

June 23, 2020

Dear Peralta Community College District,

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

The Community Ready Corps is a Black-led grassroots organization founded over 20 years ago to combat white supremacy and actively build and support Black safety, solidarity, and self-determination. CRC has deep roots in Oakland and works to build and contribute to the self-determination of all disenfranchised communities. 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 thriving in the world. We believe that self-determination is transformative: when people have the means to 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 roots inform our programs and methods of working.

Our approach to community safety and security is holistic and based on our years of experience. CRC has provided security for the Cities of Oakland, San Francisco and Moraga, 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 Councilmember Desley Brooks' community events. CRC also provides neighborhood safety ambassadors 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 our model. CRC is an Oakland based, fiscally-sponsored program of Affect Real Change, Inc., a community-based 501c(3).

Sincerely,
Tur-Ha Ak, Director of Community Ready Corps

RFP point of contact: Meg Prier (Administrative Assistant), megprier@gmail.com, 

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 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 police and security personnel who are a part of the existing campus communities. We will seek to identify and understand their roles 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 policing and security personnel.

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 want to 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.

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, each of which will 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. We will also hire students to be a part of our team and will provide the necessary training and support to integrate into our efforts. Student participation on our teams is essential for our model to be effective.

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.

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. We are therefore proposing three phased options which are detailed in the following fee schedule section. Our preferred option 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 police presence or arrests of students
- Support the expansion of your restorative justice practices that are aimed at keeping students in college, while addressing behavioral concerns
- Train, incorporate and hire selected students into our team 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 develop 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 collaborated with the business owners. We met 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 could 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 offering three different fee schedules based on three project phasing options. Option 1 is our preferred approach but we can be flexible to the needs of the district. Options 2 and 3 are alternate faster phasings. Also 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.

Option 1: 4-Month Build

Phase 1: Hiring and Training (Month 1)	Hourly Wage	Hrs/Wk	Weeks	Cost
Training Laney Staff (7 Community Specialists)	\$50	30	2	\$21,000
All Campus Assessment (2 Campus Coordinators)	\$100	30	4	\$24,000
Administrative Support Staff (2 People)	\$50	30	4	\$12,000
Project Coordinator (1 across all campuses)	\$100	30	4	\$12,000
Sub-total Phase 1				\$69,000
Phase 2: Implement Laney (Month 2)	Hourly Wage	Hrs/Wk	Weeks	Cost
Implementing Laney (7 Specialists)	\$50	30	4	\$42,000
Training College of the Alameda Staff (5 Specialists)	\$50	30	2	\$15,000
Campus Coordinators (2 across all campuses)	\$100	30	4	\$24,000
Administrative Support Staff (2 People)	\$50	30	4	\$12,000
Project Coordinator (1 across all campuses)	\$100	30	4	\$12,000
Sub-total Phase 2				\$105,000
Phase 3: Implement College of the Alameda (Month 3)	Hourly Wage	Hrs/Wk	Weeks	Cost
Implementing Laney & Alameda (12 Specialists)	\$50	30	4	\$72,000
Training Merritt College Staff (5 Specialists)	\$50	30	2	\$15,000
Campus Coordinators (2 across all campuses)	\$100	30	4	\$24,000
Administrative Support Staff (2 People)	\$50	30	4	\$12,000
Project Coordinator (1 across all campuses)	\$100	30	4	\$12,000
Sub-total Phase 3				\$135,000
Phase 4: Implement Merritt (Month 4)	Hourly Wage	Hrs/Wk	Weeks	Cost
Implementing Laney, Alameda & Merritt (17 Specialists)	\$50	30	4	\$102,000
Training Berkeley City College Staff (5 Specialists)	\$50	30	2	\$15,000

Campus Coordinators (2 across all campuses)	\$100	30	4	\$24,000
Administrative Support Staff (2 People)	\$50	30	4	\$12,000
Project Coordinator (1 across all campuses)	\$100	30	4	\$12,000
Sub-total Phase 4				\$165,000
Phase 5: All Campuses (Month 5 to 12)	Hourly Wage	Hrs/Wk	Weeks*	Cost
Implementing All Campuses (22 Specialists)	\$50	30	34	\$1,122,000
Campus Coordinators (2 across all campuses)	\$100	30	34	\$204,000
Administrative Support Staff (2 People)	\$50	30	34	\$102,000
Project Coordinator (1 across all campuses)	\$100	30	34	\$102,000
Sub-total Phase 5				\$1,530,000
Additional Costs Across Campuses				Cost
Equipment and Supplies				\$28,000
Student Safety Ambassadors				\$56,000
Overhead (5%)				\$109,895
Total Annual Cost for Services (Option 1)				\$2,197,895

*Takes into account 14 District holidays

Option 2: 2-Month Build

Phase 1: Hiring and Training (Month 1)	Hourly Wage	Hrs/Wk	Weeks	Cost
Training Laney Staff (7 Community Specialists)	\$50	30	2	\$21,000
All Campus Assessment (2 Campus Coordinators)	\$100	30	4	\$24,000
Administrative Support Staff (2 People)	\$50	30	4	\$12,000
Project Coordinator (1 across all campuses)	\$100	30	4	\$12,000
Sub-total Phase 1				\$69,000
Phase 2: Implement Laney (Month 2)	Hourly Wage	Hrs/Wk	Weeks	Cost
Implementing Laney (7 Specialists)	\$50	30	4	\$42,000
Training College of the Alameda, Merritt, and Berkeley City College Staff (15 Specialists)	\$50	30	2	\$45,000
Campus Coordinators (2 across all campuses)	\$100	30	4	\$24,000
Administrative Support Staff (2 People)	\$50	30	4	\$12,000
Project Coordinator (1 across all campuses)	\$100	30	4	\$12,000
Sub-total Phase 2				\$135,000
Phase 3: All Campuses (Month 3 to 12)	Hourly Wage	Hrs/Wk	Weeks*	Cost
Implementing All Campuses (22 Specialists)	\$50	30	42	\$1,386,000

Campus Coordinators (2 across all campuses)	\$100	30	42	\$252,000
Administrative Support Staff (2 People)	\$50	30	42	\$126,000
Project Coordinator (1 across all campuses)	\$100	30	42	\$126,000
Sub-total Phase 3				\$1,890,000
Additional Costs Across Campuses				Cost
Equipment and Supplies				\$28,000
Student Safety Ambassadors				\$56,000
Overhead (5%)				\$114,632
Total Annual Cost for Services (Option 2)				\$2,292,632

*Takes into account 14 District holidays

Option 3: Simultaneous Implementation

Phase 1: Hiring and Training (Month 1)	Hourly Wage	Hrs/Wk	Weeks	Cost
Training all Staff (22 Community Specialists)	\$50	30	2	\$66,000
All Campus Assessment (2 Campus Coordinators)	\$100	30	4	\$24,000
Administrative Support Staff (2 People)	\$50	30	4	\$12,000
Project Coordinator (1 across all campuses)	\$100	30	4	\$12,000
Sub-total Phase 1				\$114,000
Phase 2: All Campuses (Month 2 to 12)	Hourly Wage	Hrs/Wk	Weeks*	Cost
Implementing All Campuses (22 Specialists)	\$50	30	46	\$1,518,000
Campus Coordinators (2 across all campuses)	\$100	30	46	\$276,000
Administrative Support Staff (2 People)	\$50	30	46	\$138,000
Project Coordinator (1 across all campuses)	\$100	30	46	\$138,000
Sub-total Phase 2				\$2,070,000
Additional Costs Across Campuses				Cost
Equipment and Supplies				\$28,000
Student Safety Ambassadors				\$56,000
Overhead (5%)				\$119,368
Total Annual Cost for Services (Option 3)				\$2,387,368

*Takes into account 14 District holidays

REFERENCES

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

- Honorable Desley Brooks, former Oakland City Councilmember District 6
 - Contact: [REDACTED]
- Nikki Fortunato Bas, Oakland City Councilmember District 2
 - Contact: [REDACTED]

Oakland Businesses (recipients of CRC security)

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

KEY STAFF

Tur-Ha Ak (CRC Point of Contact)

Tur-Ha Ak is a Co-Founder and Director of CRC. For the last 30 years, Tur-Ha has been leading efforts in neighborhood and event security as an alternative to policing. Tur-Ha's work has been instrumental in efforts to protect our community. Tur-Ha 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.

Tur-Ha 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. Tur-Ha 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, Tur-Ha 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.

Tur-Ha 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 Tur-Ha 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.



Peralta Community College District

REQUEST FOR PROPOSAL

RFP No.: 19-20/10 District-Wide Community-Based Safety Services

The Board of Trustees of the Peralta Community College District (District), Oakland, California, through the Office of Purchasing, is hereby requesting proposals for the above-mentioned project. The successful vendor will be required to furnish all labor, material, equipment, supplies, applicable taxes, insurance, bonding, and licenses to complete this project.

Proposal Information

Proposal Description	District-Wide Community-Based Security Services
Proposal Type	Professional Services
Proposal Issued	Week of June 8, 2020
Department	Department of General Services
Mandatory Pre-proposal Meeting	June 15, 2020, 1:00 PM – 2:00 PM Zoom Meeting: 929 0149 5306
Scheduled Publication Dates	June 5, 2020 and June 12, 2020
Proposal Due Date	Tuesday, June 23, 2020 at 1:00 PM

Instructions for Submitting Proposals

Submittal Address	Peralta Community College District Purchasing Department Attn: Myisha Lewis, Buyer 501 5 th Avenue Oakland, CA 94606
Submittal Copies	One (1) unbound copy, four (4) bound copies, and one electronic version (PDF) on a thumb drive.
Submittal Envelope Requirements	Proposal must be sealed and have the following information clearly visible on the outside of the envelope: <ul style="list-style-type: none"> • Proposal Number • Name of Your Company • Address • Phone Number • Email Address
Or Submittal Electronically	Vendor Registry: https://web.peralta.edu/purchasing/vendor-registration/ <ul style="list-style-type: none"> • Solicitations From Peralta Community College District
Late Submittals	Proposals received after the time and date stated above will be returned, unopened.

How to Obtain Solicitation Documents

Copies of the solicitation may be obtained from:

Available	Location
Yes	Peralta Community College District Purchasing Department 501 5 th Avenue Oakland, CA 94606 Monday through Friday 8:30 AM to 4:00 PM (510) 466-7225
Yes	Website: www.peralta.edu . Click "District Office," then "Purchasing," then "List of Current RFPs/Bids" to locate downloadable version of solicitation.

Questions about the Proposal

Questions and or Requests for Information (RFI) must be submitted in writing and can be submitted by fax or email as follows:

Primary Contact	Myisha Lewis, Buyer Fax: (510) 587-7895 Email: myishalewis@peralta.edu
Question/RFI Due Date	Wednesday, June 17, 2020 by 1:00 PM Please submit questions as soon as possible. No questions will be answered after the above date. All pertinent questions will be answered in writing.
Response Date	Thursday, June 18, 2020, by 4:00 PM All questions will be answered via addendum to all prospective bidders and placed on the District's website. All addendums must be acknowledged on the RFP Acknowledgement and Signature form.

Full Opportunity

The District hereby affirms that Disadvantaged Business Enterprises (DBE), Small Local Business Enterprises (SLBE) and Small Emerging Local Business Enterprises (SELBE), shall be afforded full opportunity to submit bids in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender status, political affiliation or religion, leading to the award of contract.

No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award.

The District reserves the right to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted and to award the contract according to the proposal which best serves the interests of District.

Table of Contents

Attachments:

	Title	Must Be Returned with Proposal
1	Vendor Questionnaire and Certificate Of Compliance	Yes
2	Certificate Regarding Workers' Compensation	Yes
3	Statement of Equal Employment Opportunity	Yes
4	Small Local Business Enterprise/Small Emerging Local Business Enterprise Program	No. "Definitions" and "Geographic Location Requirements" apply, however.
5	SLBE/SELBE Self Certification Affidavit	Yes, if applicable.
6	Non-Collusion Affidavit	Yes
7	General Provisions	No
8	RFP Acknowledgement and Signature Form	Yes
9	Scope of Services and Scoring Matrix	Yes

VENDOR'S QUESTIONNAIRE AND CERTIFICATE OF COMPLIANCE

RFP No.: 19-20/10 District-Wide Community-Based Safety Services

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

June 22, 2020
Date

Affect Real Change, Inc. ██████████
Firm Name **Telephone**

██████████ rosie@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**
 Carroll Fife, President N/A
 E.A. Harper, Executive Director N/A
 Che-Malik Bowe N/A
 2246 E. 19th Street, Apt. 1 Oakland, CA 94606

\$750,000.00
Amount of Annual Business

The District is identifying vendor ownership as follows: (Officers)

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

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- American)	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 area of 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).

Community ambassadors and safety services

Main Headquarters Office(s)
Address/Telephone

(List all as applicable)

1. 300 Washington Street, Suite 104
Monroe, Louisiana 71201

2. 

3.

Total # of Employees 0

Local Office(s) Address/Telephone

(List all as applicable)

1. 2501 International Blvd. Ste. A
2. Oakland, CA 94601

3. 

Total # of Employees 4

Name and list residential zip code
for each employee, subcontractor, or
apprentice for awarded contract

(Please use the Zip+4®)
Use separate sheet as necessary

1.
2.
3.
4.
5.
6.

N/A

CERTIFICATE REGARDING WORKERS' COMPENSATION
RFP No.: 19-20/10 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.

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.: 19-20/10 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: _____
Date

Print Name

**SMALL LOCAL BUSINESS ENTERPRISE (SLBE) and
SMALL EMERGING LOCAL BUSINESS ENTERPRISE (SELBE) PROGRAM
RFP No.: 19-20/10 District-Wide Community-Based Safety Services**

The District is committed to ensure equal opportunity and equitable treatment in awarding and managing its public contracts and has established an annual overall program goal of twenty-five percent participation for small local businesses. To facilitate opportunities for small local business, the District will use a proposal preference for SLBE and SELBE firms. The preference is used for scoring purposes to determine the winning proposal, and the contract is awarded at the actual proposal amount. Please review the following guidelines to confirm if your firm qualifies for the preference.

Definitions:

SLBE: A Small Local Business Enterprise is a business that has not exceeded gross annual revenue of \$8.5 million for a construction firm, or \$6 million for goods and non-professional services firm, or **\$3 million** for architecture, engineering and **professional services firm**, for the past three consecutive years and meets the below geographic location requirements.

SELBE: A Small Local Emerging Business Enterprise is a business that has not exceeded gross annual revenue of **\$1.5 million** for the past three consecutive years and meets the geographic location requirements as stipulated under "Geographic Location Requirements."

Commercially Useful Function: Shall mean a business is directly responsible for providing the materials, equipment, supplies or services to the District as required by the contract solicitation. The business performs work that is normal for its business services and carries out its obligation by actually performing, managing, or supervising the work involved. The business is **not** Commercially Useful if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of SLBE or SELBE participation.

Geographic Location Requirements:

- The business must be located at a fixed, established commercial address located in the District's market area of Albany, Alameda, Berkeley, Emeryville, Oakland, or Piedmont, and not a temporary or movable office, a post office box, or a telephone answering service.
- If the business has an office outside of the District's market area as well as an office within the market area, the office within the District's market area must be staffed on a full time permanent basis with someone employed by the business.
- If requested, the business that has an office outside of the District's market area must provide proof of one or more past contracts citing the business address (such as contracts to perform work, to rent space or equipment, or for other business services) was within the District's market area at least one (1) year prior to the date of contract award. The one-year requirement does not apply to businesses whose sole establishment is located within the District's market area.

Firms that meet the District criteria for an SLBE and SELBE can complete the "**SLBE/SELBE Self-Certification Affidavit**" and signed under penalty of perjury. Firms claiming SLBE

and SELBE status in the self-certification affidavit will be required to submit proof of residency and revenue 48 hours after bid opening. Such proof shall consist of a copy of a contract to perform work, to rent space or equipment, or for other business services, executed from their local address, and the firm's tax returns for the past three consecutive years.

SLBE/SELBE SELF CERTIFICATION AFFIDAVIT
RFP No.: 19-20/10 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	X
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: 19-20/10 Bid Name: District-Wide Community-Based Security Services

 Signed June 22, 2020

 Date
 Carroll Fife President

 Printed or typed name Title

Affect Real Change, Inc. ██████████ ██████████

 Name of Company Telephone Fax

NON-COLLUSION AFFIDAVIT

RFP No.: 19-20/10 District-Wide Community-Based Safety Services

State of California, County of Alameda

(Name) Carroll Fife, being first duly sworn, deposes and says that he or she is (title) President of (company) Affect Real Change, Inc. the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date: 6/22/20 Signature: _____

Exhibit 7: GENERAL PROVISIONS

RFP No.: 19-20/10 District-Wide Community-Based Safety Services

Definition: The words **Contractor** means any Bidder, Vendor or Proposer who provides a good, service or construction to Peralta Community College District (PCCD).

1. **ASSIGNMENT/DELEGATION:** Neither party hereto shall assign, sublet or transfer any interest in this Agreement or any duty hereunder without written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.

2. **STATUS OF CONTRACTOR:** The parties intend that CONTRACTOR, in performing the services herein specified, shall act as an independent contractor and shall have control of the work and the manner in which it is performed. CONTRACTOR is not to be considered an agent or employee of DISTRICT and is not entitled to participate in any pension plans, insurance, bonus or similar benefits DISTRICT provides its employees.

3. **INDEMNIFICATION:**

(a) CONTRACTOR agrees to accept all responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release DISTRICT, its officers, agents and employees, from and against any and all actions, claims, damages, disabilities or expenses including attorney's fees and witness costs that may be asserted by any person or entity, arising out of or in connection with the tortuous acts or errors or omissions of CONTRACTOR hereunder, whether or not there is concurrent passive or active negligence on the part of DISTRICT, but excluding liability due to the sole negligence or willful misconduct of DISTRICT. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for CONTRACTOR or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

(b) CONTRACTOR shall be liable to DISTRICT for any loss or damage to DISTRICT property arising from or in connection with CONTRACTOR'S performance hereunder.

4. **INSURANCE:** With respect to the performance of work under this Agreement, CONTRACTOR shall maintain and shall require all of its subcontractors to maintain insurance as described below:

(a) Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. Said policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the DISTRICT".

(b) Commercial or Comprehensive General Liability insurance covering bodily injury and property damage utilizing an occurrence policy form, in an amount no less than \$1,000,000 combined single limit for each occurrence and \$2,000,000 in the aggregate. Said insurance shall include, but not be limited to: premises and operations liability, independent contractor's liability, and personal injury liability.

(c) Automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Said insurance shall include coverage for owned, hired, and non-owned vehicles.

(d) Each said comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:

(1) DISTRICT, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.

(2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(3) The insurance provided herein is primary coverage to DISTRICT with respect to any insurance or self-insurance programs maintained by DISTRICT and no insurance held or owned by DISTRICT shall be called upon to contribute to a loss.

(4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT.

(e) **Professional Liability (Errors & Omissions):** In the event any contract specifications requires your firm to provide professional services, such as but not limited to, architectural, engineering, construction management, surveying, design, etc., a certificate of insurance must be provided prior to commencing work evidencing such coverage with a limit of not less than \$1,000,000. Any material change in limits, coverage or loss of aggregate limit due to outstanding claims must be reported to the District within 30 days of any such event

(f) **Documentation:** The following documentation shall be submitted to the DISTRICT:

(1) Properly executed Certificates of Insurance clearly evidencing all coverage's, limits, and endorsements required above. Said certificates shall be submitted prior to the execution of this Agreement.

(2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.

(3) Upon DISTRICT'S written request, certified copies of insurance policies. Said policy copies shall be submitted within thirty (30) days of DISTRICT'S request.

(g) **Policy Obligations:** CONTRACTOR'S indemnity and other obligations shall not be limited by the foregoing insurance requirements.

(h) **Material Breach:** If CONTRACTOR, for any reason, fails to maintain insurance coverage that is required pursuant to this Agreement; the same shall be deemed a material breach of contract. DISTRICT, at its sole option, may terminate this Agreement and obtain damages from the CONTRACTOR resulting from said breach. Alternatively, DISTRICT may purchase such required insurance coverage, and without further notice to CONTRACTOR, County may deduct from sums due to CONTRACTOR any premium costs advanced by DISTRICT for such insurance. These remedies shall be in addition to any other remedies available to DISTRICT.

5. **METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS AND MAKING PAYMENTS:**

A purchase order number must appear on all invoices and notices, bills and payments. All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notice, bills and payments sent by mail shall be addressed as follows:

DISTRICT:

Peralta Community College District
333 East 8th Street
Accounts Payable Department
Oakland, CA 94606

CONTRACTOR:

Name
Address

and when so addressed, shall be deemed given upon receipt via United States Mail, postage prepaid, provided it is forwarded "certified", or "registered" with proof of receipt. In all other instances, notices, bills, and payments shall be deemed given at the time of actual personal delivery. Changes may be made in names and addresses of the person to who notices, bills and payments are to be given by giving notice pursuant to this paragraph.

1. **MERGER:** This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

2. **TRANSFER OF RIGHTS:** CONTRACTOR assigns to DISTRICT all rights throughout the work in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications now or later prepared by CONTRACTOR in connection with the project, if any. CONTRACTOR agrees to take such actions as are necessary to protect the rights assigned to DISTRICT in this Agreement, and to refrain from taking any action which would impair those rights. CONTRACTOR'S responsibilities under this contract include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as CONTRACTOR may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of DISTRICT.

8. **NONDISCRIMINATION:** CONTRACTOR shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, sexual orientation, marital status, age, medical condition, disability, transgender status or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

9. **EXTRA (CHANGED) WORK:** Only the Chancellor or designee may authorize extra (and/or changed) work. The parties expressly recognize that DISTRICT and College personnel are without authorization to either order extra (and/or changed) work or waive contract requirements. Failure of the CONTRACTOR to secure proper authorization for extra work shall constitute a waiver of any and all right to adjustment in the contract price or contract time due to such unauthorized extra work and the CONTRACTOR thereafter shall be entitled to no compensation whatsoever for the performance of such work.

10. **CONFLICT OF INTEREST:** CONTRACTOR represents that it presently has no interest which would conflict in any manner or degree with the performance of services contemplated by this Agreement. CONTRACTOR further represents that in the performance of this Agreement, no person having such interest will be employed.

11. **OWNERSHIP OF WORK PRODUCT:** DISTRICT shall be the owner of and shall be entitled to immediate possession of accurate reproducible copies of any design computations, plans, correspondence or other pertinent data and information gathered or computed by CONTRACTOR prior to termination of this Agreement by DISTRICT or upon completion of the work pursuant to this Agreement.

12. **CONTRACTOR'S WARRANTY:** DISTRICT has relied upon the professional ability and training of CONTRACTOR as a material inducement to enter into this Agreement. CONTRACTOR hereby warrants that all its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of CONTRACTOR'S work by DISTRICT shall not operate as a waiver or release.

13. **TAXES:** CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this Agreement. In case DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on those earnings.

14. **DUE PERFORMANCE:** Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such written assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received.

15. **NO THIRD-PARTY BENEFICIARIES:** There are no intended third-party beneficiaries of this Agreement.

16. **NO WAIVER OF BREACH:** The waiver by DISTRICT of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Agreement.

17. **LIVING WAGE COMPLIANCE:** In Compliance to the City of Oakland Ordinance No. 12050; The Peralta Community College District is required for vendors doing business within the District to comply with this local law; "Payment of Living Wage" to its employees.

End of Section

Exhibit 8: RFP Acknowledgement and Signature Form
RFP No.: 19-20/10 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: _____

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: Carroll Fife
Affect Real Change, Inc. Title: President

Contact
Person: Carroll Fife, President

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

Telephone: ██████████ ██████████ Fax: _____

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

Federal Tax Identification Number: 47-4111501

Authorized Signature: _____ Date: _____

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: _____

Company: _____ Address: _____

Name: _____ Signature _____
Date: _____

Exhibit 9: Scope of Services
RFP No.: 19-20/10 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 activity¹ 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.

¹ 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

End of Document