



**REQUEST FOR PROPOSALS (RFP) FOR SCHOOL SAFETY ASSESSMENT & RELATED SERVICES
October 22, 2021**

The North Penn School District (NPSD) is soliciting proposals for “School Safety Assessment & Related Services” from qualified organizations.

Submission deadline: 3:00 p.m. on the 24th day of November 2021.

Location for submission of proposals:

North Penn School District
Attn: Chris Doerr, Coordinator of Emergency Management & Safe Schools
401 E. Hancock St.
Lansdale, PA 19446

Proposals should clearly indicate “NPSD School Safety Assessment & Related Services” on the outside of the envelope. Faxed or e-mailed proposals will not be accepted.

The Request for Proposals for School Safety Assessment & Related Services specifications may be obtained from Mr. Chris Doerr at doerrcj@npenn.org as well as the district’s website at www.npenn.org/bidspec. Any questions should be directed to Mr. Doerr by email at doerrcj@npenn.org. Responses will be posted on the aforementioned website.

A pre-submission meeting will be held in virtual format for interested vendors on Thursday, November 4, 2021 at 11am. Login information for the virtual meeting will be posted online at www.npenn.org/bidspec on the morning of November 4th. If possible, please send questions in advance of the pre-submission meeting to doerrcj@npenn.org.

Interviews with select vendors are tentatively scheduled to be conducted the morning of Monday, December 6, 2021 in virtual format. Login information will be communicated directly to those selected vendors.

The North Penn Board of School Directors reserves the right to reject any or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities relative thereto.

No proposal may be withdrawn within 90 days after the submission deadline listed above. Tentative plans call for the North Penn Board of School Directors to review the proposals and to take action to award a contract at its regular meeting on Thursday, January 20, 2022.

I. RFP PROCESS AND SERVICES OVERVIEW

1. Background and Objectives

With a student population of 12,561, North Penn School District (NPSD) is located in the north central section of Montgomery County, Pennsylvania, and a small portion of south central Bucks County, Pennsylvania, and is comprised of the municipal subdivisions of the Boroughs of Hatfield, Lansdale and North Wales and the Townships of Hatfield, Montgomery, Towamencin and Upper Gwynedd, all located in Montgomery County and a small portion of the Townships of Hilltown and New Britain located in adjacent Bucks County. Geographically, the 42.6 square mile area lies approximately 18 miles north of center-city Philadelphia, 20 miles south of Allentown, 10 miles west of Doylestown and 10 miles northeast of King of Prussia, Pennsylvania. In addition to the incorporated communities, there are several well-known unincorporated communities located within the School District including: West Point in Upper Gwynedd Township, Kulpsville in Towamencin Township, Montgomeryville in Montgomery Township and Line Lexington in New Britain Township. Six municipal law enforcement agencies, seven volunteer/combo fire companies, and one combination ambulance association provide service to District facilities.

NPSD is a School District of the Second Class, organized and existing under the laws of the Commonwealth of Pennsylvania (the "Commonwealth"). NPSD provides education services to students living within its community. The governing body of the School District is a board of nine school directors who are each elected to a four-year term. The daily operation and management of the School District is carried out by the administrative staff of the School District, headed by the Superintendent of Schools who is appointed by the Board of School Directors.

There are approximately 1,950 employees of the School District, including 1,050 teachers and administrators and 900 support personnel including secretaries, maintenance staff, custodial staff, school nutrition staff, transportation and teacher aides. The 2021-22 annual budget is \$291,641,146. More information about NPSD can be found at www.npenn.org.

NPSD is seeking proposals from firms with broad subject matter expertise and experience in K-12 school safety to conduct a comprehensive assessment of District safety programs and practices. The assessment will be inclusive of all District facilities and will meet or exceed the minimum standards laid out by the Pennsylvania Commission on Crime and Delinquency (PCCD). Deliverables will include a written report, gap analysis, and prioritized recommendations for consideration. The project will also consist of a recommended training and exercise progression culminating in a full scale exercise to be facilitated and evaluated by the vendor.

NPSD will use the objective criteria specified within this RFP to review proposals and will select a vendor that meets the requirements of the RFP. Once accepted and approved, NPSD intends to issue purchase orders prior to the commencing of work. If a vendor requires a separate contract agreement to be signed, that agreement must be submitted along with the proposal. A vendor will be compensated by NPSD at the conclusion of each phase of services satisfactorily performed in accordance with RFP requirements and/or contract requirement.

2. Summary of Services

The services provided under this RFP shall include the services listed below. Additional related services recommended by the responding vendor may be included in the proposal but should be listed separately as optional additions and priced separately.

- **Assessment Services (Phase 1)**
 - Full on-site physical security assessment of all 20 NPSD facilities utilizing criteria based on industry leading practices and consistent with PCCD criteria.
 - Assessment of behavioral health programs consistent with PCCD criteria
 - Review of policy & procedural information consistent with PCCD criteria.
 - Delivery of a comprehensive written report inclusive of
 - Detailed findings
 - Gap analysis
 - Prioritized recommendations
 - Summary presentation

- **Related Services (Phase 2)**
 - Development of full scale exercise plan drawing on phase 1 findings and including:
 - Full scale exercise development
 - Recommended training and exercise work-up plan
 - On-site services as exercise controllers / observers / evaluators
 - Delivery of hot-wash
 - Delivery of written after-action report

3. Program Timeline

The services described in this RFP are divided into two performance phases. Phase one will consist of assessment services and must be completed and delivered no later than close of business on **June 30, 2022**. Phase two, consisting of exercise development, planning, performance, and evaluation, must be completed no later than **June 30, 2023**. A portion of Phase Two is required to be delivered no later than **August 12, 2022** as described.

4. Selection Criteria

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the vendor submitting the lowest priced proposal. Award will be made to the vendor submitting the best responsive proposal satisfying NPSD requirements, price factors considered.

The committee evaluating the proposals submitted in response to this RFP may require any or all vendors to give an oral presentation to clarify or elaborate on their proposal. Upon completion of oral presentations or discussions, vendors may be requested to revise portions of their proposals.

NPSD will evaluate each vendor's proposal in the areas of the proposed plan, experience, service capabilities, product quality, cost, and best value on the predetermined evaluation criteria below.

NPSD will evaluate each proposal received based upon the following criteria:

- **40 Points - Program Plan:** The adequacy and completeness of the plan offered to address the Scope of Services.
 - Clearly defined and detailed components of service performance
 - Comprehensiveness of assessment criteria
 - Strategies and methods for performing proposed services and interacting with NPSD
 - Identification of subject matter expert(s) assigned to perform the proposed services
 - Clear explanation of deliverables
- **30 Points - Provider's Capabilities:** The demonstrated ability of the vendor to provide services.
 - Vendor relevant experience and level of knowledge
 - List of references
 - Resume(s)
 - Ability to provide all necessary materials and supplies
 - Explanation of how the vendor is organized and how its resources will be utilized
 - Adequate experience and capability to serve an organization as large as NPSD.
- **30 Points - Financial Proposal:** Reasonable and customary fees for providing services

5. Terms and Conditions

Be aware that this is a request for professional services, and not a competitive bid. NPSD is not required to conduct its request for professional services in accordance with competitive bidding laws, but is required to conduct the RFP in accordance with NPSD policy.

The terms and conditions of this proposal are that NPSD:

- Reserves the right to reject any or all proposals.
- Reserves the right to waive any irregularities or informalities and select the best proposal in the opinion of NPSD.
- May render the proposal invalid due to unauthorized modifications of proposal specification forms or terms.

6. Instructions for Submission of Applications

- Submission deadline: 3:00 p.m. of the 24th day of November 2021. Location for submission of proposals:

North Penn School District
Attn: Chris Doerr, Coordinator of Emergency Management & Safe Schools
401 E. Hancock St.
Lansdale, PA 19446

- A vendor must submit an original application, three (3) copies of the application, and an electronic copy on a flash drive in a sealed envelope, clearly marked "NPSD School Safety Assessment & Related Services." Late applications will not be evaluated.
- Proposals must be signed by an official authorized to bind the vendor to the provisions of this RFP.
- NPSD will not accept faxed or electronic submission of proposals.

7. Directions for Completion of Application

All applicants must provide applicant information using the standard forms provided in Attachment A – Proposal Contact Information, Attachment B – Information to be Provided, and Attachment C – Certification of Proposal Documents. A secondary packet of information should be submitted as the vendor's best response to the details outlined in this RFP.

8. Schedule

1. Pre-submission meeting: November 4, 2021, at 11:00am
2. Deadline to submit questions: November 19, 2021, at 12:00pm
3. Proposals received by North Penn School District: November 24, 2021, at 3:00pm
4. Tentative Interviews of select vendors: December 6, 2021 between 8am and 11am.
5. Award announcement: January 20, 2022
6. Services to commence: On or about February 1, 2022

II. SCOPE OF SERVICES

This section describes in detail the scope of services NPSD requests as the customer. NPSD will provide the selected vendor with a designated liaison who will facilitate access to physical locations and information required for the vendor to perform the proposed services. This scope is written as a minimum requirement. Vendors are not limited by this scope and proposals may exceed the requirements listed if doing so would lead to a more comprehensive or meaningful outcome based on the vendor's professional experience. Proposals will be inclusive of all costs associated with performance of the requested work not limited to travel, lodging, and incidental expenses.

1. Physical Locations

Vendors are expected to perform on-site assessment services at the 20 facilities described below.

Facility Name	Address	Use	Indoor Area	Acreage
Bridle Path	200 Bridle Path Rd Lansdale, PA 19446	Elementary School (K-6)	77,000 sq ft	24
Gwyn-Nor	139 Hancock RD North Wales, PA 19454	Elementary School (K-6)	81,000 sq ft	23
Gwynedd Square	1641 Supplee Rd Lansdale, PA 19446	Elementary School (K-6)	78,000 sq ft	27
Hatfield	1701 Fairgrounds Rd Hatfield, PA 19440	Elementary School (K-6)	61,000 sq ft	23
Inglewood	1313 Allentown Rd Lansdale, PA 19446	Elementary School (K-6)	60,000 sq ft	13
AM Kulp	801 Cowpath Rd Hatfield, PA 19440	Elementary School (K-6)	52,000 sq ft	22
Montgomery	1221 Stump Rd North Wales, PA 19454	Elementary School (K-6)	80,000 sq ft	22
General Nash	1560 Liberty Bell Dr Harleysville, PA 19438	Elementary School (K-6)	64,000 sq ft	14
North Wales	201 Summit St North Wales, PA 19454	Elementary School (K-6)	64,000	13
Oak Park	500 Squirrel Ln Lansdale, PA 19446	Elementary School (K-6)	56,000 sq ft	11
Walton Farm	1610 Allentown Rd Lansdale, PA 19446	Elementary School (K-6)	77,000 sq ft	34
York Avenue	700 York Ave Lansdale, PA 19446	Elementary School (K-6)	42,000 sq ft	2
Pennbrook	1201 North Wales Rd North Wales, PA 19454	Middle School (7-9)	154,000 sq ft	49
Penndale	400 Penn St Lansdale, PA 19446	Middle School (7-9)	195,000 sq ft	34

Pennfield	726 Forty Foot Rd Hatfield, PA 19440	Middle School (7-9)	169,000 sq ft	43
North Penn High School**	1340 S. Valley Forge Rd Lansdale, PA 19446	High School (10-12)	542,000 sq ft	95
Northbridge	2374 North Penn Rd Hatfield, PA 19440	Recovery School (6-12)	21,000 sq ft	4
Educational Services Center	401 E. Hancock Street Lansdale, PA 19446	Administrative	34,000 sq ft	6
Support Services Center	630 W. 8th St Lansdale, PA 19446	Warehouse / Support	29,000 sq ft	4
Transportation Facility	1350 S. Valley Forge Rd Lansdale, PA 19446	Transportation Depot	15,000 sq ft	3

*** The North Penn High School campus includes a 7,000 seat multi-purpose stadium and a number of smaller outdoor athletic fields.*

2. Assessment Services (Phase 1)

- Assessment services may commence once NPSD provides the selected vendor with a signed purchase order and/or countersigned contract as required. This is anticipated to occur on or about February 1, 2022. Assessment deliverables must be received by NPSD no later than June 30, 2022.
- Assessment services must meet or exceed the full assessment criteria adopted by the PA School Safety & Security Committee on February 24, 2021 and published by the PCCD. This criteria can be found on the PCCD website at <https://www.pccd.pa.gov/schoolsafety/>. Additional standards may be considered as well, such as those available from Partner Alliance for Safer Schools, FEMA, REMS, etc. It is NPSD’s desire that the assessment be as comprehensive as possible, thus proposals should include detail sufficient for NPSD to fully evaluate the vendor’s assessment criteria and methodology.
- It is preferable, but not required, that vendors be listed in the registry of approved providers maintained by PCCD. The registry and application process can be found on the PCCD website at <https://www.pccd.pa.gov/schoolsafety/>
- Assessment of physical security must include on-site work at each of the NPSD physical locations listed above which is conducted, at least in part, during times when the location is under normal operating conditions. On-site work must be coordinated in advance with NPSD.
- Assessments may include interviews with NPSD personnel, public safety representatives, first responder agencies, parent representatives, and student representatives, and other stakeholders recommended by the vendor. Interviews must be coordinated with NPSD in

advance.

- Proposals should describe physical security aspects to be evaluated including, but not limited to:
 - Points of ingress, classrooms, offices, recreational and dining areas, parking lots and other areas such as surrounding neighborhood and pedestrian pathways/connectors.
 - Access control methods; Facility access/visitor management; Drop off/pick up locations and practices
 - Lighting (for security purposes); Way-finding signage; Natural superintendence; Territorial support; Landscaping and other CPTED components.
 - Surveillance cameras and recording equipment;
 - Electronic and mechanical access control; Intrusion detection; Duress alarm systems
 - Internal and external emergency communication systems
 - Public safety capability and response times
 - Operational strategies
- Proposals should describe the policy and procedural aspects to be evaluated including the review of documents, policies, practices, procedures, and written directives pertaining, but not limited to, the following:
 - Key/access control
 - Employee IDs/Badging
 - Visitor/Guest management
 - Facility security
 - Response capabilities & directives
 - Security department operations
 - Threat assessment
 - Emergency planning
 - Training and exercise
 - Incident reporting and responsiveness
- Proposals should describe behavioral health support aspects to be evaluated including, but not limited to:
 - Student assistance programs
 - Mental health resources and programs
 - Implementation of the Safe2Say Something anonymous tip line
 - Practices related to developing and sustaining a positive school climate.
- Assessment services will result in the following deliverables;
 - A detailed written summary of assessment activities, findings, and analysis drawing from leading practices in K-12 school safety, security, and emergency management, along with Federal and Pennsylvania State regulations and guidance.
 - A full gap analysis including remedial recommendations presented in a matrix format considering factors such as degree of risk, financial impact, practicality, and the mission and goals of NPSD.

- A benchmark comparison of similarly sized school systems drawn from available national data and/or the vendor’s own portfolio of work.
- An briefing (in-person or virtual format) presented by the vendor’s subject matter expert to the NPSD School Directors in June of 2022.

3. Related Services (Phase 2)

- The related services described below may commence on July 1, 2022 after NPSD provides the selected vendor with a signed purchase order and/or countersigned contract as required. Deliverables in this phase must be received by NPSD no later than June 30, 2023.
- The goal of this phase is to draw on the findings of the “Phase 1” assessment work in order to develop a recommended training and exercise plan culminating in an objective driven full scale exercise. The recommended exercise program should be consistent with the Homeland Security Exercise & Evaluation Program (HSEEP)
- The vendor will deliver a recommended workup progression of training, tabletop, and/or functional exercises to be conducted by NPSD in preparation for the full scale exercise. This will include a recommended timeline as well as a description of the intended audience and outcome of each step.
 - This portion of the project will be delivered no later than **August 12, 2022**.
 - Proposals will include an optional “a-la-carte” cost for the vendor to facilitate one or more steps should NPSD request it.
- Proposals will include services from the vendor to design, develop, and execute a full scale exercise to be conducted in the Spring of 2023. The vendor will be responsible for ensuring all phases of development take place on schedule:
 - Conduct planning meetings to develop exercise in collaboration with senior leaders from NPSD, local public safety, and Montgomery County emergency management
 - Write exercise plan and supporting documents
 - Provide staff on-site at the exercise sufficient to facilitate all aspects including:
 - Conduct pre-exercise briefing
 - Serve as exercise controller(s), observer(s), and evaluator(s)
 - Conduct post-exercise hotwash
 - Deliver a written after action report within 30 days of exercise

4. Insurance

NPSD will require the vendor, at the vendor’s expense, to provide professional liability, general liability, and workers compensation insurance as required in the general conditions of these specifications and to name the NPSD as an additional insured. The vendor is required at all times during this contract period to provide insurance coverage as follows:

1. General Liability Coverage \$1,000,000
2. Professional Liability Coverage \$1,000,000
3. Workers Compensation Each Accident \$ 1,000,000
4. Workers Compensation Each Disease/Per Employee - Statutory Limit
5. Workers Compensation Each Disease/Policy Limit - Statutory Limit

5. Right to Monitor and Audit

NPSD shall have the right to monitor all work performed, as well as to review all records and procedures to ensure that the expenditure of funds is in conformity with this RFP and applicable Federal and State regulations.

Vendor's are required to provide a copy of a certificate of liability insurance to NPSD prior to commencement of on-site services.

6. Record Retention

Vendor shall maintain and preserve all records related to this agreement in its possession (or will ensure the maintenance of such records in the possession of any third-party performing work related to this agreement) for a period of not less than seven (7) years from the service date of this agreement or until all State audits are complete, whichever is later.

7. Confidentiality/Privacy

Personally Identifiable Information ("PII") is defined as an individual's first name or first initial and last name in combination with any one or more of the following data elements including, but not limited to: social security number, passport number, credit card number(s), clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts, etc.

Furthermore, information gathered during the course of work performed under this proposal, as well as the resulting assessments and recommendations, contain confidential and proprietary information about NPSD safety and security strategies.

As a result the vendor shall treat any and all information described above as confidential, and safeguard such information from unauthorized use and disclosure. Vendor agrees to execute a Confidentiality Agreement protecting confidential information should NPSD request it, and further agrees not to appropriate such information for its own use or to disclose such information to third parties unless specifically authorized by NPSD, in writing. If and when the vendor becomes aware of, or should reasonably have been aware of a breach of confidential information, the vendor shall notify NPSD within two (2) business days.

8. Non-Exclusive Agreement

Vendor understands that this is not an exclusive agreement, and NPSD shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by the vendor, or to perform such services with vendor's own forces.

9. Human Relations Act

The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951 et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, providers and others. The vendor shall agree to comply with the provisions of this Act as amended that are made part of this specification. Your attention is directed to the language of the Commonwealth's

non-discrimination clause in 16 PA Code 349.101.

10. Clearances

All vendor staff members, who will work with NPSD students, must have all of the required Federal and State Criminal and Child Abuse clearances in effect during the services provided. Original documentation of these clearances must be presented to the appropriate personnel who will make appropriate copies for NPSD records. At the time of this request for proposal, required clearances include

1. Act 34, Section III of the Public School Code (Criminal Record Check)
2. Act 151, Chapter 63 of 23 PA Consolidated Statutes (Pennsylvania Child Abuse History)
3. Act 114 (F.B.I. Fingerprinting Clearances)
4. Act 168 (Sexual Misconduct/Abuse Disclosure Release)

Vendor agrees to comply with the provisions of Act 168 of 2014, Employment History Review Law and, to the extent applicable, Act 126 of 2012, Child Abuse Recognition and Reporting Training.

11. Compliance with Policy/Law

Vendor shall comply with all policies, procedures, and regulations of NPSD as established and amended as well as all applicable State and Federal laws and regulations, including but not limited to the provisions of the Pennsylvania Right to Know Law, 65 P.S. 67.101 et seq., regarding possession of public records by agency providers. In the event NPSD receives a request for access to a public record that is in the possession of the vendor, NPSD shall notify the vendor of the request and the vendor shall provide NPSD with the requested record in a timely manner so as to enable NPSD compliance with the Pennsylvania Right to Know Law.

ATTACHMENT A - PROPOSAL CONTACT INFORMATION

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

WEBSITE ADDRESS: _____

ALL PROPOSALS MUST BE RECEIVED BY THE NORTH PENN SCHOOL DISTRICT BY 3:00 P.M. ON THE 24TH DAY OF NOVEMBER, 2021. Location for submission of proposals:

**Chris Doerr, Coordinator of Emergency Management & Safe Schools
North Penn School District
401 E. Hancock St.
Lansdale, PA 19446
doerrcj@npenn.org
www.npenn.org**

ATTACHMENT B - INFORMATION TO BE PROVIDED

1. Describe your firm’s philosophy, standards, and structure, and how they will be provided to NPSD.
2. Provide a description of your firm’s experience in performing the required assessment and related services in an education setting. How long has your firm been providing these types of services? Provide no less than three references of comparable organizations to which your firm has provided similar services. Provide resumes of the individual or individuals to be assigned to work with NPSD, including their areas of expertise, years of experience, and professional certifications.
3. Has your firm performed work with other school systems in Pennsylvania? If yes, identify those school systems and what work was performed.
4. Provide Service Costs as follows:

Assessment Services (Phase 1): _____

Related Services (Phase 2): _____

Cost to facilitate workup exercises (per step) _____

5. Will you accept a Purchase Order to perform this work or will you provide a contract? (If you require contract signature, include a copy of the contract with your proposal for NPSD evaluation.)

ATTACHMENT C - CERTIFICATION OF PROPOSAL DOCUMENTS

The vendor certifies by signing this document that they:

1. Have carefully read and fully understand the information in the RFP.
2. Have the capability to successfully undertake the scope of work described and complete the responsibilities and obligations of the proposal being submitted.
3. Represent that the information contained in the proposal is true and correct.
4. Did not in any way collude, conspire or agree, directly or indirectly, with any person, firm, corporation, review committee member, NPSD employee, or other proposer in regard to the amount, terms, or conditions of this proposal.
5. Acknowledge that the NPSD has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by the proposer.

Company Name _____

Signature

Printed Name

Title

Date