



Colorado Early Colleges Request for Proposals for Armed School Security Officers

1. **Introduction.** Colorado Early Colleges (“CEC”), a Colorado government entity, a public charter school network, and a nonprofit corporation, is issuing this Request for Proposal (“RFP”) from adept Security Services Providers (SSPs) to supply armed School Security Officers (SSOs) across its Front Range campuses. This RFP seeks to create a lasting partnership to bolster the safety and security framework within CEC's educational settings.
 - a. Purpose of the RFP: The goal is to secure a collaborative, enduring relationship that significantly enhances safety and security across CEC's learning spaces.
 - b. Vision for Security Services: CEC values an SSP that prioritizes cultivating positive and supportive interactions within our school communities. Our vision emphasizes SSOs as proactive guardians and visible symbols of safety rather than as disciplinarians. SSOs should preempt threats and cultivate an environment where students, staff, and visitors consistently feel safe and respected.
 - c. Non-Commitment Clause: This RFP does not obligate CEC to award a contract, compensate for proposal preparation costs, or guarantee the procurement of any contract based on this solicitation.
 - d. CEC's Rights: CEC reserves the full right to accept or decline any proposals submitted, negotiate with qualified SSPs, finalize a contract without further discussions, or fully or partially cancel this RFP as deemed beneficial for CEC's interests.

2. **Contact Information.**
 - a. Inquiries: Direct all queries exclusively via email to Kitty Moore, the Safety and Training Coordinator, at kitty.moore@coloradoearlycolleges.org. CEC discourages phone calls or other forms of contact for questions and may publicly share inquiries and responses.
 - b. Proposal Submissions: Send proposals as attachments or links to documents to Brenda Rhodes, Executive Office Administrator, via email at brenda.rhodes@coloradoearlycolleges.org.

3. **Timeline.**
 - a. RFP Issue Date: February 16, 2024
 - b. Proposal Submission Deadline: March 22, 2024



- c. Pre-proposal Conference: March 8, 2024 at 2 p.m. A virtual pre-proposal conference will be hosted using Microsoft Teams to ensure consistent information is shared. Contact Ms. Moore to register.
- d. Site Visits: Pre-proposal site visits are strongly encouraged and will be arranged by appointment only by emailing Ms. Moore.
- e. Interviews: Various dates.
- f. Finalist Notification and Invitation to Negotiate a Contract: April 12, 2024.
- g. Start date: July 2024 for some campuses, with a possibility of a phased start with all campuses being served by SSOs by January 2025.

4. General Specifications and Provisions:

- a. There is no guarantee of a specific level of security services required, in either number of hours, dollar amount, or campuses that will need services.
- b. CEC would prefer awarding one (1) contract for security services but may award multiple contracts if, at its sole discretion, contracts with multiple SSPs result in better service for its multiple campuses.
- c. All materials generated by this RFP and responses to it, or any contract awarded, shall be the property of CEC and may be subject to disclosure under Colorado's Open Record Act.
- d. Implementation Plan and Staggered Rollout:
 - i. CEC is open to discussing a staggered rollout plan for SSO services.
 - ii. CEC seeks the service provider's input on this approach.
- e. Hours of Service:
 - i. Typical Hours of Service:
 1. When school is in session, Monday – Friday, 7:30 a.m. – 4:00 p.m. (40-hour work week).
 2. Homeschool campuses have different hours and weeks; see additional information under Campuses below.
 3. Half-hour lunch and two 15-minute breaks (to meet legal requirements, if any).
 4. On-site when students are on campus (including summer school and advising appointments).
 5. Summer safety training activities.
 6. On-site when summer staff are on campus (210 days worked in a school year).
 7. No services during school closures (federal holidays, fall break, winter break, spring break, school-called closure days, summer closures, and summer break).



- ii. Additional Service Time:
 - 1. Some overtime may be required to accommodate after-school clubs, evening school events, and extenuating circumstances. Notice will be given in advance when possible.
 - f. Campuses:
 - i. CEC Aurora High School has approximately 529 students and is located at 1400 S. Abilene Street, Aurora, CO 80012.
 - ii. CEC Castle Rock High School has approximately 401 students and is located at 3565 Celestial Ave, Castle Rock, CO 80109.
 - iii. CEC Colorado Springs High School and Middle School have approximately 654 students, and a homeschool program with approximately 100 students that meet on Mondays. All Colorado Springs programs are on one campus but in multiple buildings located at 4405 North Chestnut Street, Colorado Springs, CO 80907.
 - iv. CEC Douglas County North (Inverness campus) High School has approximately 709 students. All CEC Douglas County North programs are in the same building located at 321 Inverness Drive S, Englewood, CO 80112.
 - v. CEC Everest Point Homeschool Academy – Douglas County, with approximately 50 students that meets on Wednesdays. This program will meet at a different location which has not been found to date.
 - vi. CEC Everest Point Homeschool Academy – Northglenn has approximately 230 total students that meets on Mondays and Tuesdays (approximately 115 students each day). This program is located at 1800 E 105th Pl, Northglenn, CO 80233.
 - vii. CEC Fort Collins High School has approximately 790 students and is located at 4424 Innovation Drive, Fort Collins, CO 80525.
 - viii. CEC Fort Collins Middle School has approximately 231 students and is located at 4512 McMurry Avenue, Fort Collins, CO 80525.
 - ix. CEC Windsor 6-12 has approximately 176 students and is located at 7640 Westgate Drive, Windsor, CO 80528
- 5. Scope of Services:** CEC seeks an SSP to provide comprehensive armed security services across its campuses, prioritizing consistency in service and quality. Expectations include:
- a. Provide equipped, trained, armed, and uniformed SSOs for each CEC campus.
 - b. SSP will be responsible for the direct supervision of the security officers through the SSP's designated representative(s). This supervision will include inspection, control checks, and continual re-evaluation to ensure high-level performance from each security officer and supervisor.



- c. Providing staffing plans so that consistent SSOs are provided to each campus, each of whom has been approved by CEC before performing work at CEC's campuses, including plans for backup SSOs.
 - d. Manage schedules so SSOs are on duty during all scheduled hours.
 - e. SSP shall select personnel with due care, maintain records of the background checks of all personnel, and ensure all personnel performing work on a CEC campus have passed a background check compliant with the requirements imposed by law on Colorado schools, the records of which shall be provided to CEC before any work is performed by the applicable personnel on CEC property.
 - f. SSP shall maintain records of all personnel, including conduct and accomplishments, while a member of the SSP's organization.
 - g. Assist with developing security and emergency response plans.
 - h. SSP shall equip and maintain an organization capable of furnishing high-quality public relations within CEC campuses, law enforcement, emergency providers, and the broader community.
 - i. SSP shall provide SSOs with continual training and aid them in continually improving their knowledge of all phases of security and protection.
 - j. SSP will ensure compliance with legal and regulatory requirements pertaining to security.
 - k. SSP shall maintain employer-employee relationships that will promote efficiency from each employee of the SSP in the interest of CEC.
 - l. SSP will advise CEC of SSP's opinion of how and where to best place SSOs and the number of SSOs needed for each campus.
 - m. SSP shall maintain records of the activities of SSO while on duty so as to be able to furnish CEC with an accurate account of the activities of the SSO assigned to each CEC campus.
- 6. General Duties of SSO:** The SSO will be required to perform the following general security duties.
- a. Perform all activities in compliance with law and CEC policies.
 - b. SSOs must act on their own initiative at the direction of authorized CEC personnel and on orders from SSP.
 - c. SSOs appearance, attitudes, and manner of performance, at all times, shall reflect a favorable public image for both CEC and SSP.
 - d. SSOs will report directly to Kitty Moore, Safety and Training Coordinator, and must maintain a strong working relationship with the Head of School and their leadership team for each applicable campus.
 - e. Protect students, staff, and visitors' lives and property from sabotage or trespassing.



- f. Monitor main entrances and support front desk personnel with visitor management.
- g. Ensure IDs are visible to all students, staff, and visitors.
- h. Monitor all exterior doors to ensure doors are closed and locked, and local alarms are functioning.
- i. Patrol premises – parking lots, campus perimeters, and interior areas of the school.
- j. Respond to and support CEC staff during incidents (i.e., property trespassers; support staff with breaking up student fights; handling angry visitors; medical emergencies; Standard Response Protocol (SRP) emergencies: lockdowns, secure, hold, evacuate, and shelter; or when requested by school leadership). SSOs are not responsible for any student discipline.
- k. Support Directors of Campus Culture with SRP drills (see above.)
- l. Support the implementation and continuation of safety protocols in the school.
- m. Work to build relationships with local law enforcement and emergency responders.
- n. Build relationships with students, staff, parents/guardians, and local school communities (neighbors, businesses, schools, etc.).
- o. Support school administration in an emergency such as a fire or off-campus reunification.
- p. Notify Ms. Moore and facilities managers of safety concerns, i.e., doors continually propped open, doors not opening or closing appropriately, people loitering in unauthorized areas, concerning behaviors related to safety/security, or anything that could be considered a safety or security hazard.
- q. Work in partnership with Directors of Campus Culture to build a culture where students, staff, and families feel safe.
- r. Conduct on-site training with law enforcement on response protocols related to active shooters or other security threats.
- s. Report any unusual incidents or hazardous conditions to applicable CEC staff or law enforcement.
- t. Operate with cultural sensitivity and compassion.
- u. Provide a visible security presence to deter potential threats.
- v. Maintain detailed records and incident reports.
- w. Be in an approved uniform based on SSP and CEC standards.
- x. Be well-groomed and maintain good hygiene.
- y. Perform at the highest caliber at all times when performing duties.
- z. Be prepared to integrate with and operate the following systems:
 - i. Raptor.
 - ii. Avigilon Camera System.
 - iii. Alarm Systems.
 - iv. Radio Systems.



- v. Panic/Lockdown Systems.
- vi. Microsoft Office and Microsoft Teams.

7. Qualifications, Certification, and Licenses Information:

- a. SSOs shall possess the following qualifications, certifications, and licenses in the following areas in addition to any legal requirements:
 - i. Firearms.
 - ii. Firearms in school-specific settings.
 - iii. Active shooter.
 - iv. CPR/AED/First Aid.
 - v. FEMA 100c – Incident Command.
 - vi. Crisis Prevention Intervention with Trauma Response or similar training.
 - vii. De-escalation.
 - viii. Experience in school security at the middle and high school level (preferred).
- b. CEC will give preference to SSPs whose SSOs have received training, certifications, or licensing in the following areas:
 - i. Preference for retired or former military or police officers.
 - ii. Cultural awareness.
 - iii. Anti-discrimination.
 - iv. Anti-harassment.
 - v. National Association of School Resource Officers School Safety / Security Officer Course or equivalent.
 - i. IS-100.SC/IS-100.SCa: Introduction to the Incident Command System, I-100 for Schools.
 - ii. IS-200: ICS for Single Resources and Initial Action Incidents.
 - iii. IS-700: NIMS, An Introduction.
 - iv. IS-800.B: National Response Framework, An Introduction.
 - v. ICS 300 Intermediate Incident Command System.
 - vi. ICS 400 Advanced Incident Command System.

8. Insurance Requirements: The SSP shall be required to maintain and carry in force, for the duration of a contract with CEC, insurance coverage meeting the requirements set forth below:

- a. All insurance shall be occurrence-based policies.
- b. Commercial Liability Insurance: \$2,000,000 for each occurrence and \$4,000,000 aggregate and must cover the risks of bodily injury, death, false arrest, false imprisonment, malicious prosecution, libel, slander, and violation of privacy rights.



- c. Commercial Auto Insurance: \$2,000,000 for each occurrence and \$4,000,000 aggregate.
- d. Workers Compensation Insurance as required by law.
- e. Policies shall require that prior to any material change or cancellation, CEC will be given thirty (30) days advance notice by registered mail.
- f. CEC shall be immediately notified of any reduction or possible reduction in aggregate limits of any such policies where such reduction, when added to any previous reductions, would exceed 10% of the aggregate.
- g. In the event of an occurrence, it is further agreed that any insurance maintained by CEC shall apply in excess of and not contribute to insurance provided by policies held by SSP.
- h. Successful respondents shall provide CEC insurance certificates naming CEC as an additional insured.

9. Key Contract Terms: Contracts between CEC and a SSP will contain the following or substantially similar terms.

- a. Insurance: The insurance requirements as addressed herein.
- b. Indemnification: SSP agrees to indemnify, defend, and hold CEC harmless from and against any and all losses or damages which CEC actually sustains because of damage to property or injury to or death of any person from false arrest, false imprisonment, malicious prosecution, libel or slander, or assault and battery or similar type of offense caused solely by the negligence of SSP while engaged in the services arising out of and within the scope of the performance of this contract, other than those that arise in part out of the contributory negligence of CEC and other than those amounts paid in settlement of any claim or litigation effected without SSP's consent or approval.
- c. Governmental Immunity: SSP acknowledges that CEC is a Colorado government entity and is subject to the limits of liabilities and immunities provided under the Colorado Governmental Immunity Act, Article 10, Title 24, Colorado Revised Statutes, as amended, as well as other provisions of Colorado law that limit CEC's liabilities. CEC may only indemnify SSP and any other party to the extent allowed by law, and no provision of the contract shall limit CEC's ability to claim governmental immunity or any other limitation of liability afforded it under law.
- d. Term: The contract will start no sooner than July 1, 2024, and each CEC campus may have a different start date. The contract will end June 30, 2025, with an intent to renew if both parties are mutually agreeable.
- e. Earlier Termination: Either party can terminate for a breach of contract, which shall include poor performance.



- f. Inclusion by Reference: The contract shall be deemed to include all terms mandated by C.R.S. § 22-1-135(2)(d).
- g. Obligations are CEC's Alone: The obligations and liabilities, financial and otherwise, of CEC under this contract are obligations and liabilities of CEC alone. They are not an obligation or liability of any CEC board member, officer, employee, agent, the State of Colorado, or CEC's charter authorizer (the Colorado Charter School Institute or any future charter authorizer).
- h. Background Checks: SSP acknowledges that CEC is a public school and agrees that any person entering CEC's campuses is subject to a background check and must comply with CEC's policies and state law regarding the safety and security of schools.

10. Proposal Requirements: Interested SSPs are invited to submit detailed proposals that address the following criteria, organizing their responses in accordance with these guidelines:

- a. Acknowledgment: Confirm the ability to meet RFP specifications or discuss any exceptions, providing reasons and suggesting alternatives.
- b. Campus Coverage: Identify which CEC campuses are included in the proposal, noting existing operations in those areas or plans to expand services as needed. Preference is for proposals covering all campuses.
- c. Company Overview: A concise history and description of the company, highlighting qualifications within a five-page limit, excluding resumes and appendices.
- d. Integration with Safety Protocols: Outline strategies for integrating services with CEC's safety protocols and emergency response plans, detailing collaboration efforts and enhancing security measures.
- e. Community Engagement: Describe approaches to respectfully engage with the CEC community, ensuring a safe environment where everyone feels valued and understood.
- f. Experience and References: Summarize relevant experience and at least one reference (3 references would be preferred), per proposed community, addressing plans for communities new to the SSP.
- g. Supervisory Staff: List names and resumes of personnel who will oversee SSOs at CEC campuses. Explain supervision methods and off-site support for SSOs.
- h. Qualifications and Training: Detail required licenses, certifications, and training for SSOs, including annual training schedules.
- i. Supervision and Support: Explain supervision methods and off-site support for SSOs.
- j. Background Checks: Confirm compliance with Colorado's school employee background check requirements.



- k. Fit and Unique Value Proposition: Evaluation of why the SSP is the right fit for CEC, taking into account the company's overall value proposition and what sets it apart from competitors.
- l. Problem Resolution: Consideration of the SSP's proposed method for addressing concerns with SSOs and maintaining a positive relationship with CEC.
- m. Evaluation and Integration of SSOs into CEC Communities: SSPs must detail their process for collaborating with CEC to assess each SSO's alignment and integration within the specific campus community they will serve. This includes outlining mechanisms for regular feedback, performance evaluations, and adaptability to community needs and expectations. The proposal should describe how the SSP plans to ensure SSOs are not only a security asset but also a positive presence on campus, reflecting CEC's values and commitment to a supportive educational environment.
- n. Scenario Response: Provide narrative responses on how the SSP approaches the following situations and how it trains its staff to address them:
 - i. Deescalating situations.
 - ii. Work with diverse communities with prior negative experiences with law enforcement-type figures.
 - iii. Address active shooter situations.
 - iv. Address fights between students.
 - v. Address hostile parents.
 - vi. Address the homeless and vagrant populations that may come onto campus.
- o. Pricing Information Requirements: SSPs are requested to provide a comprehensive pricing structure that includes the following details:
 - i. SSO Compensation Model: Clearly indicate whether SSOs are compensated hourly or salaried, including their respective salaries and any applicable overtime rates.
 - ii. Campus-Specific Pricing: Provide a detailed breakdown of pricing information for each CEC campus the SSP proposes to serve, allowing for a clear comparison of costs across different locations.
 - iii. Comprehensive Campus Coverage: Quote a comprehensive price for deploying one SSO across all necessary time periods for each campus the SSP is interested in serving. This should encompass all standard operational hours and any additional coverage times identified.
 - iv. Multiple SSOs Per Campus: If proposing to station more than one SSO per campus, include pricing details for such arrangements, distinguishing between primary and additional SSO costs.



- v. Night Patrols at Colorado Springs Campus: Specify pricing for conducting two to four-night patrols, specifically at the CEC Colorado Springs campus, highlighting any variances in cost based on the number of patrols.
- vi. After-School Events: Detail pricing for providing SSO coverage during after-school events, whether regularly or as needed.
- vii. Consulting Services: If offering consulting services to enhance campus security or assist in developing security policies and plans, outline the pricing structure for these services, including any packages or a la carte options available.

11. Evaluation Criteria: CEC will implement a detailed and competitive evaluation methodology for all proposals submitted. This process will critically assess each proposal's alignment with CEC's specific requirements as detailed in the RFP. At CEC's sole discretion, CEC retains the flexibility to engage in competitive negotiations to refine the final agreement with the SSP(s) that most closely meets its needs. Evaluation will extend to include information gathered from interviews, if conducted. The criteria for review are presented below without any predetermined order, and CEC maintains the authority to adjust these criteria uniformly as needed. Each SSP will be evaluated on the areas listed below (A-K) and given a score of 1 to 5 for each area. The weight of each evaluation area is also listed below.

- A. Compliance and Flexibility (15%): Evaluating SSP's acknowledgment of RFP specifications, including their willingness to adapt or propose alternatives where they cannot fully comply.
- B. Campus Coverage and Operations (10%): Assessing the SSP's capability and plans to cover all CEC campuses, with a preference for those able to provide comprehensive coverage.
- C. Company Qualifications (10%): Reviewing the SSP's history, qualifications, and suitability for providing security services to educational institutions.
- D. Integration with CEC Protocols (5%): Analyzing the SSP's approach to integrating with CEC's existing safety protocols and emergency plans.
- E. Community Engagement (10%): Evaluating the SSP's strategy for respectful and positive engagement with the CEC community.
- F. Experience and References (10%): Considering the SSP's relevant experience and the strength of their references from similar educational environments.
- G. Staffing and Supervision (10%): Assessing the qualifications, training, and supervision plans for SSOs, ensuring they meet CEC's standards.
- H. Value Proposition and Fit (5%): Evaluating the SSP's unique value proposition and their fit with CEC, including how they address CEC's specific needs and values.



- I. Problem Resolution (5%): Reviewing the SSP's processes for addressing and resolving issues with SSOs.
- J. Scenario Responses (10%): Evaluating the SSP's narrative responses to the six provided scenarios as noted in Section 10.n.
- K. Pricing Structure (10%): Reviewing the comprehensiveness, clarity, and competitiveness of the SSP's pricing information, ensuring it aligns with CEC's budget and service expectations.