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General History/Experience

GuardOne Security's experience in providing armed security guard services in academic settings is extensive. We have been providing both armed and unarmed guard services of this nature since August 2012. Since that time, we have developed ongoing relationships with various higher educational institutions. Services for these various locations is similar to those being required by Beaufort County School District. Duties generally entail patrolling campuses and buildings, securing facilities, watching for illegal or suspicious activities from students or visitors, managing security systems, and other guard related duties. Below is a list of a few of the academic facilities we service and the duration of our time with those facilities. We have been servicing many of these organizations for over 5 years.

South Carolina Vocational Rehabilitation
Years of continuous service: 6 years.

South Carolina Educational Television Network
Years of continuous service: 9 years.

South Carolina State Fire Academy
Years of continuous service: 7 years.

Mayland Community College
This work began in 2010, is renewed year to year, and continues today.

Mission Statement

GuardOne Security intends to concentrate on growth partnered with quality. We are focused on providing quality services and taking care of our team. We believe when we treat our employees as our most important asset, they in turn take care of our clients ensuring our goal to be the best service provider in our industry is achieved. As a service-driven company, we go above and beyond expectations to provide esteemed personal services to our clients. Our overall reputation for quality in security operations, patrol and investigations translates into value creation for both our company and our customers' businesses.

Our Senior Management team has established a strong infrastructure of internal growth with proven leaders in sales, operations and management. Our acquisition program focuses on companies with solid reputations for service. We rely on our philosophy that former owners may be good team members and operators. We instill an attitude of family in all our operations.

Our Management team is formed of a network of business development personnel with proven track records in government and commercial sales that deliver consistent growth; but does not sacrifice quality for revenue. We take pride in giving our work our best effort by adhering to the highest ethical standards. Our goal is to become the benchmark by which all security service providers are measured.

Business Philosophy

Our company's proven policy is consistently and continuously affirmed: "Do it right and fully in accord with each client's specific need and purpose." Our approach to each assignment is to form a close professional team relationship with our clients and to maintain such a relationship throughout the term of each contract. Relationships of this nature help to keep us fully apprised of our effectiveness, thus allowing us to make any required course corrections, if needed, in the most timely and effective manner.

Current Financial Position

GuardOne Security's revenues for the past year totaled $50,000,000. Our company has nearly $5 million of readily available cash and accounts receivable on-hand combined with a steady cash flow from ongoing operations to handle any necessities that may arise during the term of this contract. Our most current available 3 years audited financials are included at the back of Tab III with this submission.

Comparable Contracts

Below you will find a detailed narrative of our 3 most recent comparable educational contracts along with a narrative of our duties performed and contact information.

Hinds Community College (Vicksburg Campus)

Hinds Community College located in Vicksburg, MS is one of our newer academic contracts. Our current contract provides armed security services for roughly 131 hours per week with an occasional Saturday work shift. Security Guard services include foot and golf cart patrols of the campus for any suspicious or illegal activities. We assist with traffic control, specifically monitoring bus arrival and departures. We also monitor student activities during class changes providing a presence to deter any unsafe behavior or breaking of school rules.

Angie Wilkerson, Administrative Assistance
755 MS-27, Vicksburg, MS 39180 • 601-629-6804 • angela.wilkerson@hindscc.edu

St. Richard's Catholic School

We provide unarmed security guards for 73.5 hours per week at St. Richard's Catholic School. We have been servicing this contract since 2014. Services include assisting with traffic control, specifically monitoring drop-offs and pick-ups. We provide foot and golf cart patrols of the property to watch for any illegal or suspicious activities. We also provide observation of students during recess times to monitor for any disorderly behavior and to provide an authoritative presence.

Jennifer David, Principal
100 Holly Drive, Jackson, MS 39206 • 662-425-2484 • jdavid@strichardschool.org

Mayland Community College

GuardOne's work with Mayland Community College began in 2010, is renewed year to year, and continues today. We have an open contract with Mayland Community College, a technical college, servicing a three-county area. We provide external and internal campus building patrols watching for illegal or suspicious activities. This contract emphasizes not only parking lot security, checking for proper parking authorization; but also, for facility security, making sure interior/exterior doors are locked and facilities are secured. We provide approximately 90 hours a week of security guard services plus we also guard during school functions and special events as extra duty.

Ms. Amanda Buchanan
200 Mayland Drive, Spruce Pine, NC 28777 • 828-765-7351 • albuchanan@mayland.edu

Similar Projects

GuardOne Security has over 338 active security guard customers. Of those 338 customers, 14 are educational institutions with a similar Scope of Work to those required by Beaufort County School District. Included with this proposal is a confidential list of educational security guard projects we have been involved with in the past 3 years.

Licenses

We have included a copy of our current SLED license at the end of this Tab (Tab III of this proposal).

List of Failed Projects, Suspensions, Debarments and Litigation

GuardOne Security is not under investigation or engaged in litigation that would hinder our ability to do business. Nor do we have any suspensions, debarments or failed projects.

5 References of Similar Projects

You will find the required 5 references addressed in Tab 2: Firm Information. For reference, they are: South Carolina Educational Television Network, South Carolina State Fire Academy, Hinds Community College (Vicksburg Campus), St. Richard's Catholic School, and Mayland Community College.

Vendor's Equipment/Solution

GuardOne Security uses various brands of incident management software as part of our core set up to ensure our guards are working to the best of their capabilities for our clients. We plan to utilize Field Force Manager at the various SC Beaufort County School locations.

Field Force Manager is an incident management software system with various guard tracking and real time reporting capabilities. The program offers real time GPS position monitoring via 24/7 wireless data connectivity which allows us to determine the positions of our officers throughout the day. This technology helps us to confirm our officers are patrolling all parts of the properties they are assigned to. We can also set-up notifications to receive information on geofences and officer patrolling frequencies. This program has our GuardOne Incident Report and Daily Activity Reports build into it. It also allows our officers to submit incident reports with pictures which can then be automatically sent to the client and the GuardOne Supervisor.

M/WBE Usage

GuardOne Security does not intend to utilize a M/WBE for this contract. Attachments for Section 9.0 are included at the end of this Tab (Tab III) and are marked Not Applicable (N/A) to reflect this plan.

Total Quality Management

The responsibilities of the GuardOne Security Supervisory Team is to monitor our Security Officers in the performance of their duties to ensure that they are performing satisfactorily and according to their respective Post Orders. Mr. Roger Heaton will maintain a close relationship with Beaufort County School District, so any issues are handled correctly and promptly. Mr. Heaton is the proposed Account Manager/Supervisor for this opportunity. His resume is included with this proposal and his contact information is as follows:

Roger Heaton
Phone: (803) 707-2180
Email: rheaton4@gmail.com

Furthermore, GuardOne utilizes a Client Service Survey and has provided a sample at the end of this section. This survey, in conjunction with our scheduled Client Meetings, allows our clients to rate our service and provides our management team with the necessary information they need to ensure quality assurance and customer satisfaction.

Quality Assurance

GuardOne supports the concept of quality assurance and shall provide inspections and reports of our activity.

Our inspections shall include:
• Security Officer
• Appearance
• Attitude
 	
Quality Assurance Standards
• Awareness and knowledge of duties
• Problems (personal & professional)
• Complete Uniform
 	
Equipment
• Maintained and accounted for
• Properly stored
• Necessary supplies
 	
Daily Activity Report
• Sign in: read and check
• Entries (complete, timely, neat, facts not opinions)
	Post Orders
	• Current
	• Neatness
	• Location
	• Properly completed
	• Signed and read by officer on duty
	
	Training
	• Sufficient training time
	• Training follow up
	  • Completion of training record
	  • General duties
	  • Performance of duties as they apply to Post Orders
	
	General
	• Time off
	• Problems
	• Uniform

Client Service Survey

Branch: _____

Date: _____

	Excel.	Good	Fair	Poor		Excel.	Good	Fair	Poor
Security Officer Retention					Post Ownership				
Arrival Promptness					Emergency Coverage Response				
Written Reports (Overall Grade)					Care of Equipment				
Legibility					Security Officer Incident Response				
Clarity					Employee Fraternization				
Thoroughness					Account Manager				
Uniform Neatness					Branch Manager				
Client/Public Interaction Skills					Branch Response				
Training					Billing/Payroll				
Security Operations Manual					Overall Service Rating				

Client Comments:

_____

_____

_____

_____

Proposed Solutions:

_____

_____

_____

_____

Action Taken:

_____

_____

_____

_____

_____ Client Signature

_____ Manager Signature

Technical Approach

Throughout our contracts we stress the importance of successfully fulfilling the requirements of our clients' Scope of Work. By doing so, we believe this demonstrates our capabilities of delivering an acceptable performance of those duties. The Scope of Work, as noted in the Beaufort County School District RFP, is understood, and will be performed by experienced armed guards who will be supervised by a well-seasoned manager knowledgeable in educational security settings. We strive to maintain a strong working relationship with our customer's representatives. This will be achieved by having both a project manager and an account manager/supervisor.

GuardOne has developed a comprehensive and detailed Transition Plan to accomplish the goal of an orderly transfer of security responsibilities. Part of that plan requires recruiting the most qualified security officers to work on your site. With your input and guidance, we will carefully screen any current officers and retain those who meet our minimum requirements.

After recruitment, GuardOne Security completes a thorough selection process including drug screening, any required medical screenings and a comprehensive applicant background check. All officers will be trained by GuardOne Security and our officers will be licensed and certified according to South Carolina Security Guard regulations. Our in-house training program with certified instructors ensures that all our commitments to you are met and that trained and competent personnel cover all posts. With your concurrence, we will also employ a "Flex Force" of additional officers and supervisory personnel who will be trained on all requirements of your facility. Our officers will be properly equipped and uniformed.

GuardOne Security, comprehends and accepts Beaufort County School District's requirements as described in the Scope of Services found in RFP No. 22-001 and intends to provide safe and secure facilities that will create and maintain a feeling of safety and security for all. Our company's focus will be responsive to Beaufort County School District in the delivery of skillful quality enforcement services while affording dignity and respect to every individual. We will staff and maintain a well-trained and properly equipped, professional work force to provide coverage for all Beaufort County School District facilities and locations as detailed in and according to the request for proposal.

Transition Plan

GuardOne Security is fully appreciative of legitimate concerns associated with a possible change in your security provider. We recognize that the security at Beaufort County School District's facilities is important. To that end, it is necessary that advance planning and preparation be developed to ensure continuity of customer service and security capabilities. We have developed a comprehensive and detailed Transition Plan to accomplish the goal of an orderly transfer of security responsibilities. The following outline of our Transition Plan describes principle tasks and our proposed actions to address these tasks.

Transition Program Outline

The goal of this transition plan is continuity of security operations at your facilities. To accomplish these objectives, over the period between the contract award and the contract starting date, GuardOne Security has defined a staged set of tasks, along with a calendar scheduled to synchronize with the identified start-up date. To accomplish the tasks detailed in the Transition Plan, we have a team consisting of key GuardOne Security personnel whose responsibility will be to ensure an orderly transition.

Transition Plan Tasks

1. Initial agreement on Transition Plan schedule.
2. Follow-up meetings of Transition Team.
3. Review of site plans, security programs and all additional security procedures.
4. Personnel selection and screening of current security staff.
5. Recruitment, qualification and screening of replacement personnel as required.
6. On-site training of all personnel, including site familiarization.
7. Logistical activity involved in delivering:
    - Equipment
    - Uniforms
    - Miscellaneous materials and supplies
8. Change-over operational dynamics during the 24-hour period of actual change on the effective start-up date, involving timekeeping, shift changes, supervision, equipment interchange, etc.
9. Business Review Meeting.

Task 1: Initial Agreement
An illustration of an orderly, planned transition program is shown in the Transition Schedule. Further, the proposed schedule is flexible to accommodate a critical review of each task by the Transition Team and Beaufort County School District. After review and initial agreement by all parties the transition schedule will be put into effect.

Task 2: Transition Team
Task 2 is depicted on the schedule as an initial meeting immediately after the contract award. This initial meeting is followed by four (4) weekly meetings. These meetings are to monitor the other tasks of the Transition Program including to address any problems or progress and to correct any issues if needed. Essential to the achievement of the Transition Plan objective is the close working relationship between key personnel from GuardOne Security and Beaufort County School District.

Early involvement of members of the Transition Team will ensure complete preparedness at date of contract start-up. The Transition Team proposed involves responsible personnel from both GuardOne Security and Beaufort County School District.

Task 3: Review of Site Plans, Security Programs and Documentation
It is recommended that the Transition Team undertake further review and examination of existing security plans and contingency documents. The existing post orders at Beaufort County School District

will be used as a basis to begin this task. Additionally, we will request permission to conduct a security survey of each facility to ensure we understand and fully appreciate all aspects of the physical layout of the facility along with any special equipment or procedures for which unique training requirements may exist. Our survey will include employees' work routines and the status and condition of all security related installations including, but not limited to, fences, barriers, doors, gates, locks, access control procedures and property control procedures.

Task 4: Personnel Selection and Screening of Current Security Staff
GuardOne Security recognizes the possibility that some current security officers may meet the upgraded personnel requirements of GuardOne Security's general criteria for hiring. We plan to interview those guards due to their familiarity with security work at your facilities. They could become valuable GuardOne Security employees in the future.

Task 5: Screening of New Personnel
Once current applicants have been contacted and GuardOne Security begins to receive responses to recruitment efforts, the screening process will begin in earnest. All applicants, whether current Security officers at Beaufort County School District's facilities or new applicants, will be subject to GuardOne Security screening and recruitment procedures. To ensure a smooth selection process, GuardOne Security proposes to conduct job interviews and local reference checks to achieve a preliminary qualification status. If acceptable, the candidate will then undergo the required background investigation and interview process.

Task 6: On-site Training of All Personnel
After the screening process and once all personnel have been selected and completed the GuardOne Security Orientation, site training will begin at Beaufort County School District facilities. The on-site training covers all facility security functions and is scheduled so it does not interfere with the present day-to-day operations. The training is scheduled on a per shift basis and allows the initial cross-training process to begin.

Task 7: Logistical Activity
GuardOne Security is fully aware of the equipment and material requirements specified in this contract. The following proposed schedule addresses those requirements:

1. Equipment and uniforms ordered, upon award of the contract.
2. Uniforms fitted for all personnel - 1-2 weeks.
3. Uniforms at District office - 2 weeks.
4. Uniforms issued - 3 weeks.

Each logistical requirement will be addressed in advance and will be coordinated by the appropriate Transition Team member to reduce any potential duplication of efforts.

Task 8: Operation Dynamics during Changeover
GuardOne Security believes that a smooth transfer of responsibilities can be affected at the termination of existing contracts through the full involvement of the Transition Team. Additional and retained personnel will be issued their uniforms and any equipment required during the final week of the existing

contract. GuardOne Security's Supervisory personnel will be on site at the start of the job to ensure a smooth transition. This consistency of supervision will continue for the period necessary to ensure all security officers are comfortable and knowledgeable of their duties and responsibilities.

Task 9: "Business Review" Meeting

Periodically GuardOne Security will request a "Business Review Meeting" between GuardOne Security's Management team and Beaufort County School District's Contract Administration personnel. The first proposed meeting would be within the first 7 to 10 days after start-up and a follow up meeting will be requested at the 30-day marker.

Upon request, GuardOne Security will provide timeline checklists that work in conjunction with the previously detailed specific tasks that were created to ensure a fluid transition of duties. The checklists have not been included here in an effort to keep this proposal more condensed and concise.

Personnel Selection Process

Recruitment

Our company utilizes a number of resources for the recruitment of personnel. An integral part of our recruitment effort is our Officer Referral Program. Current team members who refer an accepted applicant are provided a cash bonus. Additionally, we believe that our military service members returning home and to school have been one of our best sources of employees. We appreciate their service to our country and support the hiring of our veterans. Furthermore, we also recruit at local colleges and universities, veteran's organizations, and church groups, as well as media advertising. Moreover, any officer on the client's current security staff will be considered, if requested; but must meet all GuardOne Security's employment criteria.

Selection

Our selection process begins by establishing basic criteria for Security Officers at Beaufort County School District. These criteria could include, but are not limited to (personnel requirements in the RFP may differ and will be followed):

- High school diploma or GED
- Relevant experience as required by Beaufort County School District
- Capability to exercise good judgment, tact, and discretion
- Must be neat in dress and grooming, able to deal courteously, tactfully, and effectively with others, in person and on the telephone
- Must be able to communicate clearly with others in English
- Must have a positive, cheerful attitude and give assistance willingly
- Must possess initiative, maturity, integrity and be highly ethical
- Strong attention to detail, especially under stress

- Treat Beaufort County School District's business information as confidential
- Respect privacy and maintain the integrity of both Beaufort County School District and GuardOne Security
- Must possess a valid state driver's license

In addition, GuardOne Security's requirements for Security Officer Candidates include, but are not limited to, the following (the personnel requirements in the RFP may differ and will be followed):

- Candidate must have access to a telephone and reliable transportation
- Candidate must be at least 18 years of age, as documented by original or photocopy of appropriate document
- Candidate must be a U.S. citizen or provide documentation allowing residency and authorization to work. As appropriate, must have an Alien Registration Receipt Card I-151 or Resident Alien Card I-551
- Candidate must read, write, and speak English fluently and demonstrate comprehension of written English and the ability to respond in writing
- Candidate must have qualifying police criminal record
- In concert with the provisions of the Americans with Disabilities Act (ADA), must be physically able to perform assigned duties
- Candidate's application must include previous verifiable employment for a period covering ten (10) years or to first employment, whichever is less
- Candidate must be licensed to drive and possess a safe driving record
- Candidate must have a Social Security Card

We will review and ask for your concurrence on the officer selection criteria.

Evaluation

Applicants for security officer positions are invited to our offices where they are provided with application forms and information. The applicant is required to list prior employment, military service history and education. Other questions deal with personal references, prior criminal convictions, previous addresses, and driver's license information. The applicant must complete the application in his or her own handwriting. Once the application is complete, the applicant must verify their identity by showing a valid driver's license and other proper identification.

The applicant is then given a preliminary interview by a GuardOne manager. All managers are knowledgeable in our general employment criteria and any specific criteria noted in the RFP to evaluate personnel for placement at Beaufort County School District. Applicants who appear to meet the requirements for employment are advised of requirements for state and local registration processing and our appearance standards.

The applicant must then take a pre-employment personality inventory to determine their ability to perform the job as a security officer. This inventory assists in identifying an applicant's usage of drugs, alcohol, their honesty, reliability and maturity. Any applicant that does not satisfy the necessary measures of this inventory will, at this time, be disqualified.

At the completion of this stage of the selection process, we have a very good indication of the applicant's ability to comprehend verbal and written instructions such as will be encountered on the job site. We also have a very accurate indication of the person's ability to communicate verbally and in writing. Only those persons who demonstrate satisfactory comprehension and communication skills and who satisfactorily complete the remaining personnel screening steps will be eligible for employment with GuardOne.

While the screening process is underway, telephone inquiries are made to previous employers and character references. This preliminary background check is followed by mailing or faxing applicant authorized background questionnaires to all previous employers and character references. Other documentation may also be solicited by the interviewer as dictated by circumstances.

Before the final selection is made, each applicant who has satisfactorily completed each prior stage is given an Employment Eligibility Verification form (INS form I-9) and a final interview. The Employment Eligibility Verification questionnaire must be completed prior to the final interview.

A GuardOne manager reviews all phases of the selection process and discusses each with the applicant during the interview. It is during this phase that successful applicants are provided job offers.

Once a candidate has been hired, a diligent training process follows. Selected candidates must receive all basic Security Officer Training required by the state and by GuardOne Security. Upon the satisfactory completion of training tests, applicants are then fingerprinted and must complete the application for registration with the state as an unarmed security officer. The candidate must also read and sign the GuardOne Security Drug and Alcohol Policy form and successfully pass a comprehensive drug screening conducted by a local laboratory.

GuardOne Security is an Equal Opportunity Employer. We comply with all state and Federal applicable laws, executive orders, and regulations regarding non-discrimination in employment, including those of the Americans with Disabilities Act (ADA). All personnel actions including recruiting, selection, promotion, and discipline are made without regard to race, color, religion, sex, national origin or disabilities.

The GuardOne management team will review successful candidates with the Beaufort County School District team prior to placing these candidates on the job. No officer will be placed on the job until prior employment and background data has been verified by GuardOne Security and the candidate has successfully passed the drug screening.

Finally, the employee must complete all site-specific training required for the assigned customer's location.

Armed Guards

GuardOne Security is committed to following all State regulations and requirements regarding the hiring and placement of Armed Guards. We adhere to each State's armed guard regulations and their respective training requirements, including any qualifications required with a firearm.

Our commitment also includes following all requirements for becoming a basic security officer with any State requirements for additional background checks, firearm qualification, and any requirement for recertifications in the future.

GuardOne conforms to all regulations regarding retention of training records documenting the guards have completed training which can sometimes, in the case of Armed Guards, include firearm scores and targets.

Screening and Background Checks

GuardOne Security completes a thorough screening and comprehensive applicant background check process.

This process will cover the following items:

- Five (5) Year Background Investigation (to include Sex Offender Registry, work history, locations, school, military services)
- Pre-Employment 10-panel Drug Screening
- Social Security Verification
- E-verify
- State, Federal, and Local Criminal Background Checks to include sex offender's record
- Driver's License Check
- Credit Check (when applicable)
- References

Contingency Staff

GuardOne Security uses "contingency officers" or "Flex Force" to fill vacancies (i.e., illness, family emergency, etc.) created at our client's facilities. A sufficient number of "contingency officers" are trained on each of our client's sites and become fully knowledgeable of the duties required at each facility. These guards are on-call 24 hours per day.

Training Programs

GuardOne Security provides its security officers with a five-tiered approach to competency training that encompasses general principles and techniques as well as specialized and site-specific requirements. All our officers are trained in both Workplace Violence and Active Shooter Situations. Copies of these training materials are available upon request.

Tier I Training: Pre-Assignment Security Orientation

- Given immediately after hire

- Conducted by State Certified Educators
- Covers and Tests on the following topics in detail prior to assignment
  - ✓ The Security Officer's Role
  - ✓ Public Relations
  - ✓ Observation and Communications
  - ✓ Fire Protection and Safety

Tier II Training: On-Site Immersion Training

- Specifically related to each post location.
- Training plan will be developed for your review based on RFP Requirements prior to start-up.
- Create a Training checklist that will contain a summary outline of all duties for each post.
- Conduct a written examination to measure the specific job knowledge for each officer assigned.

Tier III Training: Ongoing Site-Specific Training

Tier III Training is an on-going program designed to continually assess the officers' knowledge of procedures and instructions for your facility and to revise training to conform to any needed changes.

Tier IV Training: Security Distance Learning

The Notebook Lesson Series consists of weekly on-line lessons. Each series is concisely structured to deal with one particular aspect of a larger topic. Topics included in this series are: Patrolling, Human Relations, Commercial Building Security and Investigations and Reports.

Tier V Training: Post-Specific Accreditation

Tier V Training ensures all our commitments to you are met and that trained and competent personnel cover all posts. With your concurrence, we will cross-train all assigned officers on all posts to provide back-up when necessary and to provide scheduling flexibility. We also, as previously noted, employ a "Flex Force" concept of contingency officers to meet this commitment. Additional officers and supervisory personnel will be trained on all requirements of your facility.

Pre-assignment/orientation training

State Requirements – Phase I (Before Hire) 24 Hours

All new employees, as part of the state licensing requirements, receive 24 hours of state certified training in the following areas:

Statutes and Administrative Code	2 hrs.
Legal Issues/ Liability	3 hrs.
Basic Emergency First Aid	2 hrs.
Emergency Procedures	2 hrs.
Ethics and Professional Conduct	2 hrs.
Patrol Techniques	2 hrs.

Observation Techniques and Report Writing	4 hrs.
Fire Detection, Suppression and Life Safety	4 hrs.
Crime and Accident Prevention Techniques and Practices	2 hrs.
Crime and Accident Scene Protection	1 hr.

After this course of instruction, all employees must then pass a 100-question examination.

Phase II (Before Hire) Additional 16 Hours

Public Relations	2 hrs.
Courtroom Procedures	1 hr.
Interviewing Techniques	1 hr.
Fundamentals of Personal Security	2 hrs.
Interpersonal Communications	3 hrs.
Professional Communications	1 hr.
Traffic Direction	1 hr.
Crowd Control	1 hr.
Terrorism Training	4 hrs.

After this course of instruction, all employees must pass a 70-question examination. All Security Officers must have a license before hire.

Comprehensive Service Training – Phase I
Pre-Assignment Security Orientation (After Hire) 4 Hours
All officers receive Comprehensive Service Training – Phase I immediately after hire. This initial training is basic in nature and prepares a foundation upon which new officers will prepare for more advanced training to come. All officers are tested on the material presented during this and subsequent training. A complete and clear understanding of all subjects is necessary to qualify as a GuardOne Security Officer.

The following topics are covered in detail with all GuardOne Security Officers prior to assignment at any client location.

1. The Security Officer's Role
2. Public Relations
3. Observation and Communication
4. Fire Protection and Safety
5. General Duties and Responsibilities
6. Performance of Duty, Legal Guidance

Officers likely to operate vehicles on customer premises are also provided training on specific vehicle safety and operational requirements for bicycle, golf cart, truck or automobile with emphasis on safety of operation.

On-the-job, facility-specific or industry-specific training

Comprehensive Service Training – Phase II
Training: Site Specific (After Hire) According to technical requirements of the Contract
General topics to be covered during this site-specific training include:

- Overview of Beaufort County School District Contract
- Legal aspects of contractor security services
- Workplace Violence
- Active Shooter Situations
- Professional communication with general public, media, our Client's personnel, etc.
- Conflict Management
- Interpersonal Skills/Human Relations
- Substance Abuse
- Alarms, Fire Protection/Suppression, Night Vision techniques
- Crowd/Traffic Control
- Bomb Threats/WMD
- Non-Violent Crisis Intervention/Management
- Crime Prevention
- Professional Protocol/Public Service Relations
- Reporting Requirements
- Terrorism Training
- Weapons Training & Requalification

We have a variety of specialized training options for our officers depending on the needs of the individual sites, such as, First Aid, AED and CPR Training.

Additionally, GuardOne has specialized Terrorism Training which includes:

- Current Overview and Historical Background
- Recognition and Detection of dangerous substances and devices
- Recognition of Characteristics and Behavior Patterns of persons who are likely to threaten security
- Techniques used to circumvent security
- Security related communications
- Knowledge of emergency procedures and contingency plans
- Operation of security equipment and systems
- Methods of Physical Screening of persons and effects

Likewise, all assigned security officers, rovers and supervisors will have the appropriate on-site training for each site and a quarterly training session with subject matter based on the needs of their site.

Testing
All employees must also pass a Post Orders Test based on the specific Post Orders (Security) Manual for Beaufort County School District before they can be assigned.

Annual retraining and recertification

As stated above, in Tier III of our Training Program, our program is designed to continually assess the officers' knowledge of procedures and instructions for your facility and to revise training to conform to any changes. Your GuardOne Security Project Manager will maintain contact with our Beaufort County School District representative to incorporate changes as they occur and to ensure post orders and training requirements are updated. Individual officers will be tested on changes as they are implemented to ensure consistent knowledge is held by the entire security team.

Advanced, personal development and/or continuing education

As stated above in Tier IV, GuardOne offers the Notebook Lesson Series consisting of weekly on-line lessons. Each lesson is concisely structured to deal with one particular aspect of a larger topic. Topics included in this series are: Patrolling, Human Relations, Commercial Building Security and Investigations and Reports.

Practice drills are to be performed during the week on which the officer keeps notes on the results. Later in the week, the supervisor critiques the officer's answers and notes. In some cases, the supervisor may require the officer to demonstrate the skills he or she has practiced.

Officers are given an examination covering the entire lesson series. The exam is returned to the Operations Manager who grades it and forwards a copy to GuardOne Security's Corporate Training Department for evaluation of both the officer's performance and the program's effectiveness.

Promotional opportunities for officers

Growth within our organization is an opportunity that eligible employees are provided.

Personnel who demonstrate a desire to be promoted will be evaluated based on several factors including, but not limited to, the following:

- Attendance Record
- Job Performance
- Continued Education

Successful completion of the above criteria will enhance the employee's opportunity for advancement; however, it is not required for promotion, nor is promotion guaranteed.

Additional Capabilities

Corporate Command Center

Maintained 24/7

- Dispatch
- Tablets equipped with Field Force Manager allowing instant feedback for any incidents
- Call Center – Answers all land line phones in Company after hours
- Remote CCTV Monitoring at Client Sites to Dispatch Patrol
- Monitors all GPS units for patrol and investigations
- Handles all officer check-in and check-off calls
- Creates electronic Daily Activity Reports, Inspections and Incident Reports
- Coordinates all patrol service via voice over IP

Manages

- Cold Start Jobs
- Officer Safety Call In
- Vehicle Patrols equipped with Field Force Manager Tablets that can communicate with our clients in real time while utilizing photographs or video

Monitoring

- Remotely surveilling our security personnel randomly and periodically
- Remotely confirming the safety and security of our personnel
- Remotely recording for any legal or disciplinary actions
- Monitor Client sites 24/7 via CCTV and we will dispatch armed or unarmed Patrol Vehicles to incident

GuardOne Security Wireless Reporting

The security industry is constantly evolving, and by offering our client's Wireless Reporting, GuardOne Security is not only anticipating our client's needs, we are setting the standards for our industry.

Our personnel are equipped with the tools they need to utilize this technology. Field Force Manager is one of the leading programs that enables real time tracking, verification of post coverage, patrol times and exact location as well as, incident and time reports sent directly to your smart phone or PC.

More specifically, the benefits GuardOne provides with our technology package are:

- Generate scheduled or on-demand reports to include signature capture with instant information transmission. Reports can be customized to personally meet the individual customer's informational needs and preferred delivery methods.
- Using satellite mapping, electronic geo-fence labels specify your business locations, tracking and verifying post and patrol coverage. Mapping accuracy is within five feet.
- Billing verified through geo-fence tracking, timesheet reporting and logging special equipment usage.
- Efficiently change random patrol patterns to maximize security effect.
- Clock-in and out from any client location (remote or fixed) accurately verifying the officer's attendance and location.
- Reduce overtime charges and paperwork handling.
- Video cameras incorporated into each tablet can transmit pictures as part of incident or hazard reporting. Potential costly delays are eliminated by proactive preparation and distribution of incident reports.
- Patrol vehicle speeds are monitored and reviewed, encouraging safe driving techniques.
- This technology provides a panic button for emergency situations in addition to, automatic alerts when "stop times" are exceeded.
- Measurably improves response times to customer sites by GuardOne supervisory staff through efficient identification and location of backup personnel and vehicles.

GuardOne Security Report Writing

Producing clear, concise and accurate reports is the objective of all GuardOne Security assigned officers.

Report Writing Basics

The report must always be factual.
Valuable time and effort can be lost if the report does not contain the right information. After you have completed the report, ask yourself the following questions:

1. Is it complete? Does it answer the questions - who, what, where, when, how and why?
2. Is it accurate and specific? It must be based on facts.
3. Is it easy to understand and legible?
4. Is it concise? Does it contain unnecessary information?

Reports are valuable if prepared properly.

Who?	Who originated the complaint or reported the problem? Who is the victim? Who can be contacted later for additional information? Who did you contact?
What?	What happened? What was taken? Describe in detail exactly what took place. What was damaged? What evidence was left at the scene? What action was taken by the Security officer in charge? What were the conditions at the scene (such as loud noises, lighting, raining, etc.)? What were the physical or emotional injury(s) of the victim?
Where?	Where did the incident take place? Where was the suspect sighted? Where was the witness in relation to the incident? Where was the property before it was stolen?
When?	When did the incident happen? Try to pinpoint the time of day/night. When was security notified and who in Security? When was the suspect sighted by the witness/witnesses?
How?	How did the incident happen? How did the intruder enter the premises? How did he/she leave? How was Theft discovered? How were the police notified?

After completing your report, reread it. Ask yourself if all the questions have been answered. If all are answered, your report should not require further clarification.

Description of an Individual
In order to have standardization in describing a person or persons, use the following sequence:

1. Sex
2. Race
3. Age
4. Height
5. Weight
6. Build
7. Complexion
8. Hair color/length
9. Eye color

10. Unusual features, i.e. eye glasses, mustache, deformities, scars, etc.
11. Dress (clothing from head to foot)

If you do not know one of the above (such as the color of a person's eyes) omit that description and continue the outline. If you had personal contact with the subject, you should be able to furnish a complete description.

An example of a full description would be:

Male, white, age 40-45, 5'10", 170 lbs., average build, medium complexion, brown hair, green eyes, thin mustache, wearing a black business suit with a black hat, white tie, black socks, and black shoes.

In referring to build, use:

1. Thin
2. Slender
3. Average
4. Heavy
5. Obese

In referring to complexion, use:

1. Light
2. Medium
3. Dark

Vehicle Description

To maintain standardization, a set procedure for describing a vehicle has also been adopted. The areas to be reported are:

1. Year of car
2. Color (start from top and proceed down, such as white over black)
3. Make
4. Model
5. Year of plate
6. State which issued the plate
7. Plate number
8. Distinguishing characteristics (such as a flag hung from the rear-view mirror, left fender damage, right head light out, etc.

An example using the above 8 specific areas would be as follows:

1996, red over black Chevrolet, 2 door sedan, 1996 Michigan license plate # JP-3659, with extensive damage to the left front bumper and the right read tail light inoperative.

The above exact sequence must be used at all times with only the unknown omitted.

GuardOne Security's Incident Reports

On the following page you will see a GuardOne Security Incident Report. We intend to equip our Security Officers with Field Force Manager Tablets. These tablets contain our Incident Report template. They are designed for the officer to fill out online, attach photographs if applicable and then transmit to the GuardOne Supervisor and Beaufort County School District personnel in real time. This way you are notified as quickly as possible with complete information.

GuardOne Security's Daily Field Activity Report

GuardOne Security has an established Daily Field Activity Report. It is a requirement in our company that Supervisory personnel review these reports at the beginning of each shift. In Beaufort County School District's case this would be every morning. Supervisory personnel will review our Daily Field Activity Report. Additionally, as we have previously stated with our Field Force Manager tablets, this report may be emailed to you as soon as we complete our Supervisory review.

Report Samples are found on the following pages.

GuardOne SECURITY

Incident Report

Report No. _____

Incident Type/Description: _____

Client: _____ Location: _____

Date of Incident: _____ Time of Incident: _____

Narrative of Incident (Explain in detail. Consult instruction sheet for checklist):

_____

_____

_____

_____

_____

Action Taken (Who investigated? Who was notified? Was the situation corrected?):

_____

_____

_____

Comments and Recommendations (Further action required? How can future incidents be prevented?):

_____

_____

Officer's Signature	Supervisor's Signature
Officer's Name (Print)	Supervisor's Name (Print)
Officer's Badge Number	Date

GuardOne SECURITY

DAILY ACTIVITY LOG

DATE	DAY	FACILITY	PAGE ___ OF ___

OFFICER(S)	START	STOP	OFFICER(S)	START	STOP
1.			3.		
2.			4.		

EQUIPMENT CHECK	YES	NO
POST ORDERS COMPLETED		
PATROL VEHICLE INSPECTED		
RADIOS IN GOOD CONDITION		
RECORDING CLOCK WORKING		
CLIENT KEY INVENTORY		
ACTIVITY SUMMARY	**YES**	**NO**
INCIDENT REPORT COMPLETED		
ACCIDENT/ DAMAGE REPORTED		
LIGHTING REPORT CONDUCTED		
FIRE EQUIPMENT REPORT		
UNAUTHORIZED ENTRY/EXIT		
ALARM RESPONSES		
EXITS BLOCKED		
PATROL ROUNDS MISSED		
UNSECURED SPACES		
DOORS & WINDOWS OPEN		
ESCORTS CONDUCTED		
SPRINKLERS/RISERS INSPECTED		
WATER OR OTHER LEAKS		
SAFETY HAZARDS REPORTED		
DELIVERIES ACCEPTED		
PASS OR ACCESS VIOLATIONS		

PATROL SAFETY
YOU HAVE TO LIVE IT!

- CHECK YOUR EQUIPMENT FOR PROPER OPERATING CONDITIONS
- STAY ALERT FOR SLIPPERY SURFACE CONDITIONS
- NO SMOKING ON PATROL
- BE ALERT TO LIGHTING CONDITIONS
- WATCH FOR OVERLOADED ELECTRICAL OUTLETS OR EXPOSED WIRES
- CHECK FOR FLAMMABLES FIRE HAZARDS
- CHECK FOR CHEMICAL HAZARDS AND LOCATION OF MATERIAL SAFETY DATA SHEETS
- IF YOU ARE INJURED OR SICK REPORT IT IMMEDIATELY

TIMES		CHRONOLOGICAL ACTIVITIES
START	STOP	

Development and Retention of Personnel

GuardOne Security believes that the most important position in our organization is held by our officers. As such, we find it our responsibility to provide the best training programs and offer opportunities for growth within the company. Personnel who demonstrate a desire to be promoted will be evaluated based on several factors including, but not limited to, their attendance record, job performance and continued education. Successful completion of the aforementioned criteria will enhance the employee's opportunity for advancement; however, it is not required for promotion.

Promoting Employee Retention

GuardOne's recruiting approach has always been geared towards establishing a long-term relationship with our team and developing the tenure that gives our customers the peace of mind they deserve. Retaining quality security officers is the contract security partnership's goal. This program is a huge step towards this objective. Concern for only short-range staffing needs leads to turnover and poor client service; therefore, we must demonstrate our combined interest in our most valuable security resource. Only then can we begin to build the tenure that leads to an extensive job knowledge and better client perception of a security program's overall competency.

Uniforms
Each full-time security officer will be provided a complete set of uniforms. The value of this equipment at GuardOne's substantial volume discount is approximately $300.00. GuardOne Security pays each uniformed guard a $.50 per hour allowance to continue to maintain the daily professional appearance of their uniforms and replaces uniform items without charge for normal wear and tear.

Holidays
GuardOne Security employees will observe the holidays as designated for employees of Beaufort County School District. Officers will be paid per the terms of the contract for time-and-one-half on holidays worked. If an officer does not work on a given holiday, that employee receives no pay or premium for that day.

Vacations
As an option to our clients, GuardOne Security's employees receive one-week vacation after one year of continuous service and two weeks at their second-year anniversary with no attendance infractions. They are paid for vacation time accrued in the pay period following their service anniversary.

Health and Dental Insurance
GuardOne Security offers its employees two levels of medical coverage underwritten by KeySolution and Transamerica Life Insurance as well as dental insurance insured through Security Life Insurance.

Minimum Shift Length
We guarantee a minimum four-hour shift to any of our officers who are called in to work an unscheduled shift.

Pay Periods
Security Officers are paid bi-weekly; the payroll week ends at the completion of the Friday graveyard shift.

Direct Deposit
Our employees are paid via direct deposit.

Optional Tailored Benefits
Many of our clients wish to add additional benefits for the officers assigned to their facilities. Examples of these additions include:

Perfect Attendance Pay
Work-related Tuition Reimbursement
Non-worked Holiday Pay

GuardOne Security Recognition Programs
Extra Effort Award
Many studies have shown that employees who appreciate their job are more motivated to provide excellent service. For this reason, GuardOne Security directs all managers and supervisors to watch for actions our officers do that can be described as "extra effort". We give each manager authority to give an "Extra Effort Award", an instant recognition by a $10.00 cash award to any officer for any action that enhances our service to our customers.

Platinum Performer
GuardOne Security Officers, recognized by management or recommended by a client for exceeding expectations, are eligible to receive a personalized letter and certificate from our President and CEO along with a bonus check. Platinum Performers are also acknowledged in our company newsletter.

Continued Service
GuardOne Security also recognizes officers for their continued service at the One, Five, Ten and Twenty Plus year benchmarks. Each recipient will receive a letter of appreciation along with a $100.00 bonus per year of satisfactory continuous service.

Business Continuity

The primary goal of any emergency plan should be to reduce the risk of injury or death to any occupant of Beaufort County School District's facilities and secondarily, to protect property. With those goals as our starting point, we feel it is entirely possible to prepare a plan that you and your employees feel will be effective in almost any emergency. If our services are requested, we will begin with a meeting of all key members of your Emergency Response team to review any prior preparations already in place. We will use the information gained from our initial assessment of your facility after the contract is awarded. From that assessment, and with the input your team provides, we will conduct a thorough Facility

Hazard Analysis and start the first phase of emergency planning: Prevention (referred to as "Mitigation").

Prevention

We will attempt to define all the necessary procedures, equipment, personnel and changes that will help to avoid emergencies and even worse, disasters. This would include such examples as automatic sprinklers, alarms, back-up systems for data and power, segregation of hazardous materials, automatic cutoffs for fuel, redundant control systems and locations and placement of emergency equipment.

Almost all emergency planning identifies the need for additional signage, such as evacuation routes, exits, location of fire alarm pull stations, stairways and emergency personnel contact information. A GuardOne Security representative will share examples we have learned to incorporate from working with many companies and types of businesses. One idea that is almost always of benefit is a decal on all telephones with emergency contact information.

This phase would also include assignment of responsibilities for plan preparation, implementation and plan testing. We also recommend that local agencies such as Fire and Police departments, authorities responsible for emergency planning and response in the jurisdiction and local medical facilities be consulted in preparation of the business emergency plan. Such information as response times, locations of underground gas lines and power routing facilities can be critical information these parties will be able to provide.

Preparedness

The next phase, Preparedness, is "crunch time". Now decisions must be made as to what will be done to reduce risks and begin implementation. GuardOne Security will recommend resources that can be made available, how quickly and in specific quantity based on the severity of the emergency. Personnel, vehicles, and communications equipment can be specified based on Beaufort County School District's needs. Company resources and action plans should also be defined. Pre-identified command personnel will be trained and ready to take charge in the event of a defined emergency.

A key note: Plans and preparations should cover 24/7! Real emergencies and disasters tend to happen when you are least prepared, i.e., holidays, nights, and weekends. This, again, is where your contract with GuardOne Security can be the ultimate backup plan. We operate around the clock, have the communications systems already in place, and can activate personnel quickly. This is the third phase of emergency management: Response.

Response

Beaufort County School District's response will follow the action plan for each emergency. Plans should include contingencies for escalation. For instance, a fire which begins in an adjacent business may suddenly spread to your facility; a hazardous material spill off your premises may block transportation to your facility or make a full or partial evacuation necessary; a storm that was forecast to miss your location may change direction and intensity. This is where the training and flexibility of command personnel is so critical. Your manager responsible for emergency response could request that GuardOne

Security have personnel or equipment on standby in the event of changes. GuardOne Security personnel could begin to fill in as necessary to relieve Beaufort County School District's staff after extended hours.

It is when a company is in emergency response mode that a key planning item may come into play. For instance: Who is responsible for responding to media inquiries and does everyone involved know who that person is and how they can be contacted? Don't expect -- and don't plan -- to exclude the media. It is their job to "get the story". It is far better that Beaufort County School District have input to what that story is rather than leaving it to conjecture. Conjecture is seldom favorable to the affected company.

If the emergency or disaster is of broad impact, such as a major storm, you may be dealing with local officials involved in the emergency response. Clear and open communications are desirable. In effect, these agencies are additional resources and may have communications and means beyond what Beaufort County School District has to cope with the situation. For instance, your employees may need shelter and food. These agencies generally have that information readily available.

Another aspect of helping your employees is to consider in your planning those who are hearing or visually impaired or those who may not be ambulatory. This, again, is where additional GuardOne Security resources may help. We would be available to accommodate these employees, so your staff is not taken away from handling their assigned duties in an emergency or disaster response.

Recovery

The final phase of emergency planning is Recovery. In a lesser emergency this can be a quick process. The fire that was quickly put out, the accident victim that was promptly attended to, or the threat that was determined to be a hoax that will have little impact on business operations. However, they should be thoroughly investigated, carefully documented and analyzed to determine what, if any, actions should be handled differently. Every experience should benefit future planning.

Major events or disasters, such as extensive fires, floods or explosions, may have a long-term impact on a company's business. Senior management will generally determine what action Beaufort County School District must take to recover. GuardOne Security stands ready to provide services to protect property and assist in any way possible to help our clients get back on their feet again.

A very essential part of all emergency planning activities is to involve employees and give them material and feedback. Many companies today maintain employee handbooks on their computer systems. These handbooks likely contain not only emergency information, but company policies on all aspects of the business pertaining to employees. The widest possible dissemination of emergency information should be available.

A primary requirement that should be expected of employees is to not only follow the policies and procedures; but to also inform management of exposures and risks that they perceive. Taking the time in employee orientation sessions and training sessions to review emergency action procedures is always

time well spent. A GuardOne Security representative can be available to discuss security and safety topics when requested.

A final emphasis: An emergency response plan is of little value unless it is tested and revised on a continual basis. One of the techniques used by some companies is to have short quizzes that managers, supervisors, and team leaders can use in meetings to test employees' awareness of emergency response actions. Discussions in department meetings will be enlightening for all concerned.

Implementing Emergency Management Services

Our Senior Management Team has successfully deployed our Emergency Management Team over 50 times in the last 26 years. The quantity of non-indigenous officers has varied from a handful to the 350 individuals taken to the bail-out (2 hours notice) of the 1996 Atlanta Olympic Games. With the experience gained during the 1996 Olympic Games in Atlanta, our management team has developed a system using an extraordinary pool of superior security officers. We were able to provide 350 active duty military personnel, while on leave, for the Games with extremely short notice.

Since this experience, GuardOne Security's management staff has employed this team for nationally televised sporting events, international trade shows, and major work stoppages. Their availability can surpass a month in duration with additional teams being brought in for relief. Through nineteen (19) hurricanes, dozens of ice storms, several significant work stoppages, and many national sporting events, we have formed a loyal customer base that will gladly speak to our ability to perform. In the example of hurricanes, we have moved our manpower up and down coastlines in accordance with the National Hurricane Center's most recent tracking data.

Corporate Command Center: 24/7/365 communication

GuardOne maintains a 24/7/365 Command Center that functions as a customer service center. The toll-free number is 1-855-364-0009 or direct at 252-648-8814.

Similar Projects

GuardOne Security has over 338 active security guard customers. Of those 338 customers, 14 of the 25 educational institutions listed below are currently active and have a similar Scope of Work to those required by Beaufort County School District. The confidential list below is educational institution security guard projects GuardOne has services in the past 3 years.

Educational Institutions

Ben Lippen Schools
CARES Center, Inc
Charlotte Christian School
Columbia International University (CIU)
Hinds Community College, Vicksburg Campus
LSUHSC - Dental School
LSUHSC - Seton Building
Mayland Community College - Special Guard
North Carolina Justice Academy
Ringling College of Art & Design
South Carolina Educational Television Network
St Richards Catholic School
Canopy Children's Solutions
Cincinnati College Preparatory Academy
Covenant Day School
LLR Fire and Safety/SC Fire Academy
LSUHSC - Campus
Mayland Community College - College Guard
Mississippi Schools For The Blind & Deaf
Pulaski Technical College
Saint Andrew's School
Southport Christian School
Universal Tennis Academy
Virginia University of Lynchburg
YES Prep Public Schools, Inc.

CONFIDENTIAL

9.0 ATTACHMENTS TO SOLICITATION

MINORITY AND WOMAN BUSINESS ENTERPRISE POLICY AND REQUIREMENTS:

Mission of the Beaufort County School District Board of Education:
To serve the community by providing the opportunity for each student to receive a highly effective education

Statement of Policy

It is the policy of the Beaufort County School District that discrimination against businesses on the basis of race, color, national origin, and gender is prohibited. No person shall be denied the benefit of, or otherwise discriminated against, on the grounds of race, color, national origin or gender in connection with the award and/or performance of any contract or modification of a contract between a vender or contractor and the Board which contract is paid or is to be paid for, in whole or part, with monetary appropriations of the Board. Further, it is the policy of BCSD to encourage and promote on an inclusionary basis contracting opportunities for all business, without regard to race, color, national origin or gender. It is expected that all firms seeking to do business with the Beaufort County School District will comply with this BCSD policy.

W/MBE Compliance

Potential bidders must demonstrate their process for contracting or utilizing businesses as subcontractors or suppliers for work on projects undertaken is open to businesses regardless of race, gender or ethnicity, by fulfilling one (1) of three (3) alternative eligible bidder categories.

1. Documentation of prior M/WBE on projects undertaken in South Carolina during the previous two (2) years at the level of availability.
2. Documentation of prior good faith outreach efforts on all projects undertaken in South Carolina during the previous two (2) years.
3. Commitment to future good faith outreach efforts in all projects undertaken in South Carolina.

On eligible projects that equal or exceed five million dollars in value, potential bidders are required to make a good faith effort to enter into a joint venture or Mentor/Protégé arrangement at the prime contractor level which includes at least one (1) certified minority- and/or woman-owned firm.

- Companies involved in joint venture Mentor/Protégé arrangements must be of a different race or gender ownership.
- Each eligible bidder shall submit with each bid submission on an eligible contract:
  1. A complete and signed subcontractor plan. Eligible bidders who submit bid proposals which fail to utilize minority- and/or woman-owned business enterprises at a level consistent with availability, must submit documentation detailing their "good faith outreach efforts" to utilize minority- and/or woman owned firms.

2. Written documentation demonstrating the eligible bidder's good faith efforts to identify, contract with, or utilize businesses, including certified M/WBEs, as sub-contractors or suppliers on the eligible project.

- Acceptable good faith effort documentation:
  1. The eligible bidder contacted the District Purchasing and Contract Compliance Offices, other private sector and government entities, or M/WBEs organizations, to identify available businesses to work on the eligible bidder project, including minority-and Woman-owned firms.
  2. The eligible bidder placed notices of opportunity for minority-and woman-owned firms to perform subcontracting work on the eligible project in newspapers, trade journals and other relevant publications specifically targeted to M/WBEs, or communicated such notices or opportunities via the Internet or by other available media means.
  3. The eligible bidder submitted invitations to bid for work on the eligible project to qualified businesses, including minority-and woman-owned firms.
  4. The eligible bidder included in such notices and invitations, a full disclosure of the criteria upon which bids, proposals or quotes would be evaluated, and also included contact information for inquiries, submissions, or requests to review any necessary bid documents.
  5. The eligible bidder promptly responded to inquiries, provided necessary physical access and time for all interested businesses to fully review all necessary bid documents, and otherwise provided information, access and time to allow all interested businesses to prepare bids and quotes, regardless of race, gender or ethnicity.
  6. The eligible bidder considered, hired, or otherwise utilized qualified and available businesses for an eligible project, including minority-and Woman-owned firms.
  7. For each business which contacted or was contacted by the eligible bidder regarding sub-contracting or services on the eligible project, the eligible bidder shall maintain all written documents reflecting such contact, including bids, quotes and proposals.

Subcontractor Participation

Beaufort County School District, through its contract documents, encourages contractors to utilize minority subcontractors on their projects.

A prime contractor must identify M/WBE utilization expenditures to certified M/WBE subcontractors that perform a commercially useful function in the work of the contract. An M/WBE subcontractor is considered to perform a commercially useful function when it is responsible for the execution of a distinct element of the work of a contract for which the MBE or WBE has the skill and expertise and carries out its responsibilities by actually performing, managing and supervising the work involved.

Business Utilization Report

In order to facilitate an effective monitoring system, each contractor, bidder or offeror must submit a completed and signed Utilization Report with the bid submission which lists the

names, addresses and contact persons of the M/WBE and majority owned businesses, if any, to be used in the contract, the type of work each business will perform, the dollar value of the work and the scope of work. The Utilization Report submitted by the contractor shall be submitted as a part of the contract with BCSD. If the information contained in the Contractor's Utilization Report changes by the time the contract is executed, the Contractor shall amend the Utilization Report and such amended Utilization Report shall be incorporated into the contract.

Business Enterprise Utilization Report

List all vendors/subcontractors to be used on this project. All MBEs or WBEs proposed for utilization on this project must be certified by the Small and Minority Business Assistance Office through the State of South Carolina according to the criteria of the Beaufort County School District's Minority Business Enterprise Plan prior to utilization on this project.

In column 2 below, please specify ethnic/racial/gender group as follows:

- AABE – African-American Business Enterprise
- HBE – Hispanic Business Enterprise
- ABE – Asian-American Business Enterprise
- WBE – Woman Business Enterprise

Sub-Contractor Name	Gender Group	Address	Phone #	Other	E-Mail
N/A					
N/A					

Statement of Intent

We, the undersigned have prepared and submitted all the documents required for this project. We have prepared these documents with a full understanding of the Beaufort County School District's goal to ensure equal opportunities in the proposed work to be undertaken in

performance of this project. Specifically, the BCSD seeks to encourage and promote on an inclusionary basis contracting opportunities without regard to the race, gender, national origin or ethnicity of the ownership or management of any business and that it is an equal opportunity employer and contracting entity. We certify that the representations contained in the Minority/Woman Business Enterprise (M/WBE) Utilization Report, which we have submitted with this solicitation, are true and correct as of this date. We commit to undertake this contract with the Minority/Woman Business Utilization Report we have submitted, and to comply with all non-discrimination provisions of the Minority/Woman Business Enterprise Program in the performance of this contract.

Signature

07/30/2021
Date

Name: Will Holmes

Title: President

Project: Beaufort County School District RFP 22-001