



RFP 678-15P Campus Security Consultant

Addendum 003

Issued

11/11/15

Below are the questions we have received from various parties with respect to this Request for Proposal, along with our response (indicated in red font). Although we have endeavored to remove duplicate questions, we have presented the questions below in an unedited format. We hope this is helpful to you in preparing your proposal. Please remember that proposals are due by 2:00pm Mountain Time on 11/30/15. Please follow the submittal instructions carefully when submitting your proposal. CMC is not able to accept a late submittal as determined by the CMC server time stamp on receipt at bids@coloradomtn.edu. Remember to allow a few extra minutes for any technical difficulties.

Please submit one proposed contract price for this engagement based on the assumptions made in your proposal. Please also submit an hourly rate schedule for additional work that may be identified that is outside the scope of the agreement and any associated travel expenses. We generally reimburse travel expenses at cost but will consider an alternative arrangement at your request. Mileage to our campuses will not be reimbursed, any cost should be included in your proposal.

1. Would we be able to receive a copy of your organizations current (EOP) Emergency Operations Plan? Reviewing your current EOP allows us to gauge your current policies and procedures helping us improve the scope of work.

Each CMC location has an EOP based on a common template. Attached is a plan from one CMC location.

2. In the Scope of Work, Item #8 you require "*participating in safety events at various campuses*". Can you specify the number of "events" at each campus and estimate the duration or time of each event. For example, a full day at each campus or something similar so that we can estimate the effort involved.

The Safety Event included in the base agreement would likely be information gathering in nature, and may last an hour or two. The number and length of such events may be at the consultant's discretion. We would like your counsel on our needs in this area.

3. Item #10 requires "*revising where necessary emergency procedures*". Do you envision this effort for each of the 11 campuses or for the college as a whole (one overarching revision)? Does each campus have its own Emergency Operations Plan?

Each campus has its own plan, but it is based on a common template. We would be interested in your review and suggested revision, but implementation of the revisions would not be part of the base contract.

4. What are the current alert and warning capabilities of each campus, including technology?

We have a phone-based PA system at all CMC locations, allowing for an immediate announcement to the entire campus. We also have a mass text/email/voicemail tool to make emergency or timely warnings.

5. For the campuses that have blue light phones and emergency call boxes, how often are they tested, and where do the calls from each ring to?

Our Leadville campus has one box that rings to 911. Spring Valley has one that rings through to 911.

6. What is the average emergency responder response time for each campus?

Response time varies from a minute or two at some locations, to 10+ minutes at our Spring Valley location.

7. Are any of the surveillance cameras actively monitored, and if so, on which campuses and what specific areas of those campuses are actively monitored?

Surveillance cameras are not actively monitored. Cameras capture activity at entryways and other common areas, but we do not have staff that are regularly monitoring them. Footage is recorded and viewed as needed after an incident.

8. For the campuses that have hired security personnel, what are their responsibilities?

Hired security responsibilities are primarily to “observe and report”, and they also make sure everyone is out of the building before closing and may escort staff to their vehicles at night.

9. What department and/or positions are responsible for access control and security on each campus?

Access control and security functions largely fall on the campus facilities managers.

10. How many staff members or hired security are on the residential campuses overnight? What are the expected roles or responsibilities of these staff members/contract personnel?

1-2 at our Spring Valley Campus only. Primary responsibilities are to observe and report. Security patrols the campus and is available to respond to student, staff or faculty safety/security needs. This describes the present situation, it may not be relevant to the solution(s) we will implement.

11. Is there a particular format that proposals should be submitted (e.g. PDF, Microsoft Word Document, etc.)?

PDF, Word, Excel or other generally recognized file types are fine. We operate in a Windows environment, please do not submit ‘.pages documents’.

12. The current scope of work (pg. 12) indicates that once the Selection Committee has had an opportunity to review proposals the final scope of the project will change. As such, what are the expectations regarding the pricing quote that is submitted within the proposal, and will there be an opportunity to refine pricing based on the final scope of the project once decided?

Yes. We expect to interview finalists and then will negotiate a final scope with the vendor that our selection committee determines to be the best fit with our needs.

13. Will you provide site drawings of all Colorado Mountain College campuses.

Site drawings may be provided to the selected vendor. General campus layout, size and other attributes would have been evident during site visits.

14. As a budgetary business case, what is the planned timeline for all campus security improvements? All within 2016 or over a 3-5 year plan?

Implementation timeline is dependent upon type and number of recommendations. We need your help assessing and prioritizing our risks and your counsel in the best ways to mitigate them. Our budget timeline for the fiscal year ending June 30, 2017 is approximately the end of February 2016. At that point we can make a specific funding decision for that fiscal year. We would expect to implement most of our chosen initiatives in that year, and be complete by year three.

15. Project Scope: Our understanding of your RFP is that your initial project requirement is to focus primarily on Public Safety and Physical Security in light of recent issues at other academic institutions rather than pursue a more extensive/expensive and time consuming "all hazards" assessments, that may follow, but could take months to complete. Please can you clarify that our understanding is what you are seeking from your contractor.

This is correct. However, if our contractor believes we have a particularly critical potential hazard we would consider adding it to the scope of this agreement.

16. We understand that we are to send our response to bids@coloradomtn.edu – the above address. When transmitting by email, we routinely submit our proposals in both Word and PDF formats. However, some clients request that the pricing section is provided as a separate file. Please clarify if you wish us to separate the pricing section and submit it as a separate file.

Our preference is for contractors to submit a single PDF, but we will accept more than one document.

17. Will all the questions be posted as an addendum on the RMEP system?

No, per RFP these will be posted to www.coloradomtn.edu/purchasing as Addendum 003.

18. Within the RFP referenced above There is a Scope of Work. There are two lists of tasks, number 1 through 13 and a second list of number 1 through 5. The direction in the second paragraph is: "Please address these points in your bid." Please clarify what is meant by "addressing these points". Many of the tasks in both lists will require knowledge specific to the campus and the threat/risk environment which can't be learned until the project is executed. Is the college asking how the proposer would gather such information for these tasks?

We are not asking for a completed report and recommendation. We would like to know your opinions/expectations on these issues given the information available right now. CMC will not act on or implement anything contained in a response to an RFP. We understand you may not know enough at this point to offer an opinion. We are simply trying to give our selection committee a look at how you will approach these things – to whatever extent possible right now.