



**BROOKLYN LAB**  
**CHARTER SCHOOL**

**REQUEST FOR PROPOSAL (RFP)**  
**SECURITY SERVICES**

**BROOKLYN LABORATORY CHARTER SCHOOL**  
**240 JAY STREET**  
**BROOKLYN, NY 11201**

**6/8/2015**

## 1. SUMMARY AND BACKGROUND

Brooklyn Laboratory Charter School (“Brooklyn Lab”) is an open enrollment public charter school located in downtown Brooklyn. The mission of Brooklyn Laboratory Charter School prepares students with academic foundation, digital literacy and leadership skills necessary to excel in college and professional life as they grow as ethical leaders. Brooklyn Lab opened in fall 2014 in the heart of downtown Brooklyn for its inaugural 6<sup>th</sup> grade. Next year, we anticipate 249 students in both of our 6<sup>th</sup> and 7<sup>th</sup> grade.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction Brooklyn Laboratory Charter School wishes to go.

## 2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until *5pm EST June 22, 2015*. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal and submitted via email. Documents submitted in any other format other than pdf will not be accepted.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of prices for personnel and service components.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Brooklyn Lab legal counsel and will include scope, budget, schedule, and other necessary items pertaining to the project.

## 3. PROJECT SCOPE AND DESCRIPTION

Brooklyn Laboratory Charter School is seeking to work with a firm to fulfill the following tasks:

- **Provision of Non-Armed Guards:** Brooklyn Lab is seeking personnel for non-armed guard services from 8am-6:00pm Monday, Tuesday, Thursday and Friday. One Wednesday services are needed from 8am-5pm.

## 4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 5pm EST June 22, 2015.

Evaluation of proposals will be conducted from June 22, 2015 until July 10, 2015. If additional information or discussions are needed with any bidders during this two week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than July 13, 2015.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by August 1, 2015.

Notifications to bidders who were not selected will be completed by July 13, 2015.

**Project Timeline:**

Project initiation phase must be completed by August 17, 2015. This phase includes a meeting with school leadership, orientation to school culture, and orientation to the school day and schedule.

**5. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project scope.

**6. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in providing security services
- Examples of at least 3 or more clients that you have worked with, preferably demonstrating experience in working in the charter sector
- Description of rate including any overtime rates or services that may be billed to the school

**7. PROPOSAL EVALUATION CRITERIA**

Brooklyn Lab will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to security services as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project

Each bidder must submit a copy of their proposal in a pdf document to [erin@brooklynlaboratoryschool.org](mailto:erin@brooklynlaboratoryschool.org) by 5pm EST on June 22, 2015.