

August 26, 2020

Dear Peralta Community College District,

Community Ready Corps (CRC) is pleased to submit this proposal for services for Peralta Community College District (PCCD)'s RFP 19-20/10 for District-Wide Community-Based Safety Services.

CRC's is a Black-created, Black-led grassroots organization founded over 20 years ago in Oakland to combat white supremacy and actively build and support Black safety, solidarity, and self-determination. CRC has deep roots in Oakland's Black communities and works to build and contribute to the self-determination of all disenfranchised communities. We believe that, in order to be truly self-determined, a community needs to be able to express power wherever power is being expressed. Our work is led by those most impacted and actively combats white supremacy by nurturing the building blocks for a healthy, thriving way of life. We work towards the empowerment of oppressed people and communities in nine areas of self-determination: politics, economics, family, health, education, art, media, traditions & ways, and self defense.

Our core philosophies are safety, survival, and self-determination, in that order. Our programming works to meet our community's basic needs, to ensure our physical safety and means of survival, in order to free our energy and power to organize for our own liberation. We believe that self-determination is transformative: when people have the means to survive and thrive, and to decide for themselves how they want to live their lives, they will have no reason to inflict harm. After decades of organizing, we have developed deep relationships within our community, including with street-level leaders who have access to the most marginalized among us. These deep roots inform our programs and methods of working.

Our approach to community safety and security is holistic and based on our decades of experience. CRC has provided security for the Cities of Oakland and San Francisco, numerous non-profit organizations, community protest/activism events and marches, and art and music events. This includes: Glide, East Oakland Youth Development Center, Malcolm X Jazz Festival, and Desley Brooks events. CRC also provides neighborhood security in the Laurel Business Improvement District of Oakland, which has effectively replaced police presence there.

We look forward to supporting the PCCD in achieving its goal for improving student and staff satisfaction with campus security by providing community-based safety protocols, de-escalation, and restorative justice techniques that are grounded in a racially aware, culturally mindful approach. The following packet outlines our expertise and approach. CRC is an Oakland based, fiscally sponsored program of Affect Real Change, Inc., a community-based 501c(3).

Sincerely,

██████████ Director of Community Ready Corps

RFP point of contact: ██████████ (Administrative Assistant) ██████████

## **Community Ready Corps' Approach**

### **Our Model**

Our model for community-based safety is fundamentally not a policing model. It is rooted in community collaboration, addressing the root causes of harm, and our foundational principle of contribution. As we come into a community and contribute a service we become an asset and not an adversary. With deep relationships and a focus on changing the conditions that lead to harm, we proactively meet basic needs and prevent or address harm at the earliest possible point. When issues arise, de-escalation is our primary response with intervention used only when absolutely necessary. And when harm does happen, we work with the community to build and lead a collaborative response that aims to heal and restore relationships and change conditions to prevent future recurrence. In doing so, the community becomes an essential part of the security mechanism.

Our model is unique to each community and will be unique to each of Peralta's campuses. We take time to comprehensively understand the dynamics, components, and needs of each community we serve. We take time to build relationships. At Peralta, these relationships will include student leaders, student organizations, student services, and leaders in the administration, particularly the VP of Instruction and the VP of Student Services. It will also include relationships with the Cities of Oakland, Alameda, and Berkeley, with residents of homeless encampments neighboring campuses, and community social justice organizations who specialize in restorative justice, housing advocacy, and homeless support. And it will include traditional security personnel who are a part of the existing campus communities. We will seek to identify and understand their role on campus and to interface with them in relationship to their functional role. However, our goal is to do such an effective job preventing incidents of harm that we minimize the need for traditional security personnel. We will also collaborate with the existing student security team in place on Peralta's campuses. Student participation is essential for our model to be effective and we will work with them to integrate them into our efforts.

These relationships enable our model to be effective: to identify and address a problem at its earliest possible development, to fully understand the root causes of an issue, and to collaborate to holistically address and prevent future issues.

### **Community Collaboration**

Our security model is unique in centering community collaboration from the ground up. We will develop relationships from the beginning of our engagement and maintain close contact on a regular basis. We will meet with student and administrative leadership weekly or at least monthly to have a clear, ongoing understanding of what is happening. And we will attend relevant student meetings, including the Student Leadership Organization meetings.

We will also develop collaborative relationships with organizations that can support in preventing, addressing, and remediating issues. For example, in the case of sexual harassment we would work with female-led organizations that focus on sexual harassment to participate in addressing the incident and adjusting campus culture and conditions to prevent recurrence. We would work with restorative justice organizations to facilitate mediation between individuals or groups that have conflict. We would start with campus organizations and administrative resources that are relevant to each particular issue and then bring in relevant off-campus organizations to supplement as needed.

One major challenge that PCCD campuses face is the interface between campus and neighboring homeless communities, namely homeless individuals using campus facilities. We will address this by building relationships with residents and leaders in the homeless encampments to understand their needs and dynamics and how to incentivize their de-engaging with campus. We will then collaborate with the City, housing advocates, and community organizations to bring in resources and services to the encampments in a way that eliminates the need for them to come onto campus. Instead of criminalizing individuals or communities we work from a position of respect and organizing with them to find mutually beneficial solutions.

CRC is a grassroots community organization, fiscally sponsored by Affect Real Change, a community 501c3. This is important because it gives us the flexibility to do independent fundraising to support the needs of our security model as it arises. Our proposal here covers our needs for our base Community Specialist teams on all campuses. However, because our vision includes community service and collaboration, we will need additional funds to resource these aspects of our model. We will work in partnership with our community partners to do additional fundraising through grant writing and grassroots fundraising. We see this as an opportunity to redefine what community safety can look like and it is essential for us to have the flexibility and resources to realize this vision fully.

### **Our Team**

Our base model consists of teams of five Community Specialists on each campus except for Laney College which will have a team of seven Community Specialists. The five person teams will have four Intervention Specialists and one roaming De-escalation Specialist. The seven person Laney team will consist of six Intervention Specialists and one roaming De-escalation Specialist. We will divide each campus into four (six at Laney) quadrants, with one Intervention Specialist in each and a roaming De-escalation Specialist across all quadrants who is able to be mobile and quickly respond and support all quadrants. All Specialists will use de-escalation as a first response and will be trained in de-escalation. The De-escalation Specialist will be someone with significant training and experience in de-escalation to support other team members as needed in more complicated de-escalation scenarios. In 2021, the team at Laney will be supplemented with three additional Community Specialists and the team at Merritt with two additional Community Specialists to fully cover the District's proposed security schedule. CRC is flexible to adjust the size of our teams on each campus in response to the District's needs and the needs of each campus community.

Our staff will not be armed, will receive thorough training, and will be composed of individuals from the Oakland and East Bay community who reflect the community we live in.

There will also be two Campus Coordinators across the four campuses, who will each be responsible for overseeing activities and reporting on two campuses. They will each be supported by an Administrative Support Staff and will meet weekly with the overall Project Coordinator to coordinate efforts across campuses. Tur-Ha Ak will fill the role of this district wide Project Coordinator.

### **Training**

All of our Community Specialists will be trained in de-escalation and community competency. Our de-escalation training will be conducted by mental health professionals with extensive experience as mental health first responders. They will teach our team how to de-escalate and minimize aggressive contact with people in crisis. Not every situation is one of mental health crisis, but the tools and skills apply broadly: even an argument is a minimal level of crisis.

All of our staff will also go through a rigorous cultural diversity training that will cover the spectrum of diversity issues: race and ethnicity, gender, religion, class, sexuality, ability, etc. This is fundamental to our training and how we show up in community.

Note that we will need to hire additional staff if awarded this contract, who we will hire and train with sufficient time for the District's implementation start date.

### **Reporting**

Campus Coordinators will ensure completed reporting including daily activity logs, incident or informational reports, and monthly reports. First the Campus Coordinators will assess and understand the existing reporting structures and specific requirements. They will then train all of the Community Specialists on the reporting procedures and regularly support Specialists in consistently and accurately completing reporting. Our reporting will highlight how we apply our model of community-based safety: how we use de-escalation, community collaboration, and restorative justice techniques.

### **Phasing**

We prefer phasing our integration onto PCCD's campuses. However, this is negotiable based on PCCD's needs. Phasing will allow us to do a thorough initial assessment followed by implementation. However, we are able to do assessment and implementation simultaneously if needed. This would involve us initially implementing our standard operating procedures and adjusting them real time as we assess and understand the unique conditions of each campus to create particular operating procedures for each campus.

The assessment phase will include deep conversations with students, staff, and community members. We will spend time on each campus understanding the people, communities, and



dynamics. This will then enable us to design a unique model that is adapted to specific site needs. Good security is specific. Having a comprehensive assessment phase will give our model the best opportunity to work effectively in the long term.

## Objectives

Our following objectives are key to the success of this contract:

- Offer collaborative and inclusive safety services that include staff, students, and administration
- Increase campus presence with a diverse team of Community Specialists who live in and are actively engaged in Oakland and surrounding communities
- Improve and implement the use of de-escalation as an effective tool that avoids the necessity of security presence, police presence, or arrests of students
- Support the expansion of restorative justice practices that are aimed at keeping students in college, while addressing behavioral concerns
- Train and incorporate selected students into our efforts to offer professional opportunities to students and increase the presence of enrolled students into the layers of safety offered on campus

We will measure success through our ability to proactively eliminate the conditions that lead to problems. This will be measured through an overall reduction of incidents. And when an incident does occur, success will be shown in our ability to effectively engage the larger community to understand the problem and collaboratively shift conditions to prevent future recurrence. We aim to be so successful that traditional law enforcement and security personnel are substantially minimized or not required at all.

## **CASE STUDY: Laurel Business Improvement District Security**

Community Ready Corps is contracted with the Laurel Business Improvement District in Oakland to provide community-based security. Our work in the Laurel is a prime example of our model and how it is based on relationships, contribution, and collaboration.

We began our work in the Laurel District by developing relationships with the community, assessing conditions, and understanding dynamics in order to create a tailored security plan. We went to Neighborhood Crime Prevention Council meetings, reviewed crime reports, and identified where crime was happening and who was involved.

We started with building relationships with youth who were seen as a “problem population” and engaging in turf battles. So we organized “turf dance competitions”. This brought the “problems” to us so that we could address them directly, build relationships with them, and better understand who was involved and their relationships with each other. This process has been essential to our success. We now have a positive, collaborative relationship with the youth. They let us know what is going on, help us keep things quiet, and will move if we ask them to.

We also collaborate with the business owners. We meet with them monthly to identify and discuss their concerns. We brought in CPTED (Crime Prevention Through Environmental Design) professionals to advise business owners on environmental changes they could make to proactively prevent crime. This included better outdoor lighting, lower hedges and fences that don't obscure sightlines and view, increasing outdoor sightlines and people traffic, etc. We also conducted trainings on best practices for safer and more secure indoor environments to prevent theft. And we set up a response system so that merchants can call us when problems arise for immediate response.

We also brought in external community organizations to support in meeting needs to prevent crime. For example, we worked with re-entry specialists who distributed re-entry guides to people coming out of incarceration to support them in finding services and resources to meet their basic needs.

Overall, our work in the Laurel District has proven that our security model is effective. We developed and maintain a strong rapport with the community and a relationship of service and collaboration. People see us as an asset and support us in preventing issues and collaborating on issues when they arise. And the Oakland Police Department no longer needs to come to the Laurel District because of our presence.

Ideally, we would like to resource this model more to be more robust. More funding would enable us to deepen our collaboration with community organizations: to fund their work and to facilitate ongoing collaborations.

## FEE PROPOSAL

We are proposing the below fee schedule based on our understanding of the Peralta District's community-based security needs. However, this proposal is negotiable and CRC is willing to adjust this proposal and contribute to the District's security efforts as needed. Our proposal leaves the timeline (number of weeks per phase) for fall 2020 security services (phase 1 through 3 below) to be determined in order to be adaptable and adjust to the District's needs. Phase 4, security for 2021, is calculated from January 1 through June 30 to match the District's proposed security plan. CRC is able to adjust this cost for an annual service fee if needed.

Note that if this fee schedule exceeds the District's financial capacity, CRC has the ability to fundraise for the remainder through its non-profit status as a fiscally sponsored project of Affect Real Change, a community based 501(c)3.

<b>Phase 1: All Campus Assessment &amp; Hiring Diverse, Competent Team (Fall 2020)</b>	<b>Hourly Wage</b>	<b>Hrs/Wk</b>	<b>Weeks</b>	<b>Cost</b>
All Campus Assessment (2 Campus Coordinators)	\$100	30	tbd	-
Administrative Support Staff (2 People)	\$50	30	tbd	-
Project Coordinator (1 across all campuses)	\$100	30	tbd	-
<b>Sub-total Phase 1</b>				<b>tbd</b>
<b>Phase 2: Training (Fall 2020)</b>	<b>Hourly Wage</b>	<b>Hrs/Wk</b>	<b>Weeks</b>	<b>Cost</b>
Training all Staff (27 Community Specialists)	\$50	30	tbd	-
Training all Staff (2 Campus Coordinators)	\$100	30	tbd	-
Administrative Support Staff (2 People)	\$50	30	tbd	-
Project Coordinator (1 across all campuses)	\$100	30	tbd	-
<b>Sub-total Phase 2</b>				<b>tbd</b>
<b>Phase 3: Implementation (Fall 2020)</b>	<b>Hourly Wage</b>	<b>Hrs/Wk</b>	<b>Weeks</b>	<b>Cost/Week</b>
All Campuses (22 Specialists)	\$50	30	tbd	\$33,000
Campus Coordinators (2 across all campuses)	\$100	30	tbd	\$6,000
Administrative Support Staff (2 People)	\$50	30	tbd	\$3,000
Project Coordinator (1 across all campuses)	\$100	30	tbd	\$3,000
<b>Sub-total Phase 3 (cost per week, no. of weeks tbd)</b>				<b>\$45,000</b>
<b>Phase 4: Implementation 2021 (1/1/21-6/30/21)</b>	<b>Hourly Wage</b>	<b>Hrs/Wk</b>	<b>Weeks*</b>	<b>Cost</b>
All Campuses (22 Specialists)	\$50	30	25	\$825,000

Laney & Merritt (5 Added Specialists in 2021)	\$50	40	25	\$250,000
Campus Coordinators (2 across all campuses)	\$100	30	25	\$150,000
Administrative Support Staff (2 People)	\$50	30	25	\$75,000
Project Coordinator (1 across all campuses)	\$100	30	25	\$75,000
<b>Sub-total Phase 4</b>				<b>\$1,375,000</b>
<b>Additional Costs Across Campuses</b>				<b>Cost</b>
Equipment and Supplies				\$28,000
Overhead (5%)				tbd
<b>Total Cost for Services through 6/30/21</b>				<b>tbd</b>

\*Takes into account 6 District holidays 1/1/21 to 6/30/21

## REFERENCES

### **Oakland City Councilmembers** (supporters of CRC and recipients of CRC security)

- [REDACTED], former Oakland City Councilmember District 6
  - [REDACTED]
- [REDACTED], Oakland City Councilmember District 2
  - Contact: [REDACTED]

### **Oakland Businesses** (recipients of CRC security)

- [REDACTED] former head of the Laurel Business Improvement District
  - Contact: [REDACTED]

## KEY STAFF

### ██████████ (CRC Point of Contact)

██████████ is a Co-Founder and Director of CRC. For the last 30 years, ██████████ has been leading efforts in neighborhood and event security as an alternative to policing. ██████████ work has been instrumental in efforts to protect our community. ██████████ has led security efforts for the City of Oakland, the City of San Francisco, Glide Memorial, East Oakland Youth Development Center, Malcolm X Jazz Festival, Desley Brooks events, and Laurel Business Improvement District among numerous other non-profit organizations, community protest/activism events and marches, and art and music events.

██████████ has dedicated himself to creating a culture and climate of safety and protection in Black communities. He is responsive to the needs of the community and flexible to offer the support that is needed in any moment. ██████████ is often a calming factor in protests. And from the surge of alt-right activity in the Bay Area in 2017 to the nooses and effigies found recently by Oakland's Lake Merritt, ██████████ has led community-wide safety and security programs. This includes, most recently, the initiation of 24 hour security and coordinated community patrols to ensure community-based and -led safety around Lake Merritt.

██████████ also regularly offers self-defense trainings and workshops and disseminates self-defense videos on social media, building up the community's capacity to participate in their own safety and security. And ██████████ has led the building of effective multi-racial coalitions that address the most pressing issues facing the Black community, including leading accountability police organizations, the State of Black Oakland, and the Oakland Justice Coalition.

# VENDOR'S QUESTIONNAIRE AND CERTIFICATE OF COMPLIANCE

## RFP No.: 20-21/02 District-Wide Community-Based Safety Services

The following information is requested for information purposes only. It will not be used in determining bid award.

August 24, 2020

Date  
Affect Real Change, Inc.

Firm Name

Telephone

(318) 387-0806

@rosiedharpercpa.com

Business Fax

Email Address

Website

2501 International Blvd. Ste A

Oakland, CA

94601

Street Address

City/State

Zip Code+ 4®

300 Washington Street, Suite 104

Monroe, LA

71201

Mailing Address

City/State

Zip Code + 4®

Type of Organization (Check one) Individual  Partnership  Corporation

Name of Owner(s)

State of Incorporation (if applicable)

Affect Real Change, Inc.

Oakland, California

Name of Partners

(I) Indicate (G) General (L) Limited

N/A  
N/A  
N/A

Local Address 2501 International Blvd. Ste A Oakland, CA 94601

\$750,000.00

Amount of Annual Business

The District is identifying vendor ownership as follows:

	Asian-American (Chinese, Japanese, Korean, Vietnamese)	Black or African- American	Filipino	Latino (other than Mexican or Mexican-	Mexican or Mexican- American	Native – American	Pacific Islander, other Asian	White	Disabled	Veteran	Women	Subcontractor	Employee	Apprentice
Total #		4									2			
% of assets		100%									50%			

The District is identifying vendor workforce as follows:

	Asian-American (Chinese, Japanese, Korean, Vietnamese)	Black or African- American	Filipino	Latino (other than Mexican or Mexican-	Mexican or Mexican- American	Native – American	Pacific Islander, other Asian	White	Disabled	Veteran	Women	Subcontractor	Employee	Apprentice
Total #		9		3				2						
% of assets		64%		21%				14%						



Explain whether current workforce is racially and ethnically proportionate to the area from which the workforce is drawn (national, state, or local). Use separate sheet if necessary.

We have not completed the hiring process but we give the highest priority to ensuring that the workforce is racially and ethnically proportionate to the area from which the workforce is drawn.

Detail steps taken by vendor since inception to assure non-discriminatory recruiting, hiring, and apprenticeship, placement, promotion, demotion, layoff and termination practices. Use separate sheet if necessary.

We conduct political education and social sensitivity training which is specifically designed to assure non-discriminatory practices in all areas of employment.

What are you interested in providing the District? (e.g., construction, consulting, goods or services).

We are interested in providing community ambassadors and safety services.

<p><b>Main Headquarters Office(s) Address/Telephone</b>  (List all as applicable)</p>	<p>1. 300 Washington Street, Suite 104 Monroe, Louisiana 71201 (318) 387-8008 2. 2501 International Blvd. Ste A Oakland, CA 94601 3. (510) 469-9063</p>
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**Total # of Employees: 5**

<p><b>Local Office(s) Address/Telephone</b>  (List all as applicable)</p>	<p>1. 2501 International Blvd. Ste A Oakland, CA 94601 2. (510) 469-9063 3.</p>
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**Total # of Employees: 3**

<p><b>Name and list residential zip code for each employee, subcontractor, or apprentice for awarded contract</b>  (Please use the Zip+4®) Use separate sheet as necessary</p>	<p>1. 2. 3. 4. <b>N/A</b> 5. 6.</p>
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**CERTIFICATE REGARDING WORKERS' COMPENSATION**  
**RFP No.: 20-21/02 District-Wide Community-Based Safety Services**

Labor Code Section 3700 in relevant part provides:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
  
- (b) Be securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract and will require all subcontractors to do the same.

AFFECT REAL CHANGE, INC  
Contractor

By: \_\_\_\_\_

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this Contract.)

**Statement of Equal Employment Opportunity**  
**RFP No.: 20-21/02 District-Wide Community-Based Safety Services**

I hereby certify that Community Ready Corps / Affect Real Change, Inc.  
(Legal Name of Vendor/Consultant/Contractor)

Will not discriminate against any employee or applicant for employment because of race, creed, sex, color or national origin and shall insure compliance with all provisions of Executive Order No. 11246 (as amended by Executive order No.11375).

The vendor's questionnaire requests information for record keeping purposes only. The information requested will not be used as a basis for contract award.

However, after a contract is awarded to your company, the District requires your company to report:

- a. Actual racial, gender and residential workforce composition of your company for the contract work.
- b. Actual racial, gender and residential workforce composition of subcontractors for the contract work.
- c. Number of apprenticeship workforce for the contract work.

This report must be submitted to the District Department of General Services on a quarterly basis.

I declare under penalty of perjury under the laws of the state of California that the information I have provided herein is true and correct and is of my own personal knowledge.

BY:  08/24/20  
Date

  
Print Name

**SLBE/SELBE SELF CERTIFICATION AFFIDAVIT**  
**RFP No.: 20-21/02 District-Wide Community-Based Safety Services**

I certify under penalty of perjury that my firm meets the District's definition of a Small Local Business Enterprise (SLBE) or a Small Emerging Local Business Enterprise (SELBE) and resides in the geographic location of the District's catchment area and qualifies for the points listed below. The District's Contract Compliance Office will determine whether this requirement has been fulfilled. Bidders may only claim one of the preferences.

Certification Status	Preference	Preference Claimed (check only one)
SELBE	5 points	✓
SLBE	3 points	
Based in Catchment Area	1 point	

1. I acknowledge and am hereby advised that upon a finding of perjury with the claims made in this self certification affidavit the District is authorized to impose penalties which may include any of the following:
  - a) Refusal to certify the award of a contract
  - b) Suspension of a contract
  - c) Withholding of funds
  - d) Revision of a contract for material breach of contract
  - e) Disqualification of my firm from eligibility for providing goods and services to the Peralta Community College District for a period not to exceed five (5) years
  
2. I acknowledge and have been advised and hereby agree that my firm will be required to provide proof (and if applicable, my SLBE and SELBE Subcontractors will provide proof) of the status claimed on this self-certification affidavit 48 hours after bid opening. Proof of status claimed includes tax returns from the previous three years and past contracts to determine the size and geographical location of my firm.
  
3. I declare that the above provisions are attested to under penalty of perjury under the laws of the State of California.

Bid Number: 20-21/02 Bid Name: District-Wide Community-Based Security Services

[Redacted Signature] August 24, 2020  
 Signed Date  
[Redacted Name] Primary, Community Ready Corps  
 Printed or typed name Title

Affect Real Change, Inc. (510) 435-7396 (318) 387-0806  
 Name of Company Telephone Fax





**Exhibit 8: RFP Acknowledgement and Signature Form**

**RFP No.: 20-21/02 District-Wide Community-Based Safety Services**

The undersigned having carefully examined the location of the proposed work, the local conditions of the place where the work is to be done, the Invitation, the General Conditions, the Specifications and all of the documents for this project, and accurately completed the Bidder's Questionnaire, proposes to enter into a contract with Peralta Community College District to perform the work listed in this RFP, including all of its component parts, and to furnish any and all required labor, materials, equipment, insurance, bonding, taxes, transportation and services required for this project in strict conformity with the plans and specifications prepared, including any Addenda, within the time specified.

**Addendum Acknowledgement**

The following addendum(s) are acknowledged in this RFP: Addendums 1, 2, and 3 w/ Attachment 1

**Acknowledgement and Signature:**

1. No Proposal is valid unless signed in ink by the person authorized to make the proposal.
2. I have carefully read, understand and agree to the terms and conditions on all pages of this proposal. The undersigned agrees to furnish the services stipulated on this proposal.

Vendor Name: Affect Real Change, Inc. Title: President

Contact Person: [Redacted] President

Address: 2501 International Blvd. Ste A Oakland, CA 94601

Telephone: (510) 435-7396 (318) 387-0806 Fax:

Contractor License #: N/A Expiration Date: N/A

Federal Tax Identification Number: [Redacted]

Authorized Signature: [Redacted] Date: 08/24/20

**Decline Proposal:**

We **do not** wish to submit a Proposal on this Project. Please state your reason below. Please also indicate if you would like to remain on our vendor list.

Reason: N/A

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Name: [Redacted] Signature [Redacted]

Date: 8/2/20

**Exhibit 9: Scope of Services**  
**RFP No.: 20-21/02 District-Wide Community-Based Safety Services**

**Scope of Work.** The Peralta Community College District (District) includes Laney College in downtown Oakland, Berkeley City College in downtown Berkeley, Merritt College in the Oakland Hills, and the College of Alameda on Alameda Island. District offices are located across the street from Laney College.

The District is seeking a community-based security service that focuses on personal engagement between the security team, students, faculty, staff and administration. The ideal vendor will understand restorative justice principles and de-escalation techniques, and will earn the trust of the communities they serve. The vendor and those that they employ, will have particular sensitivity to communities of color and communities that have experienced the de-humanizing effects of institutional racism, oppression and willful neglect. The security firm will employ a team of first responders that will be dispatched through the District's centralized dispatcher. Ideally, these first responders will come from the community and have specific knowledge of the community they serve.

Security personnel will walk the campus during daytime hours or will be stationed at the security guard's console. Personnel will be unarmed, though a two-way radio device will be provided with connectivity to other district staff and the District's dispatcher. The goal of this RFP is to create a non-lethal, non-traditional security layer that may respond to challenges before the traditional policing services are activated. Services provided under this contract will work with and will be integrated into the existing set of District security providers, including the Alameda County Sheriff's Office (ACSO), A-1 Protective Services (A-1), and a student safety aide program, administered by the Merritt College Criminal Justice Program (safety aides).

Ideally, the successful vendor will be an established entity, familiar with the District's many communities, with an established reputation for successfully working in communities of ethnic, cultural and religious diversity. The ideal approach to security will include community engagement and respect. The vendor will consider partnerships that may exceed the scope of this RFP, demonstrating their credibility with other public or private organizations, beyond the District's four college borders. The successful vendor will actively engage in assisting the District in building a security model that requires input from others, including (but not limited to) District leadership, community groups, peer groups, neighborhood groups, student groups, faculty and staff groups.

Specific services and requirements may include the following:

1. Walking the campus with two-way communication devices;
2. Engagement with students, staff, faculty and administration;
3. First responders to non-violent situations or situations requiring de-escalation tactics;
4. Ensuring main doors are opened and disarmed at the beginning and end of school day;
5. Classrooms are opened as needed;
6. Providing access to equipment as requested;
7. Providing Student/Visitor Information;
8. Student escort service to parking lots, as needed;
9. Attendance at Student Leadership Organization meetings on a regular basis;



10. Work within existing reporting systems (college and district administration) with particular attention to reporting on the use and implementation of restorative justice practices;
11. Personnel are expected to wear informal "uniforms" (or other identifying clothing) provided by the vendor;
12. Personnel will maintain a daily activity log, due by the end of the workday, and electronically submit the daily activity<sub>1</sub> log to the campus Facility and Business Directors;
13. Personnel will prepare and electronically submit incident or informational reports, due by the end of the workday, to the campus Facility and Business Directors;
14. Provide monthly written reports, electronically, of activity to the campus Facility and Business Directors;
15. May be asked to secure a building in the event of vandalism, or other natural event that causes damage to the property;
16. The selected firm will be responsible for providing training to their personnel, based on their assessment of the needs of the College.

**Proposals shall not exceed 12 pages in length.** A suggested length for each section is stated, but proposals may be composed in any fashion deemed necessary by the submitter. At a minimum, the proposals should include the following:

**Introductory letter (1 page).** Provide background about your firm, including the history of the company, the location of the home office, and the philosophy of the founders. Identify one point of contact for this solicitation and their name, title, phone number and email address.

**Approach (2 pages).** Describe how your firm provides a community-based model of security. Describe your approach to the community-based security model by answering some or all of the following questions:

1. How does your firm provide security services that emphasize restorative justice principles?
2. How does your firm provide security services that emphasize community interaction?
3. What training do you provide so that the firm's personnel understand how to "de-escalate" a situation?
4. What type of training do you provide to ensure that the personnel are racially aware, and culturally minded and sensitive to cultural diversity?
5. Are there any issues that may be important to identify before staff is integrated into the community?
6. How do you integrate your services into an existing security structure that includes traditional police force and a private security company?
7. Is there an assessment phase? An implementation phase?

**Objectives (1 page).** What are the key performance indicators that your firm identifies in order to solve the issue at hand?

1. What are the keys to success?
2. How do you measure success?

**Case Study (1 page).** Using an existing client model, explain how your firm tailored their services to meet the needs of a client.

<sup>1</sup> Activity includes, but not limited to all student contacts, requests for assistance, training and campus community engagement activities.

1. What unique processes did you use to better understand the problem?
2. How did you adjust your staff to better meet those needs?
3. What were the lessons learned from the process?
4. What would you change if you had the opportunity to start over?

**Fee Proposal (1 page).** Describe the services provided for each of the four colleges.

1. How many staff are stationed at each campus, for how many hours per week, and for how many weeks? Include supervisory personnel, equipment costs (if any).
2. Provide hourly rates for all staff participating in the program;
3. If phases are required (assessment, implementation etc.), please identify them and provide pricing for each phase.

**References (1 page).** Please provide a minimum of three (3) recent references, including the company worked for, title or reference, relationship to your team, and contact information (phone and/or email).

**Key Staff (variable).** Provide a resume or describe the experience of key members of the leadership team including the name of the person who will be the point of contact for the vendor. This person should coordinate with the Facilities director and all campus directors monthly to review the monthly report, address any issues and concerns and to assess the contract, at least for the first year or until everyone is comfortable with how things are going.

**Selection Criteria.** The successful vendor will achieve the highest score based on the following matrix:

<i>Criteria</i>	<i>Score</i>	<i>Description</i>
Approach	50	Understands the needs of the District; provides cost effective but thoughtful proposal;
Meets Objectives	15	Understands the problem statement and provides defines appropriate objectives.
Fee Proposal	15	Fee is tailored to meet the needs of the District, expeditiously.
References	10	References are enthusiastic about the services provided.
Key Leadership Staff	10	Leadership has experience with community-based, restorative justice techniques
Total Base Score	100	
SELBE or SLBE	5	Maximum of 5 points if SLBE or SELBE

The services requested by the District are considered professional services. The District is not obligated to take the lowest fee. The scoring criteria above will be used to rank the submissions.

The District has the right to reject all submittals, and re-bid if it is deemed in the best interest of the District.

Other Terms:

1. Security Services are not needed on the fourteen (14) District holidays (as listed at the bottom of this exhibit), but should include services during the summer session;
2. The security company shall provide equipment and all necessary labor during the time indicated;
3. The District will provide a work space, to be determined by each college;
4. The security company may be asked to provide additional security services for special assignments or events on occasion and will be compensated on the hourly rates provided;
5. The security company is expected to provide a uniform for their personnel, to the satisfaction of the District.
6. The security company will be responsible for all training (including proof of training), will provide training to their personnel (or will provide training from a recognized organization and will report this standard to the District), will monitor their own personnel, and will have a set of substitutes available when needed;
7. The security company is responsible for billing Peralta College District for actual services provided. The District reserves the right to verify hours and seek timecards, if desired;
8. PCCD may, at its discretion, change the scoring, criteria or other requirements of the solicitation, and will inform bidders in writing of such changes;
9. PCCD reserves the right to reject any and all proposals, or parts thereof, and to award the contract to the Service Provider whose response is most advantageous to the District;
10. As a public entity, the vendor is obligated to pay prevailing wages. The District does not require membership in the District's classified union.
11. A contract will be executed by both parties and approved by the District's Governing Board, prior to the execution of services.
12. The District reserves the right to terminate the contract without cause with a 30 day written notification. The successful Security Company will provide PCCD with a 30day written notification before terminating their contract.
13. Award and Length of Contract: The Governing Board of Trustees shall not be bound to accept the lowest cost proposal. The Board will award a one-year contract on or before July 1, 2020 with an option for two one-year renewals at the rates set in the contract, unless otherwise mutually agreed beforehand.
14. Award of Contract: The recommendation to award the contract will be made to the Peralta Community College District's Board of Trustees, before the end of June 2020.

The successful bidder, at his own expense, is to obtain and maintain any necessary permits, franchises, licenses or other lawful authority required for affecting the services to be performed under this contract.

#### District Holidays

Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve - observance
Christmas Day - observance
Holiday Closures

New Year's Eve - observance
New Year's Day - observance
Dr. Martin Luther King, Jr. Day
Lincoln's Birthday Day - observance
Washington's Birthday - observance
Cesar Chavez Day - observance
Malcolm X Birthday – observance
Memorial Day

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