

RFP- Unarmed Private Security Guards

Questions and Answers

February 4, 2015 Pre-bid Conference at Discover Newport

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February 11, 2015 Pre-bid Conference at Commerce RI

The following questions were asked at the two pre-bids conferences and via email regarding the RFP for Unarmed Private Security Guards for Volvo Ocean Race Newport Stopover.

General Questions:

1. **Question:** To whom should the proposal be addressed?

Answer : Rhode Island Commerce Corporation
Attn: RFP For Unarmed Event Security Guard Services
315 Iron Horse Way, Suite 101 Providence, RI 02908

2. **Question:** Do you anticipate credentialing for Volvo Ocean Race?

Answer: Yes, there will be a graduated credentialing system with restricted access to dock, boat yards and team bases. All staff and volunteers will be credentialed. The race organizers will manage credential issuing. As part of your requirements, security personnel will be required to verify credentials and grant or restrict access to designated zones based on the credential shown.

3. **Question:** Will you be requiring costing on hand-wands and/or X-Ray and Magnetometer, and if so, can you advise the anticipated quantity of each that would be required?

Answer: Proposals should indicate if the company has the equipment and capabilities including a breakdown of all associated costs if additional screening equipment is needed. The anticipated number of screening points would be five (5) to cover all points of entry to the event village; however costs should be broken out for the cost of equipment and personnel per screening station and any additional power, sheltering or training costs. The company should also specify the time needed to deploy and establish a station.

4. **Question:** Will golf carts be provided to reach all areas of the venue for the security supervisors?

Answer: Please include the cost of golf cart rental for your staff. Commerce RI will not be providing a golf cart for security supervisors. Please insure that all vehicle operators have the proper training.

5. **Question:** Will the successful bidder be expected to provide additional communications equipment for VOR staff?

Answer: Yes, the successful bidder will be responsible for providing three (3) additional radios to VOR staff. VOR staff will be responsible for returning the radios each night for charging and maintenance purposes. Storage in a central and secure location will be provided for these purposes.

6. **Question:** Is there a specific type of Uniform that you desire for the required Security coverage?

Answer: The Company shall provide their security officers with professional attire. This does not have to be suit and tie but must be professional, standardized, and clean. Security officers must be readily identifiable as security staff. It is expected that the security officers will also be supplied with appropriate rain gear as necessary as well as reflective gear and flashlights.

7. **Question:** What type of search will be done at the points of entry to the event village?

Answer: Visual baggage and personnel screening at multiple access points, verification of credentials and identification for access to various venue points including those venues for VIPs, media and serving alcohol, and assist with crowd control and capacity counting and enforcement during non-emergency and emergency situations.

Specific Questions citing sections of the RFP:

Regarding Section 2, "Response Specifics"

Number 2: Who, on our proposed team, is required to possess a crowd manager license? Is it only the supervisor, or the managerial staff, or also each individual guard? Furthermore, by what date must these certifications be completed?

Answer: A Supervisor on staff should possess the certification. The certification can be completed prior to the event. Any additional certifications related to crowd management should be mentioned.

Number 4: What is the nature of the quality assurance programs and policies into which you are inquiring? Is it with regard to employee and team quality, or client satisfaction?

Answer: Both. You should describe the programs put in place by your organization to ensure personnel are delivering professional services and if not, how they will be dealt with to satisfy the client.

Number 10: Are formal resumes required, or will biographies in paragraph form be accepted?

Answer: A Clear and concise Bio and/or short CV showing qualifications, expertise and experience. Lengthy CVs describing the entire employment history of an individual are discouraged.

Regarding Section 3, "Proposal Format"

Numbers 7 and 8: Please clarify how these sections should be structured.

Answer: A specific format is not required, only clear and concise within the allotted pages. Contact information should be up to date and work performed/past performance should be recent and relevant to similar events as VOR.

Regarding Exhibit A, "Scope of Work"

Question: What documentation is required to demonstrate that employees have passed drug tests?

Answer: A description of your organization's process. Acknowledgement that it is done by all assigned members will be part of the contract.

Question: Regarding the uniform requirement noted on page 9, must the uniform specifications be addressed in the proposal, or upon contract award?

Answer: A detailed description is not necessary. You should however acknowledge your organization and members have a uniform program complete with proper PPE for inclement weather etc. Yes it will be part of the contract. **(See also Question 6 above)**