

Request for Proposal (RFP) – Security Services

Wisconsin Community Services; 3732 W. Wisconsin Ave., Milwaukee, WI 53208

WCS Contact for this RFP:

Michael Walisiewicz, Senior Security Manager

414-940-0858 Michael.Walisiewicz@wiscs.org

Introduction

Wisconsin Community Services (WCS) is a 501(c) 3 non-profit agency with more than 40 programs that provide a variety of services in southeastern Wisconsin. WCS has been serving many of Milwaukee's most disenfranchised and highest risk residents for more than 100 years. When the organization was founded as the Wisconsin Society for the Friendless in 1912, the mission was solely to help people who were incarcerated and assist the families left behind. The organization has evolved, changing its name, and expanding populations served as a response to the growing needs of the community. WCS advocates for justice and community safety, providing innovative opportunities for individuals to overcome adversity.

WCS has several locations throughout Milwaukee, Waukesha, Jefferson, and Kenosha Counties, and provides GPS and Electronic Monitoring services as well as drug testing services.

Scope of Services

WCS is seeking the services of a full-time security company to provide unarmed security staffing at several of our Milwaukee locations, as well as staff our electronic monitoring and drug testing services during specific times. We seek a company that can provide consistent, dependable, and professional services to our participants while maintaining a safe and secure environment for both participants and staff. The award will be made to a dependable, responsible company based on both value and the ability to meet the organization's needs on a consistent basis. The successful provider will enter into a one-year contract with consideration for two additional one-year contract extensions to provide the aforementioned services beginning in 2021 with the start date to be determined after the award of the contract.

Unarmed security will be assigned to:

27th and North Avenue (1 person per shift)

5 days a week Monday thru Friday, 7:30am to 3:30pm and 10am to 6 pm

Thurgood Marshall Apartments (1) per shift

7 Days a week, 4:30pm to 12:30am and 12:30am to 8:30am
Saturday and Sunday, 8:30am to 4:30pm
Holidays to be determined

WCS 37th Street Location (Coverage only)

Front Office (1)

Monday thru Friday, 7am to 3pm

Front Entrance (1)

Monday, Wednesday, Thursday, and Friday, 8am to 5:30pm
Tuesday, 8am to 7:30pm

Community Based Mental Health Programs (1)

Monday thru Friday, 7:30am to 12pm

Electronic Monitoring Services (# per shift to be determined)

7 Days a week, 4:30pm to 12:30am and 12:30am to 8:30am
Saturday and Sunday **also includes** 8:30am to 4:30pm
Holidays

Drug Testing Services (1 per shift)

Coverage at the Milwaukee County Safety Building as needed
Monday thru Friday 8:30am to 4:30pm
Administration building/front entrance
Every Saturday 9am to 11:15am

Security tasks consist of, but are not limited to:

- Scanning / searching clients for weapons or contraband as they enter for service.
- Conducting COVID screenings with clients and visitors as they enter for service
- Hourly perimeter and building checks.
- Routine parking lot patrols.
- Having knowledge of client restrictions.
- Submitting reports as it relates to client and / or staff incidents.
- De-escalating situations that arise with clients and / or removing them, as necessary.
- Assisting with mail and deliveries as needed.
- Monitoring / reviewing surveillance camera footage as needed.
- Monitoring the status of clients on GPS / Electronic Monitoring.

- Drug testing participants via oral and urinalysis tests at the two sites specified above.

**Security working for WCS will be required to go through required WCS provided trainings within six months of starting

**The security firm will be required to conduct background checks on all security staff for the various locations and provide the documentation to Michael Walisiewicz (all background checks must be current within 30 days), provide proof of vaccinations (flu, MMRV), and comply with a Tuberculosis test or proof of a current test.

** Security will be required for some locations on holidays (WCS observes the following holidays: New Year's Eve 1/2 day, New Years, Martin Luther King, Good Friday 1/2 day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve 1/2 day and Christmas Day).

The Request for Proposal timeline is as follows:

Request for RFP Issued: January 11, 2021

Deadline for Bidders to Submit Questions: January 19, 2021

WCS Responds to Bidder Questions: January 26, 2021

Submission of proposals to WCS: February 22, 2021

Selection of Top Bidders / Notification to Unsuccessful Bidders: March 15, 2021

Interviews with Top Bidders (may be required): April 5, 2021

Notification of Contract Award / Notification to Unsuccessful Bidders: April 9, 2021

Format and Submission of Proposals

The RFP will be posted on our website: www.wiscs.org as of January 11, 2021.

Proposals should be submitted single-spaced with one-inch margins, and using 12 point font with the exception of charts and tables. Proposals should be no more than 20 pages.

Respondents to this RFP must submit one original hard copy of their proposal to Michael Walisiewicz at: 3732 W. Wisconsin Avenue, Milwaukee, WI 53208 and an electronic copy to Michael.Walisiewicz@wiscs.org.

Responses must be received no later than 4 pm on February 22, 2021. Responses should be clearly marked "RFP – Security Services" and mailed or delivered to the contact person listed above.

Timeline for implementation of Services

Wisconsin Community Services would like to have security services in place *no later* than September 1, 2021. WCS will schedule multiple transition and implementation meetings with the selected vendor after the official award of the contract.

WCS will also need time prior to beginning service to train the identified security staff responsible for electronic monitoring and drug testing services.

All security personnel must complete the following required WCS trainings within 6 months of the contract start date: Motivational Interviewing, Trauma Awareness and Wellness, Ethics and Boundaries and Cultural Reverence.

Elements of Proposal

A submission must, at a minimum, include the following elements:

Description of the company to include a general overview, experience providing security services in Milwaukee County, names and credentials of leadership team, and number of full-time security employees.

A narrative outlining the company's strengths and distinguishing aspects as they may relate to the needs of WCS and the participants the organization serves.

Please describe the importance of cultural competence and the company's approach in serving participants with mental health and substance use concerns, as well as significant experiences with trauma.

Training provided to security employees by the company, along with the process for ensuring security licenses of employees are renewed and up to date.

Copies of all certifications and licenses.

Proof of insurance coverage carried by the company (Liability insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate).

Three professional references that the company currently provides services for or has provided services for in the last two years.

Cost of services – please provide a price for the following three types of coverage:

1. Standard security coverage hourly rate per person
2. Holiday security coverage hourly rate per person
3. Electronic Monitoring coverage hourly rate per person

Evaluation Criteria and Scoring

Total proposal score = 100 points

1. The competitive cost of services = 40 points
2. The ability to quickly replace and / or provide security personnel dependent upon the needs of WCS = 25 points
3. Number of years providing continuous security services in Milwaukee County = 20 points
4. Certifications and licenses currently held (DBE vendors preferred) = 5 points
5. The experience of the company in working with similar customers = 5 points
6. The training provided to security guards by the company = 5 points

There should be no communication with the contact person or any other WCS staff member regarding the RFP and proposal outside of the question and answer mechanism and timelines listed above.