oklahoma City Housing Authority
Attention: Executive Director
1700 Northeast Fourth Street
Oklahoma City, Oklahoma 73117-3800

All proposals must be received by 12:00 noon, April 6, 2010. Proposals must be submitted in a sealed envelope and must be marked "Sealed Bid - Security Assessment". Proposals will be opened at 1:00 p.m. April 6, 2010 at the Oklahoma City Housing Authority, 1700 Northeast Fourth Street, Oklahoma City, Oklahoma. Interested parties are invited to attend. All proposals must be complete and technically correct upon submittal. Technical assistance is available by contacting the Executive Office at (405) 239-7551. The Oklahoma City Housing Authority will announce results of the proposal review no later than April 20, 2010. It is anticipated the contract will begin no later than June 1, 2010.

The Scope of Services section of this Request for Proposal contains the format under which all proposals must be submitted. It is required that all proposers submit pages 6 to 13 as their proposal. Each copy of the proposal must be typed, pages should be numbered consecutively, and all copies should be stapled in the upper left-hand corner.

ABSTRACT

The Oklahoma City Housing Authority (Authority) is seeking proposals from Corporations, Organizations, and/or Individuals capable of conducting a security department assessment including recommendations for changes, if appropriate. The successful bidder will be expected to provide services to the Oklahoma City Housing Authority.

The attached Request for Proposal (RFP) must be read in its entirety. The RFP establishes the minimum requirements for the format and contents of proposals. The RFP is organized in a way that ensures all information necessary for evaluation will be included.

Oklahoma City Housing Authority personnel will evaluate all proposals. Evaluation factors will include cost, capability, ability to provide appropriate information to the Executive Director, and past similar performance. Sample evaluation worksheets that will be utilized by Authority staff reviewing your proposal are attached.

This RFP does not obligate the Oklahoma City Housing Authority to commit any funds for the requested services. The Oklahoma City Housing Authority will not reimburse funds incurred by agencies in the preparation or submittal of a proposal in response to this RFP. The Oklahoma City Housing Authority reserves the right to reject any and all proposals submitted in response to this RFP.

The Oklahoma City Housing Authority reserves the right to negotiate service components proposed. Negotiations may be entered into with any proposer falling within a competitive range. Both parties must agree to any and all parts changed as a result of negotiations before entering into a contract.

Should the Oklahoma City Housing Authority award a contract to a successful bidder, the contract must be approved by all parties before contracted expenditures would be reimbursed.

The original and two (2) copies of your proposal must be delivered to:

Oklahoma City Housing Authority
Attn: Executive Director
1700 Northeast Fourth Street
Oklahoma City, Oklahoma 73117-3800

A. Description of Work Requested

The successful bidder will be expected to present one (1) final product which will be divided into two (2) parts. Part A will be subject to Open Record requirements and will:

- Review the Security Department Policies and Procedures
- Evaluate Present Security Department Program - Identify Weaknesses
- Develop Recommendations for Security Department Improvements
- Prioritize Recommendations and Develop an Implementation Plan
- Prepare a Written Security Department Assessment Report

Part B will NOT be subject to Open Record requirements and will:

- Review Security Department Management
- Review Security Department Personnel
- Develop Recommendations for Improvements

B. Specifications

Assessment. The assessment is to cover the Authority's Security Department as outlined. The assessment is to focus at least on all items listed in the Description of Work Requested. Assessment activities must include, but are not limited to:

- a. Gathering background data from the Authority, reviewing data and developing procedures for conducting the assessment.
- b. Conduct site visit to view facilities and interview staff and any other parties essential to the operation. Files and programs will also be reviewed. Please describe your methods for assessing the programs quality, current conditions relating to the chain of command, lines of reporting and communication, and the decision making process.

C. Report Findings

- a. At the conclusion of the assessment the successful bidder will be expected to present an Oral Report to the Executive Director and/or his designees. The Oral Report must describe the Findings and Recommendations in the areas outlined.
- b. The Final Report shall be presented in writing and must describe the Findings and Recommendations in the areas outlined. The report should describe current conditions, identify issues and problem areas, and make recommendations.



John H. Johnson
Executive Director

Evaluation Criteria

The Oklahoma City Housing Authority will evaluate proposals in conformity with the evaluation criteria set forth below:

I. Experience _____ Score
(maximum points available 45)

1. Has the offeror demonstrated previous successful experience in providing similar services?
2. Does the offeror have previous experience in serving public housing authorities?
3. Did the offeror provide three references?
4. Has the offeror been in business a minimum of five years?

II. Scope of Work _____ Score
(maximum points available 40)

1. After reading the entire proposal, do you feel confident the offeror could provide a Security Department Assessment?
2. Did the Scope of Work address the services described in the Abstract?
3. Did the offeror state why they are capable of providing the service?
4. Is the proposed time frame expedient yet sufficient?

III. Cost _____ Score
(maximum points available 15)

1. The proposal submitted has the lowest price of all submitted proposals. - Award 15 points
2. The proposal submitted has the second lowest price of all submitted proposals. - Award 10 points
3. The proposal submitted has the third lowest price of all submitted proposals. - Award 5 points
4. All others, award 0 points.

Total Available Score = 100 _____

Reviewer

Date

Agency Name

Address

Contact Person

Title of Proposal

ID Number (FEIN)

Nature of Organization
(i.e. Corporation, Sole Proprietorship,
Partnership, Profit, Not-For-Profit)

Contracting Authority Signature

Typed Name/Title

Proposal Abstract

In the space provided, please write one (1) paragraph description of the proposal.

Table of Contents

Page
(Submitter, please fill in page number)

Title Page

Proposal Abstract

Table of Contents

Experiences

Scope of Work

Cost

Assurances

Experiences: Please list all relative past performance. At a minimum you must provide the names and contact information for three (3) references. Past performance with public housing authorities (including residents) is preferred. Discuss why your organization should be chosen above all others. Please attach a copy of a recent brochure, annual report, or other material describing your organization. (Please use additional sheets of paper if necessary.)

Scope of Work: The purpose of this Request for Proposal is to conduct a Security Department assessment. Please explain the service you will provide to the Oklahoma City Housing Authority. State why your organization is capable of providing this service. Discuss the time period required. The information contained in the Abstract section of this Request for Proposal (See A., B., and C.) should be incorporated into this section. (Please use additional sheets of paper if necessary.)

Cost

All quoted pricing must include all fees and relevant sundry charges. The Oklahoma City Housing Authority is exempt from taxation.

Fees

Travel

Accommodations

Cost of reports

Sundry Charges

TOTAL

ASSURANCES - NONCONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal-awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. ss1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. ss794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. ss6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) ss523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. ss3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the

specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply with the provisions of the Hatch Act (5 U.S.C. ss1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
8. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research development, and related activities supported by this award of assistance.
9. Will cause to be performed the required financial and compliance audits in accordance with the OMB Circular A-133 and Single Audit Act of 1984.
10. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
11. The Contractor, at its sole cost and expense, shall maintain comprehensive, general and vehicular liability insurance for claims for damages arising from bodily injury (including death) and property damage, caused by, or arising out of, acts or omissions of its employees and agents. The minimum limits of such insurance shall be in the aggregate of \$300,000.00 for bodily injury and property damage for each accident. The Contractor shall also maintain Worker's Compensation, disability benefits and employment insurance and the like with respect to its employees except to the extent that such insurance and benefits are not applicable. A certificate evidencing such insurance shall be furnished at or prior to the commencement of the term of this Contract.

Signature of Authorized Certifying Official

Title

Applicant Organization

Date Submitted