



First5LA.org

SECURITY SERVICES REQUEST FOR QUALIFICATIONS (RFQ)

Los Angeles County Children and Families First –
Proposition 10 Commission (aka First 5 LA)

RELEASE DATE: March 26, 2024

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I. TIMELINE FOR SELECTION PROCESS¹

ACTIVITY	DATE
RFQ Released on First 5 LA's Funding Center	March 26, 2024
Mandatory Job Walk	April 4, 2024
Final date to submit questions regarding the solicitation	April 9, 2024
Posting of responses to questions regarding the solicitation	April 12, 2024
Proposal Submission Deadline	April 17, 2024
Interviews	April 29 – May 3, 2024
Contractor Selected	May 8, 2024
Estimated Contract Start Date	July 1, 2024

First 5 LA will accept proposals responding to this Request for Qualifications (RFQ) from proposers through First 5 LA's online application system. First 5 LA will accept proposal submissions from the date of the release of this RFQ through **5:00 p.m. PT on April 17, 2024. Proposals submitted after 5 p.m. will not be considered.** It is the proposer's responsibility to verify submission prior to the deadline. First 5 LA will not be responsible for any technical problems or submission failure. **Failure to submit ALL required documents as identified by Section X. Required Documents by 5:00 p.m. PT may constitute an incomplete proposal and may be grounds for disqualification.**

Questions and requests for additional information must be submitted in writing to:

Terrie Johnson, Contract Operations & Compliance Officer
E-mail: tjohnson@first5la.org

All questions and requests for additional information regarding this RFQ must be received in writing by First 5 LA via email before **5 p.m. PT on April 9, 2024**. First 5 LA reserves the sole right to determine the timing and content of the responses to all questions and requests for additional information, First 5 LA may respond to individual inquiries and then post replies to all questions on F5LA's website by the posting date.

¹ Note: Dates are subject to change at First 5 LA's sole discretion.

Mandatory Job Walk

The Mandatory Job Walk will be **10 a.m. to 11 a.m. PT on April 4, 2024**. Please RSVP for the Mandatory Job Walk by emailing tjohnson@first5la.org no later than April 1, 2024, 5:00 PM PT.

Updates and Addenda

Please check the Funding Opportunities webpage regularly for updates and addenda. First 5 LA has the right to amend this solicitation by written addendum. First 5 LA is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addenda shall be made available via the online funding center. Failure to address the requirements of such addendum may result in the proposal not being considered, at the sole discretion of First 5 LA. Addenda to this solicitation, if any, will be posted on First 5 LA's website, which may be accessed by clicking [Security Services for First 5 LA Request For Qualifications \(RFQ\) - First 5 Los Angeles](#). It is the responsibility of proposers to ensure, prior to submission, that their application reflects the most recent information and RFQ requirements.

II. BACKGROUND

First 5 LA — Giving Kids the Best Start

In 1998, California voters passed Proposition 10, which levied a 50-cent per pack tax on all tobacco products. The resulting tax revenues were earmarked for the creation of a comprehensive system of information and services to advance early childhood development and school readiness within each county in California. In Los Angeles County, the First 5 LA Commission was formed as a public entity to develop and oversee various early childhood initiatives and to manage the funding from Proposition 10.

III. PROJECT OVERVIEW

First 5 LA seeks to hire a security services firm to provide unarmed security guard services for its office located on the Union Station Campus in downtown Los Angeles at 750 N. Alameda, Los Angeles 90012. Security services are needed to ensure appropriate response to medical emergencies, physical breaches, and alarms and to provide ongoing patrols of the building and grounds. An added safety risk is that many public figures and members of the public attend regular meetings at First 5 LA. By engaging a guard to patrol the open-air parking lot and building surroundings, First 5 LA will promote general safety for employees and public.

First 5 LA employs a contracted property management firm, currently Morlin Asset Management, who will monitor and oversee the awarded contractor.

IV. SCOPE OF WORK

An unarmed, uniformed security guard shall promote the safety of First 5 LA's employees and guests and protect First 5 LA's real and personal property at 750 N. Alameda Street, Los Angeles, CA 90012, including the adjacent surface parking. Though subject to change, the normal hours for the guard(s) shall be Monday through Friday, 7:00 am to 8:00 pm. Additional overtime may be requested outside of

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the normal working hours. First 5 LA anticipates that two (2) guards will be needed to cover two shifts, and additional security guards may be requested from time to time by First 5 LA. The guard shall implement a comprehensive set of Post Orders (daily responsibilities and standard operating procedures). The guard shall provide services including, but not limited to, the following activities:

- Concierge and, at times, front desk duties at main entry door
- Communicate with staff, the public and public officials in a professional, courteous, and welcoming manner
- Provide security and adequate support when on duty, including but not limited to public meetings, Board of Commissioners meetings and building renovations
- Entry and egress access control; if required, proper setup and storage of iPad for building visitor management system and logging of access in building visitor management system
- At least hourly roving patrols of interior and exterior building areas
- Visitor and building employee identification verification
- Incident and daily operation reports
- Monitoring and responding to building alarm systems
- Responding as needed to support other life safety duties
- Participate as a member of the emergency response team in case of an emergency and/or evacuation
- Parking area (parking lot and red zone parking) vehicle control
- Reporting any unusual incidents detected or reported, criminal activity and visible hazards observed to First 5 LA's Chief Operating Officer, Facilities Manager, or designee
- Coordination and communication with security/public safety services on the Union Station campus and surrounding property
- Coordination with First 5 LA's Facilities Manager
- Escort staff to adjacent parking lots/Metro station as needed
- Receive daily mail and packages delivered to building, if needed
- Provide enforcement of social distancing and other virus prevention protocols for all staff, contractors, and/or visitors, if needed
- The Account Manager will conduct an annual Strengths, Weaknesses, Opportunities and Threats Assessment (SWOT) for our location.

Post Orders shall be prepared prior to the commencement of the contract and must be reviewed and approved by First 5 LA management prior to commencement of the security firm's services.

The security services firm shall assign an experienced account manager who shall be responsible for assuring that all requirements described herein are fulfilled.

The security services firm shall certify that all personnel have successfully passed a criminal background check prior to assignment to First 5 LA. All security guards must pass a fingerprint check conducted by California Department of Justice (DOJ) as a minimum.

The security services firm shall develop a process for First 5 LA's involvement in the selection of the guard to be assigned to First 5 LA. The firm shall not change personnel without prior written approval by First 5 LA.

The security services firm shall be responsible for communicating expectations and standards of daily personal appearance to security personnel including the responsibility to wear a daily uniform. The

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security services firm shall provide seasonal uniforms and weather-appropriate protective clothing necessary to support the continuous performance of contract requirements.

The security services firm will be responsible for ensuring that all security officers read and verify they understand the Post Orders and at minimum, shall be tested within the training period or first six months on the job, annually or more frequently during site inspections.

The security services firm shall provide appropriate and necessary management and supervision for all its employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with its rules and regulations, as well as any other policy established by First 5 LA.

The security services firm shall ensure that First 5 LA is connected to, communicating, and coordinating with the other security services on site on the Union Station campus.

V. ELIGIBILITY

Proposers must meet the following minimum requirements:

- Proposing firms must have an active license issued by the California Department of Consumer Affairs, Bureau of Security and Investigative Services (BSIS).
- Proposing firm must have a minimum of three (3) years' experience providing unarmed security services in a similar office environment (i.e., size and scope)

Eligibility requirements are the minimum requirements to apply. If your entity is required to register with the California Secretary of State's website, First 5 LA will verify an "active" status via California Secretary of State's website: <http://BusinessSearch.sos.ca.gov/>.

Proposers that do not meet the requirements above or do not have an "active" status via California Secretary of State's website (if applicable) will not pass the first level of review (see *Section IX. Selection Process*).

VI. DESIRED QUALIFICATIONS

The following qualifications are desired:

- Proposing firm has experience providing security services in public spaces with high foot traffic areas
- Proposing firm has experience providing security services to a public entity including securing access to public buildings and public meetings
- Proposing firm has experience providing security services on the Union Station campus
- Proposing firm has a local office within 25 miles of downtown Los Angeles

VII. EVALUATION CRITERIA

Proposals will be reviewed based on the following evaluation criteria.

- **Qualifications & Experience** – 10 maximum points possible

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- **Desired Qualifications** – 5 maximum points possible
- **Proposed Budget** – 10 maximum points possible
 - **Total possible points – 25**

VIII. TERMS OF PROJECT

First 5 LA expects to enter into a 12-month initial agreement with the selected contractor with an anticipated start date of July 1, 2024, subject to approval by the First 5 LA Board of Commissioners. First 5 LA, at its discretion, has the option to renew for three additional 12-month terms. Subsequent budgets will be determined by the scope of work and needs of this project. Contract renewal will be based on contractor performance and contingent upon approval by the First 5 LA Board of Commissioners. First 5 LA reserves the right to terminate the contract if the quality of services is not to First 5 LA's satisfaction.

A schedule of regular reports will be jointly determined by First 5 LA and the selected proposer. Additional contract management requirements and/or reports will be determined by First 5 LA and selected proposer during negotiations. The selected proposer shall have technological capabilities for efficient phone and email communication to facilitate interaction with First 5 LA staff and other partners, as necessary.

This will be a Time & Materials contract.

- The selected contractor will be compensated at an hourly rate through a Time and Materials contract based on work assigned, as needed. First 5 LA reserves the right to negotiate the proposed hourly rates. A final budget will be negotiated with the selected contractor based on experience and expertise.

IX. SELECTION PROCESS

First 5 LA will review proposals based on the multi-stage review process detailed below. Reviewers will be assessed for conflicts of interest with proposers and sign a Conflict-of-Interest form to certify that there are no conflicts of interest.

Level 1 Internal Review

First 5 LA will evaluate all proposals for completeness and minimum requirements. Basic requirements include timely receipt of proposal, submission of all required documents sought in Section X.; Required Documents, and adherence to eligibility requirements are described in Section V; and Eligibility, which includes Level 1b Financial Review. Proposals with omissions of any required documentation are subject to disqualification.

First 5 LA will also conduct a due diligence review which includes a review of the Litigation and Contract Compliance form (**Appendix F: Litigation & Contract Compliance Form**), a review of whether proposer (that are current and former contractors, grantees, and vendors) currently remain placed in non-compliant status by First 5 LA under any existing and past agreement with First 5 LA and verify an "active" status via California Secretary of State (if applicable). First 5 LA reserves the right to request additional information, if needed, to validate eligibility and/or minimum requirements.

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Additionally, First 5 LA will conduct a conflict of interest review for proposers including subcontractors.

Level 2 Proposal Review

Reviewers will score proposers using the evaluation criteria set forth in Section VII. Evaluation Criteria. The three (3) highest scoring proposers will continue to Level 3. Reviewers may participate in a calibration session prior to finalizing scores.

Level 3 Interview

Only key personnel included in the proposal can participate in the interview. Tentative interview dates are included in *Section I: Timeline for Selection Process* and are subject to change at First 5 LA's sole discretion. Interviews will be held either at First 5 LA or via telephone or a virtual platform (e.g., Zoom or Microsoft Teams). Reviewers may participate in a calibration session prior to finalizing scores. Further written materials may be requested prior to or after the interview. First 5 LA reserves the right to schedule additional interviews/meetings.

Reference Checks

Reference checks will be completed after Level 3 Interview. Information obtained through reference checks will complement the results of Level 3 review. First 5 LA must be able to contact two (2) references provided by the proposer. If two (2) references cannot be reached or the proposer does not pass reference checks, First 5 LA may deem the proposer ineligible for this opportunity.

Award of Contract

The highest scoring proposer from combined Level 2 (Proposal Review) and Level 3 (Interview) will be awarded the contract agreement or recommended to First 5 LA's Board of Commissioners for award of the contract or grant agreement.

X. REQUIRED DOCUMENTS

The documents listed in this section are required in proposer's response to this RFQ to be considered a responsive proposal. **Appendix A** – Application Checklist is available to assist in application completion. Omission of any document/form will constitute an incomplete proposal and may be grounds for disqualification. Proposals that exceed First 5 LA's page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before Level 2: Proposal Review. The removed page(s) will not be made available to reviewers.

Unless explicitly requested below, do not embed hyperlinks in your proposal documents. Any hyperlink included in proposal documents will be deactivated before the Level 2: Proposal Review and will not be made available to reviewers.

- **Online Application:** In order to respond to this RFQ, proposers must complete an online application form and submit all required documents specified below through the online application system. Proposers must set-up an online account in order to access the application form. Instructions on setting up the account and accessing the online application may be found at [Online Application Instructions - First 5 Los Angeles \(first5la.org\)](https://www.first5la.org/online-application-instructions).

To access the online application: <https://us.grantrequest.com/application.aspx?sid=725&fid=35377>.

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- **Experience Narrative:** (4 pages maximum) Proposer shall submit a completed Experience Questionnaire (see Appendix C) which includes a summary of the firm's overall experience including, but not limited to:
 - Company background and capabilities
 - Number of years in business
 - Number of years of experience providing the services requested
 - Experience providing services to public entities, if applicable
- **Proposed Budget/Pricing:** (2 pages maximum) Proposer shall provide their hourly rates (see **Appendix D**) for unarmed guards and identify what the rate includes (i.e., wages, payroll taxes, risk/insurance, expenses, mark up, etc.):
 - Please include any notes regarding potential fee increases including the rationale for the increase and any other notes pertinent to the pricing. If awarded, firm may propose annual billing increases not to exceed 3% over the prior year's billing rate. Proposed increases will be made in writing at least 60 days before the proposed increase date. Proposed increases must be approved by First 5 LA.
- **Licenses and Permits:** Proposer shall submit copies of all active licenses and permits required by the California Department of Consumer Affairs, Bureau of Security and Investigative Services
- **References:** Please submit three references for which the proposer has performed similar work as described by the RFQ. The reference information should include company name, contact person, address, and telephone number. See **Appendix E**.
- **Litigation and Contract Compliance Form:** Please read the information on the required Litigation and Contract Compliance form thoroughly and include a signed copy by the proposal deadline. If you checked "Yes" to any of the questions on this form, please explain whether this will impact the project on this solicitation. See **Appendix F**.
- **Conflict of Interest Form** See **Appendix G**.

Failure to submit all required attachments may constitute an incomplete proposal and may be grounds for disqualification. Proposers are responsible for any errors and omissions in their proposals and applications. In order to respond to this RFQ, please complete and submit your proposal and all required documents to First 5 LA via online portal no later than **5:00 p.m. PT on April 17, 2024.** **Proposals received after this deadline will not be considered and will be automatically disqualified.**

It is the responsibility of the proposer to ensure, prior to submission, that its proposal reflects the requirements of this solicitation, including any addenda First 5 LA may have issued. Proposers should not wait to submit documents through the online application system minutes before the submission deadline. First 5 LA will not be responsible for any delays proposers may encounter with the online application system.

XI. TERMS OF THE RFQ

First 5 LA has the right to amend this solicitation by written addendum. First 5 LA is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addenda shall be made available via the online funding center. Failure to address the requirements of an addendum may result in the proposal not being considered, at the sole discretion of First 5 LA. It is the responsibility of proposers to ensure, prior to submission, that their application reflects the most recent addenda information and RFQ requirements. Addenda to this solicitation, if any, will be posted on First 5 LA's website at <https://www.first5la.org/news-resources/funding-center/>

First 5 LA reserves the right to reject all bids and re-advertise for bids, and that failure to comply with bid specification may be grounds for disqualification of bids. Each bidder or proposer shall be required to honor the price and specifications quoted for a minimum of ninety (90) calendar days following submission of the bid unless otherwise approved by First 5 LA. First 5 LA may waive any irregularity in bids or proposals if the irregularity does not provide an unfair competitive advantage over other bidders or proposers. First 5 LA also reserves the right to cancel this RFQ, in its sole discretion, at any time before execution of a contract.

The Fiscal Sponsor is considered the Contractor/Grantee and therefore it is responsible for all legal aspects of the contract/grant. As the Contractor/Grantee, the Fiscal Sponsor agrees to be accountable to First 5 LA for the programmatic and financial outcomes of the contract/grant. All information requested in the on-line application for the applicant organization is that of the Fiscal Sponsor.

First 5 LA shall not be liable for any costs incurred in connection with a proposer's preparation of a proposal in response to this RFQ. Any cover letters, résumés, and curriculum vitae, including attached materials, submitted in response to this RFQ shall become First 5 LA's property and subject to public disclosure.

Each proposal shall be retained for official files and will become public record upon submittal unless the proposal or specific parts of the proposal can be shown to be exempt from disclosure by law. The budget, scope of work and other contractual information may be included in board materials which are made public if the contract requires board approval. Each proposer may clearly label parts of a proposal as "CONFIDENTIAL" if the proposer thereby agrees to indemnify and defend First 5 LA for honoring such a designation. The failure to so label any information that is released by First 5 LA shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for information labeled confidential is received by First 5 LA, First 5 LA will notify the proposer of the request. Within seven (7) calendar days after First 5 LA's notification to the proposer, it will be the proposer's duty to act in protection of the labeled information. The proposer's failure to so act shall constitute a complete waiver.

The proposer agrees that, by submitting the application proposal, the proposer authorizes First 5 LA to verify any or all information and/or references submitted in the proposal.

False, misleading statements in connection with a proposal shall be sufficient cause for rejection of the proposal at any time. The evaluation and determination in this area shall be at First 5 LA's sole judgment.

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First 5 LA may waive any irregularity in bids or proposals if the irregularity does not provide an unfair competitive advantage over other bidders or proposers.

XII. CONTRACTUAL CONSIDERATIONS

The successful proposer must sign and adhere to the provisions of the First 5 LA Contract (see sample Contract - **Appendix B**). The successful proposer must execute the Contract without substantive alteration. All proposers must review the sample Contract in detail and fully understand the contractual obligations described in the Contract, including all insurance requirements. If a satisfactory agreement cannot be negotiated within 30 days of award, First 5 LA may, at its sole discretion, begin negotiations with the next qualified proposer, as determined by First 5 LA. First 5 LA may, after contract award, amend the awarded contract, scope of work and any other exhibits in accordance with the terms of the contract and as needed throughout the contract term to best meet the needs of First 5 LA.

First 5 LA may, at its discretion, request that the Contractor undertake additional, unanticipated, activities that are aligned to the project objectives of this RFQ and incorporate such activities into the final Scope of Work/Performance Matrix and Budget, if applicable.

Current and former First 5 LA grantees, contractors and vendors must be in good standing and compliant with all aspects of current and former agreements with First 5 LA in order to be eligible to respond to this RFQ. First 5 LA may deem a proposer ineligible to respond to this RFQ if it finds, in its sole discretion, that the proposer has done any of the following: (1) violated any term or condition of a First 5 LA agreement; (2) committed any act or omission, or engaged in a pattern or practice, that negatively reflects on the proposer's quality, fitness or capacity to perform services listed in this RFQ; (3) committed an act or offense that indicates a lack of business integrity or business dishonesty; or (4) made or submitted a false claim to First 5 LA or any other public entity.

As stewards of public funds First 5 LA's Funding Guidelines (<https://www.first5la.org/article/funding-guidelines/>) are intended to provide information about the restrictions on the use of First 5 LA funds. Although these Funding Guidelines are applicable generally, the terms of individual funding agreements will always take precedence over these guidelines.

The award of a contract by First 5 LA to an individual/agency/organization that proposes to use subcontractors for the performance of work under the contract resulting from this RFQ process shall not limit First 5 LA's right to approve subcontractors, assemble teams and/or assign leads. Each proposer will be evaluated independently for added value to the overall team. A copy of executed subcontract(s) related to Program funding must be provided to First 5 LA.

The commencement of any activities under the contract's Scope of Work/Performance Matrix (Exhibit A) will not begin until the contract execution date (the date all parties have signed and delivered the contract) and the successful proposer will not be eligible to obtain reimbursement for any costs incurred prior to the contract execution date, unless otherwise approved in writing by First 5 LA. If the awarded contract is not signed by the successful proposer within thirty (30) calendar days from the proposed intended start date, First 5 LA may withdraw the contract award. First 5 LA may revise the proposed effective date prior to final execution of the awarded contract.

If the value of the contract is \$150,000 or more in the aggregate in any fiscal year, the award and execution of the contract is subject to First 5 LA's Board approval. Any performance of services

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commenced prior to obtaining all written approvals by First 5 LA shall be considered voluntary prior to final execution of the contract.

The Contractor shall ensure that the Contractor, its employees and subcontractors, as well as the participants in any program or service conducted hereunder, comply with all applicable federal, State and local public health orders to protect against the spread of the COVID-19 virus or other public health threat, including, without limitation, maintaining social distancing requirements, avoiding unnecessary or non-essential gatherings, and providing or requiring personal protective devices such as face masks, gloves and cleaning supplies.

Unless otherwise submitted during the RFQ process, the successful proposer will be required to submit additional required documentation including, but not limited to, the following documents before the awarded contract can be fully executed:

- Litigation and Contract Compliance Form
- Signature Authorization Form and supporting documents as described in form

If Applicable:

- By-laws
- Articles of Incorporation
- Board of Directors or List of Partners
- Annual Independent Audit for prior fiscal year or calendar year
- Appropriate business licenses
- IRS Determination Letter for non-profit status
- Completed IRS Form W-9
- Memorandums of Understanding and Subcontracts (for any sub-contractors, collaborators, and/or partners)

It is First 5 LA's intent to contract with independent contractors as defined under California's AB 5 and not to create an employer/employee relationship.

XIII. APPEALS POLICY

First 5 LA reserves the right, without prejudice, to reject any or all submitted proposals. An appeal shall be permitted only on the grounds that the decision violated applicable law, First 5 LA policies and procedures, or the terms of the solicitation. Appeals challenging First 5 LA's decisions on the merits or qualifications of bidders or proposers, or the scoring of proposals shall not be permitted. Appeals regarding First 5 LA's decisions on procedural or formatting errors, such as failure to include required documentation or failure to comply with page limits, shall not be permitted. An appeal of a First 5 LA decision shall be in writing and filed within ten (10) business days following the date the notification of decision is made by First 5 LA. The appeal must be filed by email to the designated contact person on the solicitation or other method described in the solicitation. An appeal shall be deemed filed on the date it is received by First 5 LA. Any appeal received by First 5 LA after the close of business on the tenth (10th) business day following the date the notification of decision is issued shall be rejected. Please be advised that your agency has the right to appeal the decision. First 5 LA's Appeals Policy can be found at <https://www.first5la.org/wp-content/uploads/2021/10/Procurement-Policy-2021.pdf>. Please refer to Section XI. Appeals for more information.

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XIV. APPENDICES

For Informative Purposes:

- **Appendix A** – Application Checklist
- **Appendix B** – Sample Contract

For Submission:

- **Appendix C** – Experience Questionnaire
- **Appendix D** – Proposed Budget/Pricing
- Licenses and Permits
- **Appendix E** – References
- **Appendix F** – Litigation and Contract Compliance Form
- **Appendix G** – Conflict of interest Form