

Security RFP Template

Courtesy of the International Association of Professional Security Consultants

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Insert Client Name
Request for Proposal for
Security Risk Assessment Services Consulting

Release Date:

Closing Date:

SUBMIT THE PROPOSAL TO:

Insert Name

Insert Title

Insert Email or Physical Address

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1.0 **Background and Project Objectives**

1.1 Background

- 1.1.1 Client is requesting pricing proposals for a board certified, independent and non-product affiliated security consulting firm credentialed through the American Society for Industrial Security International (ASIS) to perform a security risk assessment for the named facilities in this RFP. CLIENT employs a Director of Safety and Security who seeks the assistance of a third party to conduct a security risk assessment and assist CLIENT in developing a security master plan including implementation and potential physical security upgrade costs for recommended improvements resulting from the study.
- 1.1.2 Phase One PROJECT deliverables shall be delivered to CLIENT by no later than _____.
- 1.1.3 Insert description of CLIENT organization.

2.0 **Terminology**

2.1 Definitions

- 2.1.1 The consulting firm will be referred to throughout this document as THE CONSULTANT.
- 2.1.2 The scope of work defined in this Request for Proposal (RFP) shall be referred to as the PROJECT.
- 2.1.3 Deliverables shall include a risk assessment, master plan and security design cost estimates for recommended improvements.

3.0 **Scope of Work**

3.1 Facilities included in THE PROJECT

- 3.1.1 CLIENT has its operation located at XXX

3.2 Minimum Work Requirements – Phase One

- 3.2.1 Bidder must deliver a comprehensive security report that, at a minimum, addresses the security risk based requirements of the xxx site. The assessment should, at a minimum, include the following:
- 3.2.1.1 A security threat assessment which will (1) identify security related threats from internal and external sources for during and after operating hours, (2) crime analysis, (3) identification of critical assets and pair most likely threats to identify most likely security scenarios on which to base the security program, analyze vulnerabilities, assess impacts of threat scenarios, identify actions that mitigate risk, and provide an analysis of mitigation actions. **Note** - For the purposes of this RFP, the assessment should not include the electronic infrastructure, e.g. computer and communication systems. CLIENT requires, at a minimum, that the following be included as part of this assessment:
 - 3.2.1.2 A review of security staffing models and staffing levels at the site.
 - 3.2.1.3 A review of CLIENT incident reports for the past two years;
 - 3.2.1.4 A physical evaluation of the xxx site during and after operating hours
 - 3.2.1.5 Review of current security systems (e.g. access control, intrusion detection, Video surveillance, lock and key control)
 - 3.2.1.6 Interviews with staff (for the purpose of this RFP, assume xxx interviews will be conducted);
 - 3.2.1.7 A physical evaluation of areas surrounding the buildings including loading docks, service areas, parking lots;
 - 3.2.1.8 Current CLIENT security related policies and procedures;
 - 3.2.1.9 Current CLIENT security training

- 3.2.1.10 Security related CLIENT emergency response documents
 - 3.2.1.11 CLIENT mass notification capabilities.
- 3.2.2 The consultant will deliver a Security Risk Assessment Report Master Plan and cost estimate which will provide recommendations for:
- 3.2.2.1 Technical and physical security measures to mitigate or reduce risk to Staff, information and CLIENT Assets;
 - 3.2.2.2 Security Awareness programs intended to reduce victim assisted crimes;
 - 3.2.2.3 Modifications to existing policies and procedures as appropriate
 - 3.2.2.4 Initial incident response measures for security driven events;
 - 3.2.2.5 Phased implementation strategies with detailed security design cost estimates for recommended measures.
 - 3.2.2.6 At least two presentations to management and other stakeholder groups to review findings and recommendations.

4.0 **Consultant Qualifications**

- 4.1 THE CONSULTANT shall be independent and non-product affiliated.
- 4.2 No fewer than five years experience in performing security assessments and technical security designs for educational institutions (secondary and higher education)
- 4.3 Minimum insurance of requirements of no less than \$1 million errors and omissions
- 4.4 Present sufficient qualified personnel to carry out the project in a timely fashion
- 4.5 Demonstrated experience in conducting security work for education institutions of similar or larger size and scope
- 4.6 Experience with security system design and cost estimating
- 4.7 The firm submitting the proposal shall not be in the business of selling security systems hardware, or guard services
- 4.8 THE CONSULTANT or employees of THE CONSULTANT Certified by the American Society for Industrial Security as a Certified Protection Professional (CPP) or Physical Security Professional (PSP) or a Certified Security Consultant (CSC).

5.0 **Selection Criteria**

- Security Consulting Qualifications – 30 points
- Relevant Experience and Project Methodology – 30 points
- Security system design and cost estimating experience – 20 points
- Engagement Fee– 20 points

6.0 **Required Submittals**

6.1 The Consultant shall submit the following information with the proposal;

- 6.1.1 Security consulting qualifications to include:
 - 6.1.1.1 Years in business
 - 6.1.1.2 Office locations
 - 6.1.1.3 Number of full time staff
 - 6.1.1.4 Services offered
- 6.1.2 Relevant experience and Project Methodology
 - 6.1.2.1 Summary of at least four comparable projects in secondary and/or higher education (preferably a balance)
 - 6.1.2.2 Methodology for conducting risk assessment
 - 6.1.2.3 Methodology for providing security design cost estimates
- 6.1.3 Security system design experience
- 6.1.4 Fee proposal to include the following:
 - 6.1.4.1 Hourly rates per labor category assigned to the project
 - 6.1.4.2 A matrix of tasks and hours dedicated to each task by project labor category
 - 6.1.4.3 A summary of reimbursable expenses
- 6.1.5 Resumes of personnel to be assigned to the project (only)
- 6.1.6 Proof of liability insurance

7.0 **Deadline for proposal submittal**

7.1 Deadline

- 7.1.1 The proposals for THE PROJECT are due no later than _____ at 2:00 p.m. There will be no allocations made for late or delayed submissions. Proposals received after the due date and time will be discarded unopened. Deadline for questions is _____, 2.00 pm. Questions may be submitted by email, no phone calls please, at [xxx](#).

8.0 **Attachments**

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