

Salish and Kootenai Housing Authority
Of the Flathead Reservation Pablo, MT, 59855
Request for Proposals (RFP)
for
Community Security Services



Jody Cahoon Perez, Executive Director

Date Issued: February 9, 2023

Due Date: February 28, 2023

REQUEST FOR PROPOSALS (RFP)

February 9th, 2023

I. Background

The mission of the Salish and Kootenai Housing Authority is to provide the highest quality, affordable housing to the people of the Flathead Reservation, utilizing all resources to ensure that services are provided in an efficient, economical, and timely manner. The Salish and Kootenai Housing Authority will plan and assess all future housing and support services to ensure all areas and individuals are served. The Salish and Kootenai Housing Authority will continually strive to improve the quality of life while maintaining the cultural integrity and identity of the Salish and Kootenai people.

In addition to administering several federally funded programs, the Salish and Kootenai Housing Authority also manage approximately 500 units which include rental, homeownership, 50 units of Tenant-Based Assistance, a 65-lot trailer park, and 28 community water and or/wastewater systems.

The Salish and Kootenai Housing Authority is a Tribally Designated Housing Entity of the Confederated Salish and Kootenai Tribes. Therefore, is managed by a seven-member Board of Commissioners who are appointed by the Tribal Council and serve a staggered four-year term. The commissioners employ an executive director, who has oversight of six different departments, Finance, Administration, Housing Resource, Occupancy, Maintenance and Water Sewer Department with a manager assigned to each department to establish and carry out the goals of the Salish and Kootenai Housing Authority.

II. Request for Proposal (RFP) Introduction

The Salish and Kootenai Housing Authority (hereafter referred to as "Housing Authority") is requesting proposals from qualified firms to provide security services as described in this document at the specified Housing Authority community in Pablo, Montana. The term of this contract will be for one year, with the option to renew for an additional year, at the sole discretion of the Housing Authority, and based on funding availability.

Proposals will be accepted until Tuesday, February 28, 2023, at 3:00 pm. Proposals may be hand-delivered to the Housing Authority's office in Pablo Montana at 56243 US HWY 93 or mailed to PO Box 38, Pablo MT 59855. Proposals may also be emailed. Proposal envelopes and or email description lines must be clearly marked with "SKHA Community Security Services".

The Housing Authority will not reimburse any cost incurred in preparing or delivering proposals. Information supplied in response to this RFP becomes the property of the Housing Authority and will not be returned.

The Housing Authority reserves the right to reject or waive any irregularities in the RFP process. Award will be made to the responsible firm whose proposal will be the most advantageous to the Housing Authority, price, and other factors considered. Unsuccessful proposals will be notified promptly.

This is an Indian Preference Bid. Tribal contractors who wish to receive Indian Preference must obtain certification by the CSKT Indian Preference Office as a legitimate Indian-owned business prior to the submission of bids. Proof of Indian Preference Certification must be included with your bid in the form of a copy of the Certificate issued by the Indian Preference Office. Be advised that evidence of your membership or affiliation with a Tribe **does not** constitute Indian Preference Certification. You must be certified by the Indian Preference Office in order to claim preference. It is the bidder's sole responsibility to obtain and provide proof of Indian Preference Certification from the Indian Preference Office.

Any questions please contact Nolan Michel at (406) 675-4491 ext.: 1521 or nmichel@skha.org

III. Purpose of the Service

1. Deter criminal activity at the Project 30 community in Pablo (see **Appendix A** for location description map) by providing a visible security presence at unpredictable times, conveying to would-be violators an impression of security omnipresence throughout the community.
2. Actively patrol the community and maintain control of activity within his/her span of control.
3. Increase and maintain a high level of community safety.

IV. Scope of Services

A. Responsibilities

The selected Proposer will be responsible for providing unarmed, uniformed security officers at the designated community site. The objective of these services will be to guard the property, residents, visitors, and associates who enter the Housing Authority property. The proposer shall impress upon its personnel that their primary duty and responsibility is to guard the Housing Authority residents as well as property in and around the community. The selected Proposer shall provide a local telephone number for immediate contact with the Contract Manager and Supervisor. The Contract Manager or Supervisor shall return calls within 15 minutes of being contacted by the designated Housing Authority staff member. This phone number shall be available to take calls 24 hours a day, seven days a week.

B. Hours of Service and Workdays

The Housing Authority's working hours are Monday to Thursday 7 a.m. to 5:30 pm. The selected Proposer must have the ability to offer services on a 24-hour basis, seven days a week as necessary. The Housing Authority may require/request additional coverage as needed to keep the community safe.

C. Objectives of The Service Will Be

1. Reduce or eliminate conditions that may support criminal activity.
2. Respond to all requests for security service.
3. Conduct preliminary investigations as needed/required.
4. Enforce the rules/lease and regulations of the Housing Authority, including contact of local police for citing or arresting violators.
5. Ask loiters/trespassers to leave the area.
6. Provide assistance and a sense of security to residents.
7. Actively enforce all laws and preserve the peace.
8. Maintain zero-tolerance policies for graffiti, vandalism, disorderly behavior, and other quality-of-life issues.
9. Provide a daily/weekly written report of any criminal activity to the Executive Director and the Occupancy Manager.

D. Professional Expectations of Security Officers

1. Greet tenants and community members with dignity and respect
2. Do not get confrontational or put your hands on anyone, should a person get confrontational with you or your staff call the Police immediately by dialing 911 and ask for assistance.
3. Do not disclose any confidential information regarding residents or incidents of the community to anyone other than Emergency Personal (i.e. Police, Fire, and Ambulatory service) and the Housing Authority.

E. Qualifications & Requirements

1. The selected Proposer shall provide a Contract Manager and/or Supervisor with a minimum of one year's experience managing security guard personnel.
2. Any non-commissioned uniformed security guard assigned to patrols shall meet the following requirements
 - i. Have a minimum of one year's experience as a non-commissioned security guard.
 - ii. Possess a valid non-commissioned security officer license to work in the State of Montana. A temporary card is not acceptable.
 - iii. Minimum age requirement of 21 years of age.
 - iv. Have successfully passed a Criminal Justice Information System ("CJIS") fingerprint-based background check and maintain CJIS eligibility while assigned to this contract.
 - v. Have a record of passing a drug and controlled substance test within the past six months.
 - vi. Possess a valid State of Montana Driver's License
3. The selected Proposer shall ensure that all assigned guards carry a current Montana Non-Commissioned Security Officer License card on their person at all times. Security guards shall present their licenses upon request.
4. The selected Proposer shall provide the Housing Authority with an initial monthly schedule of security guards for the first month of the contract. The Contractor shall continue to submit a monthly schedule by the 25th of each month for the duration of the contract. The Housing Authority understands that the schedule is subject to change due to guard conflicts. This initial monthly schedule is to be provided to the Housing Authority Director within the week before the start of the contract.
5. Before the contract start date the selected proposer shall provide verification of criminal and sex offender background checks on all security guards proposed.
 - i. The following persons are not eligible to be assigned under the terms of this contract:
 1. Persons having a record of conviction of a felony, class A misdemeanor, or class B misdemeanor.
 2. Persons convicted in any court of a crime punishable by imprisonment for a term exceeding one year or any state offense classified by the State as a misdemeanor and punishable by a term of imprisonment of more than two years.
 3. A fugitive of justice—for example, the subject of an active felony or misdemeanor warrant.
 4. An unlawful user and/or an addict of any controlled substance; for example, a person convicted for the use or possession of a controlled substance within the past year; or a person with multiple arrests for the use or possession of a controlled substance within the past five years with the most recent arrest occurring within the past year; or a person found through a drug test to use a controlled substance unlawfully, provided the test was administered within the past year.
 5. A person adjudicated mentally defective or involuntarily committed to a mental institution or incompetent to handle their own affairs, including

dispositions to criminal charges of being found not guilty by reason of insanity or found incompetent to stand trial.

6. A person who, being an alien, is illegally or unlawfully in the United States.
 7. A person dishonorably discharged from the United States Armed Forces.
 8. The subject of a protective order issued after a hearing in which the respondent had notice that restrains them from harassing, stalking, or threatening an intimate partner or child of such partner. This does not include ex-party orders.
 9. A person convicted in any court of a misdemeanor crime which includes the use or attempted use of physical force or threatened use of a deadly weapon and the defendant was the spouse, former spouse, parent, or security guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited in the past with the victim as a spouse, parent, security guardian or similar situation to a spouse, parent or security guardian of the victim.
 10. A person under indictment or information for a crime is punishable by imprisonment for a term exceeding one year.
 11. A person currently charged under an information or indictment with the commission of a Class A or Class B misdemeanor or felony offense.
 12. A person is required to register in this or any other state as a sex offender.
 13. Any person who is an employee of The Housing Authority regardless if the employee is on approved time off or outside of their normal work hours.
6. The Contractor shall also provide the following information for each security guard to be assigned to this contract, in the event that the Housing Authority wishes to conduct its own background check. This information shall be provided to the Housing Authority within thirty (30) days of contract award, but prior to the start of the contract. This information shall also be provided for any subsequent security guard proposed to provide services for The Housing Authority.
1. Full Name
 2. Date of Birth
 3. Copy of the State of Montana's Driver's License Number or State of Montana Identification Card Number
 4. Copy of State of Montana's Private Security guard License
 5. Statement of Personnel History or Resume

V. Proposal Form and Content

- A.** All proposals are to be signed and dated by the person or persons legally authorized to bind the firm and enter into contracts.
- B.** Proposals should be held open and remain valid for thirty (30) days following the advertised closing date.
- C.** Proposal Response format shall consist of a clear, concise, and relevant presentation of the requested information which shall demonstrate compliance with this RFP in accordance with the following format:
 1. Executive Summary- Briefly describe work to be performed per the Scope of Services as defined in sections IV, A-E.

2. Table of Contents- Number all pages of the Proposal.
3. Introduction and Qualifications of Proposer- Include professional and technical qualifications and licensure to operate, depth of personnel, areas(s) of specialty, and outline any experience relative to the population served at public housing sites.
4. References-Provide a minimum of three (3) references where you have performed similar services. Include the name, address, and telephone number of a contact person for each reference as well as a brief description of the services performed.
5. Cost Proposal- Firms shall propose hourly bill rates (regular and holiday) for security guard services in their price proposal submission for the initial year of the contract. In addition, firms should provide a written description of the deliverable the firms will provide the Housing Authority. If there are any additional service options firms are encouraged to include and list charges separately as additional coverage options. (please provide the hourly rates and clear details of the additional services) If the Housing Authority elects to extend the contract for an additional year, the hourly rates will be negotiated between the firm and the Housing Authority before renewal.

VI. Evaluation

A. Evaluation Criteria-Respondents will be evaluated and scored according to the following:

1. Qualifications -25%
2. Depth of Personnel-15%
3. Related Experience and Performance on Similar Projects-20%
4. Compensation Schedule-15%
5. Firms Location-10%
6. Indian Preference-15%

Upon receipt of responses, selection committee members will evaluate all responsive proposals and assign scores based on the stated evaluation criteria provided. The Housing Authority may opt to engage in competitive negotiations with the firm that presents the most qualified, highest-scoring proposal. As a result, the contract will be awarded after both sides reach an appropriate price for the deliverables described in section IV. Scope of Services. If an appropriate agreement cannot be reached with the highest-ranked firm negotiation engagement will be made with the second-ranked firm, and so on.

VII. Disclaimer

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Appendix A

- Location Description Map

