KIPP Nashville
PUBLIC SCHOOLS

Monday, April 8th, 2024

Request for Proposal

RFP KIPP Nashville School Security
Date Issued: Monday, April 8th, 2024
Contact Person: Adrianna Clemons
Contact Email: aclemons@kippnashville.org
Submittals Accepted Until: April 26th, 2024

Dear Prospective Vendors:

This is an invitation to submit a proposal to KIPP Nashville Public Schools ("School" or "KIPP Nashville") for Security Services for six of its locations.

Background

KIPP Nashville Public Schools is a Charter Management Organization that operates eight public charter schools in Davidson County, Tennessee educating approximately 3,500 students with over 400 staff members. A ninth school will be added in July 2024.

KIPP Nashville is seeking to add full-time, in person school resource officers for 6 of its locations effective August 5, 2024.

The locations for which KIPP Nashville is seeking services are:

1. **Ewing Park Campus**
   - This facility is home to two schools—KIPP Nashville College Prep Elementary (kindergarten through 4th grade) and KIPP Nashville College Prep (5th grade through 8th grade)—and KIPP Nashville's regional School Support Team.
   - Located at 3410 Knight Drive, Nashville, TN 37207
   - Approximate size:
     - 80,000 square feet

2. **KIPP Kirkpatrick Elementary**
   - This facility is home to one school, KIPP Kirkpatrick Elementary (Kindergarten through 4th grade).
   - Located at 1000 Sevier Street, Nashville, TN 37206
   - Approximate size:
     - 40,000 square feet

3. **Highland Heights**
   - This facility is home to two schools—KIPP Academy Nashville (5th through 8th grade) and KIPP Nashville Collegiate High School (9th grade through 12th grade).
   - Located at 3410 Knight Drive, Nashville, TN 37207
   - Approximate size:
     - 80,000 square feet

4. **KIPP Antioch Elementary**
   - This facility is home to one school, KIPP Antioch College Prep Elementary (kindergarten through 4th grade).
   - Located at 3655 Murfreesboro Pike, Antioch, TN 37013
   - Approximate size:
     - 47,000 square feet

5. **KIPP Antioch Middle**
   - This facility is home to one school, KIPP Antioch College Prep Middle (5th grade through 8th grade).
   - Located at 3661 Murfreesboro Pike, Antioch, TN 37013
   - Approximate numbers:
     - 47,000 square feet

6. **KIPP Antioch Global**
   - This facility is home to two schools, KIPP Antioch Global High (9th grade through 10th grade-growing 1 grade per year) and KIPP Antioch Global Middle (5th grade through 6th grade)
   - Located at 917 Bell Road, Antioch, TN 37013
   - Approximate numbers:
     - 100,000 square feet

Timeline

- An *optional* **pre-bid meeting** will be held on Wednesday, April 17th, 2024 at 12:00pm CST via Microsoft Teams. Prospective Vendors must email Adrianna Clemons, KIPP Nashville's Chief Operating Officer, at aclemons@kippnashville.org to request dial-in information for the pre-bid meeting.

- Prospective Vendors must submit their **intent to bid** to via email to aclemons@kippnashville.org no later than Friday, April 19, 2024 at 4:00pm CST.
- All **questions** must be submitted in writing to Adrianna Clemons by Monday, April 22nd, 2024.
- The **deadline** for submitting proposals is Friday, April 26th, 2024 by 4:00pm CDT.
- The projected date for contract award is Friday, May 10th, 2024. The selected Vendor must be prepared to commence service starting on **August 5th, 2024.**

Proposal Requirements

Please specifically address the following in your proposal:

- Total amount cannot exceed $250,000 for one year contract.
- The total annual and monthly costs of services with separate pricing for each facility, if different.
- Two references from other similarly sized or larger clients. School references are preferred.
- A modified scope of work encompassing the items in this RFP, including sample duty lists.
- Current proof of insurance.
- A staffing outline for each building (# of personnel, anticipated schedules) and a plan in case of absent security staff.
- Annual training requirements and time estimates.
- A description of capacity and skill sets necessary to complete the job.
- A plan for supervision and training of staff as well as a scheduled accountability process intended to support security team professional growth.
- Any additional services your team can support with (support with student transitions, etc.).

Method of Contract Award

- The Contract will be awarded based on the cost, references, and qualifications of Prospective Vendors that respond to the RFP.
- KIPP Nashville reserves the right to accept any response to the RFP, and to reject any and all responses, or to negotiate contract terms with the various proposers, in accordance with applicable laws.
- Each proposer shall be prepared, if so requested by the KIPP Nashville, to present evidence of their experience, qualifications, and equipment quality. A proposer may be rejected if they do not have the experience, qualifications, or the necessary equipment.

All correspondence pertaining to this proposal should be directed to my attention at aclemons@kippnashville.org.

Sincerely,

Adrianna Clemons
Chief Operating Officer
KIPP Nashville Public Schools

PART I – GENERAL

1. Vendor shall provide Security services Monday through Friday, excluding the state and national holidays set forth below as well as school breaks:
    a. Labor Day
    b. Fall Break (Oct 4–11)
    c. Thanksgiving Break (Nov 25-29)
    d. Winter Break ((Dec 20-Jan 7)
    e. Martin Luther King Jr. Day (Observed)
    f. Spring Break (March 10-14)
    g. Spring Holiday (April 18)
    h. Memorial Day

2. Schedule:
    a. Security Guard shall perform services Monday through Friday

3. Times:
    a. Security Guard activities may be between the hours of 7:15am and 4:00pm.
    b. With written requests, there may be additional duties during evening hours for athletic events, etc.

4. Security Guard's supervisors must have the ability to communicate regularly, quickly, and clearly with designated members of KIPP Nashville's staff and their own staff. The Security Guard shall have readily available form of communications (e.g., cell phone or walkie-talkie) so that the school's Director(s) of Operations and Chief Operating Officer can contact them as needed.

5. Materials:
    a. Vendor shall provide all necessary equipment, tools, materials, and products necessary for the performance of their services.

6. Employee Background Checks:
    a. All personnel hired by the Vendor to perform services on behalf of the Vendor will be subject to:
        i. Criminal background checks, copies of which must be submitted to KIPP Nashville's Chief Operating Officer or designee for confirmation.
        ii. Documentation to verify total and accurate compliance with INS regulations. Verification of this procedure shall be audited periodically by a member of the Vendor's staff.
        iii. Upon request, KIPP Nashville may require the Vendor to undertake work reference checks to confirm accuracy of information on applications.

7. Safety:
    a. Vendor shall comply with all of KIPP Nashville' standards and procedures when working on-site at KIPP Nashville, including without limitation, standards relating to health, safety, and security.
    b. Employees must store purses, bags, or any personal accessory or equipment in the designated space on campus.
    c. Employees may not bring children or any other non-employee into the premises.

8. Uniforms:
    a. All employees are to be provided with some form of uniforms (shirts, jackets, etc.) with Vendors name prominently displayed.
    b. Employees shall wear closed-toed shoes and shall not wear hats. Footwear must be subject to approval with safety, appearance, and comfort as the basic criteria.
    c. Employees must wear pants in good condition, and they may not have holes or tears.
    d. Employees are to present a groomed and professional appearance while on the premises.

9. Identification:
    a. All employees will be required to wear a laminated photo identification badge at all times. Badges are to be provided by Vendor.

10. Reporting:
    a. The selected Vendor will report directly to KIPP Nashville's Chief Operating Officer
    b. Each facility's Security Guard will report to the school's Director(s) of Operations.
    c. Vendor shall maintain a record, in a form approved by KIPP Nashville, of all special additional hours required on a monthly, quarterly, or annual basis. Vendor shall complete and submit to KIPP Nashville a formal monthly report documenting the completion of monthly, quarterly, and annual services set forth within this Agreement.

11. Inspections:
    a. A formal inspection will be conducted, at a minimum, once each month by a representative of the Vendor's account executive, to which the Vendor will invite a representative of KIPP Nashville to attend. On a daily basis, a member of the KIPP Nashville's staff may conduct spot inspections and communicate any deficiencies to the Vendor's supervisor.

12. Vacation relief will be the responsibility of the Vendor. Absenteeism replacement will be the responsibility of the Vendor.

Part II – Staffing Requirements

1. Minimum Staffing Requirements:
    a. The Vendor shall provide at least the following minimum staffing pattern:
        i. Security Officer:
            1. Each of the following sites listed above should be overseen by one (1) armed security guard.

Part III – Requested Services

The selected Vendor agrees and understands that the primary role of the Security Service Provider will be to maintain a safe school facility. To that end, the Vendor shall perform the tasks at the frequencies specified in the tables below. KIPP Nashville reserves the right to adjust the tasks and frequencies as necessary to maintain the building appropriately.

Sample Schedule

Security Guards shall provide continuous monitoring of both internal and external spaces between the hours set forth below. This includes hallways, cafeterias, offices, classrooms, restrooms, gymnasiums, and the exterior grounds. Additionally, monitoring school visitors/entrances shall be provided during these hours as needed or when requested by the School. Security Guards will adhere to a schedule similar to the sample schedule below, which can be modified by the school.

Start Time	End Time	All Weekdays
7:15am	8:00am	Arrival Monitoring and Support
8:00am	10:00am	Hall/Exterior monitoring
10:00am	10:30am	Security Guard lunch break
10:30am	3:00pm	Hall/Exterior monitoring
3:00pm	3:45pm	Dismissal Monitoring and Support
5:30pm*	7:00pm	**Periodic Athletic Event Monitoring**

Scope

Security Guards will report to the school Director of Operations for specific schedule and direction. In general, Security Guards will provide support with specific procedures and systems within the school during their monitoring. That includes, but is not limited to:

- Participate in arrival and dismissal procedures
- Secure the campus perimeter
- Support with school drills (e.g. lockdown, fire, tornado)
- Provide Main office support at times (e.g. managing visitor coming and going)
- Liaise with emergency response teams from the school, school district, and city
- Provide after-hours security at athletic events as needed