

**Capitol Region  
Education Council  
Request for Proposals  
Security Guard Services  
RFP #19-106**

**Addendum2 Questions and Answers**

1. How is break/meal relief handled at each site? Sites with more than one guard will rotate 1/2 hour lunch. Sites with one guard will get a lunch break as school staff will need to relieve them. The time will be worked out with school administrators/staff to assist.
2. Is this contract subject to prevailing wage? No. However, CREC does require the vendor to pay employees on this contract a minimum of \$15 per hour.
3. Are the current security officers covered by a Collective Bargaining Agreement? If so, please identify the name of the union and the local. Current guards are not part of a collective bargaining union/agreement.
4. What is the current hourly bill rate for the current security services requested?  
Middle/High School/111 & 147 Charter Oak Ave are billed at \$17.55 per hour.  
Elementary School/Open Choice billed at \$15.52 per hour.  
The Learning Corridor Dispatch Center billed at \$30.85 per hour.
5. What are the exact training requirements? Refer to the RFP
6. What exact certifications are required? Guard Card, CPI
7. What training must be completed prior to a guard working at a site? Sexual Harassment, Customer Service, FEMA IS-907: Active Shooter: What You Can Do?
8. Please advise as to the requirement of any site-specific training prior to the commencement of work. Most locations will be advised as they are assigned to their specific function. They will be trained on the use of telephone, video and access control systems. All guards should be knowledgeable on the use of computers (word, excel, outlook) programs.
9. What trainings can be completed after guard is assigned to a site? To be discussed upon award.
10. What trainings are conducted online and what trainings are conducted in the classroom? That is up to the vendor except CPI and MOAB must be in classroom.
11. What certifications are done online and what certifications are conducted in the classroom? Refer to prior question.
12. How long do guards have to complete training once assigned to a site? We will discuss once we determine how many need which training. We would prefer to have everyone trained within 30 days however, we can discuss.
13. If CPI certification is required, how many of the current guards are CPI certified? Only High School guards are certified as of now. How many of them will have completed their recertification refresher prior to this new contract? CPI is every two years. We will be requiring all to be CPI certified as guards will be part of the crisis teams and may be assigned to other schools within CREC.

14. How do you ensure trainings have been completed and are conducted properly? We require certificates to show they have completed. It is incumbent on the vendor to show proof of this as guards are their employees. All training records must be made available to CREC upon request.
15. How many of the current staff have already completed this year's sexual harassment training? All have completed training however the vendor should provide a refresher training to ensure compliance and have received the same training. A refresher is recommended at the start of every school year for returning guards.
16. Are you open to being charged per training completion rather than having it all billed in? Training defined in the RFP should be included in the bill rate proposal.
17. Can you provide bidders with a list of trainings the guards currently on site have completed?
  - Active Shooter
  - Report Writing
  - Customer Service
  - Safety & Security
  - Emergency Preparedness
  - Use of Force
  - CCTV Monitoring
  - Sexual Harassment
18. Should vehicles be listed as a separate item in the bid or included in the bill rate? Vehicles are not specified in this RFP. If the vendor chooses to use vehicles, costs should be included in the bill rate proposal.
19. Have annual background checks and fingerprinting been conducted this year? All current employees have been fingerprinted however; they will be required to have a background check at the beginning of the school year.
20. How do you track completion of background check and fingerprinting? The vendor will be required to track and ensure that all guards have been fingerprinted and a background completed as required in the RFP. The vendor will share the findings of the background check to determine if the guard will be qualified to work at the school. All background checks must be made available to CREC upon request.
21. Are annual background and fingerprinting checks due on the anniversary of each guards hire date or are they due on a certain day of the year? When are the checks due? This can be discussed upon award.
22. Are the supervisor positions listed on the rfp the same supervisors who will be responsible for daily visits with principals, program managers or designate listed on pages 8 to 9? Yes. To Clarify - Supervisors listed may be retained in the new contract. One Supervisor is currently paid \$63K per year with 3 weeks of vacation. The second will be negotiated. Additionally, The Learning Corridor Dispatch personnel are currently paid \$22.00 per hour.
23. How do you currently verify what trainings, background checks, fingerprinting, and certifications have been completed? CREC should receive a list of trainings completed

by the guard to ensure compliance. All background checks and training records must be made available to CREC upon request.

24. Are guards immediately asked to be removed from site upon finding out they are missing a credential or is there a grace period to complete that credential? If the guard is missing a required credential (Sexual Harassment, Customer Service, FEMA IS-907: Active Shooter: What You Can Do?), they will be immediately removed from site. All other training must be completed within 30 days of placement onsite.
25. There are two different addresses listed for sending the rfp to. What is the correct address to send the rfp? WHERE SHOULD THE RFP BE SUBMITTED IF HAND DELIVERED?
26. What are the years of service, pay rates, vacation allotments, sick days, of employees you want to retain? Years of service, vacation allotments, sick days are not available. Pay rates:

Middle/High Schools/111 & 147 Charter Oak Ave are paid \$12.91 per hour.

Elementary School/Open Choice are paid \$11.25 per hour.

The Learning Corridor Dispatch is paid \$22.00 per hour.

We will be determining exact retention of personnel by June 1.

27. Do all schools follow the same holiday schedule? In-service schedule? What days are guards not required on site? All schools follow the same school calendar schedule however snow days follow the town they are located in. If there is no school, there no guards are required. There are circumstances where a limited number of guards will work while school is out (sporting events, programs, activities, or by request). Each school reserves the right to operate when other schools may be closed.
28. What equipment will CREC provide for the officers? Radios? Incident report forms? Visitor logs? Tour Systems? Phones? CREC will provide portable radio if required, Incident report forms and visitor logs. Any other equipment may determine by the site as required.
29. How many instances of guards getting hands-on with students happened last year? How many so far this year? Instances are not available. CREC has a use of force policy under 5144.1 that references 53a-18 Use of force. There is a no hands-on policy and guards are not required to go hands-on unless under the policy and statute.