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## 1

## Company information

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### Introduction

*Archbishop Coleman F. Carroll is accepting proposals for school-based security personnel*

*Currently, Archbishop Coleman F. Carroll uses productivity tools like Word and Excel to create, manage and evaluate RFPs.*

**Company background** *Archbishop Coleman F. Carroll is an private educational facility serving high school students for the past 25 years. We are committed to*

educating with the heart and mind of Christ. Our Christ-centered environment is nurtured by our rich Carmelite tradition which promotes a personal relationship with God. We seek to form students intellectually, emotionally, physically, and spiritually. Archbishop Coleman F. Carroll is a fully accredited Catholic school which provides a co-educational college-preparatory program in a Christ-centered environment. The curriculum meets the needs of a diverse student population and fosters academic excellence, leadership, self-discipline, integrity, and faith values.

Our products include:

- *Two (2) School-based Security Personnel*

**Project contact**

*Dan Walke  
Director of Mission Advancement  
10300 SW 167<sup>th</sup> Avenue  
Miami, FL 33196  
305-388-6700 ext. 1122  
dwalke@colemancarroll.org*

## 2 Project overview

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**Problem statement** *Archbishop Coleman F. Carroll desires to increase the physical presence of school-based security personnel to support the safety and security of the school campus.*

**Objectives and goals** *Archbishop Coleman F. Carroll is seeking a solution that will:*

- *Increase the physical infrastructure of school-based security personnel*
- *Add two (2) unarmed school security guards*
- *Security guards with prior school-based security experience*

*Ultimately, the solution will result in improved school security infrastructure and a safer school environment for staff, students, parents, and visitors.*

**Scope of work** The scope of this project includes a variety of deliverables. To qualify, the solution must:

- *Two (2) unarmed school-based security personnel with prior educational facility experience*
- *40 hour work week*
- *Cover two (2) work shifts: 6:30 am – 2:30 pm & 2:00 pm – 10:00 pm*
- *Required to monitor visitors and vendors entering the campus*
- *Rotational monitoring of the entire school campus*
- *Monitoring of all events on the school's campus*
- *Mandatory participation in all training and drills related to school safety and security*

## 3

**About this RFP**

<b>RFP timeline</b>	<b>Action</b>	<b>Date</b>
	RFP issued	10/17/2024
	Vendor questions due	10/22/2024
	Q&A responses published	10/24/2024
	RFP submission deadline	10/25/2024
	Proposal evaluation	10/28/2024
	Selection announcement	10/29/2024
<b>Minimum criteria</b>	Qualified vendors must:	
	<ul style="list-style-type: none"> <li>• <i>Prepare a complete and compliant proposal</i></li> <li>• <i>Be headquartered in the United States</i></li> <li>• <i>Provide two clients as references</i></li> </ul>	
<b>Submission criteria</b>	Proposals must:	
	<ul style="list-style-type: none"> <li>• <i>Be prepared in Microsoft Word or PDF</i></li> <li>• <i>Be submitted in 12 pt. Arial font with 1" margins</i></li> <li>• <i>Be no more than 10 pages (excluding addendums and attachments)</i></li> <li>• <i>Include a cover letter and executive summary</i></li> </ul>	
<b>Evaluation process</b>	Submissions will be sealed until the response deadline. At that time, proposals will be reviewed by relevant stakeholders and scored individually. The sections will be weighted as follows:	
	<ul style="list-style-type: none"> <li>• <i>Implementation, process and references – 60%</i></li> <li>• <i>Cost – 20%</i></li> <li>• <i>Sustainability – 20%</i></li> </ul>	

## 4

**Requested information****Vendor information**

Name	Click here to enter text.
Address (Headquarters)	
City, State, Zip	Click here to enter text.
Main phone number	Click here to enter text.
Website	Click here to enter text.
Public or privately held	Click here to enter text.

**Primary contact**

Name	Click here to enter text.
Title	Click here to enter text.
Address	Click here to enter text.
City, State, Zip	Click here to enter text.

## RFP School-based Security Personnel

Phone number	Click here to enter text.
Email address	Click here to enter text.

### Background information

Number of years in business	Click here to enter text.
Number of employees	Click here to enter text.
Project team members	Click here to enter text.
Client industries	Click here to enter text.
Product list	Click here to enter text.

### Solution specifications

Describe:	
Primary functionality	Click here to enter text.
Workflow capabilities	Click here to enter text.
Automation tools	Click here to enter text.
RFP template capabilities	Click here to enter text.
Collaboration tools	Click here to enter text.
Custom reporting tools	Click here to enter text.
Available integrations	Click here to enter text.
Competitive differentiators	Click here to enter text.
What is your average uptime?	Click here to enter text.

### Experience and references

Number of customers	Click here to enter text.
Number of customers in <i>Education</i>	Click here to enter text.
What is needed for onboarding?	Click here to enter text.
Provide a sample implementation timeline	Click here to enter text.
How do you provide ongoing support?	Click here to enter text.
What is your annual churn rate?	Click here to enter text.
What is your training process?	Click here to enter text.
Please provide contact information for three current or former customers.	Click here to enter text.

### Sustainability and diversity information

Do you hold any sustainability certifications?	Click here to enter text.
Are you a diverse supplier?	Click here to enter text.
Do you have a sustainability policy? If so, please provide.	Click here to enter text.
How do you support diversity?	Click here to enter text.

### Proposed pricing

Annual fee	Click here to enter text.
Implementation	Click here to enter text.
Training (technical & customer)	Click here to enter text.
Integrations	Click here to enter text.
Any additional itemized charges	Click here to enter text.

## 5

### Terms and conditions

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by *Archbishop Coleman F. Carroll* and will include scope, budget, schedule, and other necessary items pertaining to the project.