

*East Islip Union Free School District
1 Craig B. Gariepy Avenue
Islip Terrace, NY 11752*

Paul E. Manzo
Superintendent of Schools

Purchasing Department
1 Craig B. Gariepy Avenue
Islip Terrace, NY 11752
(631) 224-2031

REQUEST FOR PROPOSAL

RFP#: 040926-1

DATE OF OPENING: April 09, 2026

TITLE: School Safety and Security Consultant

TIME: 11:00 A.M.

To All Proposers:

Please submit a sealed proposal for **School Safety and Security Consultant** for the East Islip Union Free School District. The District will receive sealed proposals on, or prior to 11:00 a.m. on Thursday, April 09, 2026. Proposals received after stated date and time will be returned to the sender, unopened. Proposals must be submitted in a sealed envelope plainly marked on the outside:

RFP #040926-1 School Safety and Security Consultant

Proposals will be opened on the stated date, but will not be read aloud. Any interested party may attend. There will be no discussion at the time of the opening of the proposals. The names of the proposing firms shall be available following the proposal opening.

Proposals shall be irrevocable for a minimum period of Sixty (60) days from the date of proposal opening. Alterations to said proposals must be submitted in writing. Consideration shall be given only to those alterations, which may be caused by unforeseen circumstances beyond the control of the firm submitting said proposal. The Purchasing Agent shall make such determination.

The Board of Education of the East Islip Union Free School District intends to award a contract in its best interest and reserves the right to reject any or all proposals it receives as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the East Islip Union Free School District to do so. No proposer shall have any legal, equitable or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the East Islip Union Free School District, in its sole discretion, shall enter into a contract with the proposer that it selects as the successful proposer.

Please read the attached material carefully before submitting your proposal. Incomplete proposals may not be considered.

Thank you very much for your cooperation

Jenny Bejarano
School Purchasing Agent

EAST ISLIP UNION FREE SCHOOL DISTRICT

1 Craig B. Gariepy Avenue
Islip Terrace, New York 11752

RFP # 040926-1 - SCHOOL SAFETY AND SECURITY CONSULTANT

PURPOSE

The East Islip Union Free School District, hereinafter referred to as the "District", invites proposals from qualified and experienced security firms to provide School Safety and Security Consultant Services. The primary business of the vendor must be in conducting and assessing safety programs as it relates to the evolving needs in the K-12 environment. The scope of this RFP is for the selected firm to provide a school safety and security director whose responsibilities will include to provide support to the District Security staff, review and provide recommendations with respect to Safety and Security procedures for the District facilities.

In accordance with the District's policies and procedures, contracts for professional services requiring special skill or training are not subject to competitive bidding requirements of § 103 of General Municipal Law.

RECEIPT OF PROPOSALS

An original and six (6) copies of the proposal must be submitted to the Purchasing Department. Envelopes must be clearly marked ***RFP# 040926-1 - SCHOOL SAFETY AND SECURITY CONSULTANT*** and the name and address of the Proposer. **Proposals must be received no later than 11:00 a.m. on April 09, 2026** at the following address:

Purchasing Department
Ms. Jenny Bejarano
East Islip Union Free School District
1 Craig B. Gariepy Avenue
Islip Terrace, NY 11752

There is no express or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals, attending pre-proposal conferences, or interview(s) in responding to this request. Proposals submitted after the stated time and date will not be considered and will be returned to the firm unopened.

BRIEF DESCRIPTION OF THE DISTRICT

- Enrollment of 3,550 pupils
- Schools: Connetquot Elementary School, John F. Kennedy Elementary School, Ruth C. Kinney Elementary School, Timber Point Elementary School, East Islip Middle School, and East Islip High School

SCOPE OF WORK

The awarded vendor will be required to provide an on-site Safety and Security Director, hereinafter referred to as “Director”, dedicated solely to the District that will develop and implement a Best Practices in School Security program, provide professional development opportunities and management and oversight to the District Security Staff. Responsibilities shall include, but are not limited to;

- Must be licensed and certified NYS Security Guard Instructor and possess an Enhanced Certification as a NYS Department of Homeland Security Instructor.
- Must have knowledge of Facility Assessments as put forth by the NYS Center for School Safety, SAVE Guidance Documents as put forth by NYS Police, the FEMA Guide for Developing High-Quality School Emergency Operations Plans and incident command.
- Work with existing security staff, armed and non-armed, to provide security services to the District. The current District security staff belongs to the East Islip Teachers Association Security Guard Unit. The anticipated contract is for twelve (12) months, requiring eight (8) hours daily for each day school is in session for both regular and summer school, and days when the staff is on-site and school is not in session, unless another schedule is agreed to between the Vendor and the District.
- Schedule security staff to cover special events, nights, weekends. The Director’s presence at large-scale public events is also mandatory. Such events include, but are not limited to: Varsity Football games, Boys and Girls Basketball games, the Prom, High School Graduation and any other events as determined by the Superintendent or his/her designee.
- Must be able to utilize existing security systems that are in place, i.e.; the RAVE App, Raptor, Genetec, AXIOS, etc.
- Develop security staff schedules to provide the most effective deployment of staff.
- Continually monitor attendance of security staff to ensure that abuses of lost time is prevented.
- The Director must have extensive experience in designing and facilitating tabletop exercises for personnel as it pertains to the K-12 environment.
- Conduct physical reviews to become familiar with and provide recommendations with respect to Safety and Security procedures for all facilities within the District. The review should encompass perimeter access, parking areas, playgrounds and field, exterior lighting, landscaping, building access control; external and internal doors, alarm systems, surveillance systems, communication equipment and procedures, visitor sign-in policy and procedures, vendor access procedures and hallway monitoring.

- Provide written report that will contain recommendations regarding policies, practices and procedures on a building-by-building basis.
- Update required New York State Guide to School Emergency Response Planning in collaboration with the Assistant Superintendent for Curriculum and Instruction, and submit to New York State Police as required.
- Provide recommendations regarding the use of building(s) after hours.
- Review existing policies and practices and make recommendations regarding building use by outside parties.
- Recommend and perform training of personnel with respect to emergency management procedures.
- Review existing policies and practices for student, staff, and visitor admissions to buildings and provide recommendations.
- Review, recommend and implement standards and training for all employees regarding safety and security practices including opportunities for employee and student involvement.
- Assess and provide recommendations and training regarding lockdown procedures, bomb threat procedures, shelter in place procedures, go home early procedures, off site shelter locations, and reunification plans in collaboration with the Assistant Superintendent for Curriculum and Instruction.
- Must have extensive knowledge of computer-based incident analysis as it relates problem solving and deployment of personnel.
- Must assist and coordinate bus drills
- Assist the District with DMV 19A requirements and procedures.
- Review and Monitor all required licensure and clearances, including but not limited to, OSPRA and NYS DOS for security officers, for all current and new staff.
- Assess emergency drills at each District building and make recommendations for improvements in accordance with applicable law.
- Advice on interactions between the school District personnel and Law enforcement and/or emergency first responders.

QUALIFICATIONS

- A. The Vendor shall include a statement noting the number of years in business and/or the number of years of individual experience, in providing School Safety and Security Consultant services.
- B. The Vendor must provide documentary evidence of School Safety and Consultant Services qualifications. In setting forth its qualifications, each Vendor shall, in concise but adequate detail:
- Provide documentary evidence that the Vendor providing service is an established provider and/or has the required experience of School Safety and Security Consultant Services, having conducted business as a corporation or a consultant or an employee in a K-12 environment as such for at least five (5) years as well as a brief description of its business activities and history.
 - Provide documentary evidence of the Vendor/individual's ability and history of similar projects describing how the needs specific to the public sector were met and how they are similar to the provided scope of work.
 - Provide the names of the Vendor's officers and associates and the title of person(s) submitting the Proposal, the main office address, and primary and secondary points of contact and their telephone and email address.
 - Detail the approach the Vendor will use to satisfy the requirements of this Request for Proposal.
 - Provide information on the circumstances and status of any disciplinary action taken or pending against the Vendor during the past three (3) years with federal or state regulatory bodies or professional organizations. Vendor(s) must be in good standing with no pending disciplinary action or restrictions regarding the ability to obtain any type of licensing in the State of New York and with no prior history of either civil or judiciary judgments rendered against them.
 - Provide any additional information that the Vendor feels would distinguish the company/firm in its service to the District.
 - Provide evidence of in-depth knowledge of NYS SAVE Legislation as well as knowledge of NYS Penal law, Criminal Procedural law and an overview of the NYS educational law.
 - Provide evidence of knowledge of Facility Assessments as put forth by the NYS Center for School Safety, SAVE Guidance Documents as put forth by NYS Police and the FEMA Guide for Developing High-Quality School Emergency Operations Plans.
 - Vendor(s) must submit a sample of a Security Audit for review.

- Vendor should provide a timeline on how long it will take to prepare an assessment of a typical building and describe the process.

C. References – The Vendor must list the most significant service engagements in the form of a client list, performed in the last five years that are similar to the services described in this RFP. Indicate the scope of services, date, and the contact name, address, and telephone number of the principal client contact. The District may contact the Vendor’s clients to determine the quality of services performed and personnel assigned to those services.

D. Team Composition –

- Describe the experience of the individual that will be assigned to the District, including their position level and role in the services to be provided and licenses obtained. The Vendor must also indicate whether the persons assigned to the District are employees of the firm or will be hired as subcontractors.
- The individual must have an extensive background with Incident Command Systems and a minimum of NIMS ICS-300 level training.
- The individual must be familiar with US Secret Service and US Dept. of Education Threat Assessment in Schools

E. Conflict of Interest and Independence – The Vendor must disclose all conflicts of interest both in fact and/or in appearance. In addition, the Vendor shall give the District written notice of any professional relationships giving rise to potential conflicts of interest entered into during the period of the contract.

TRAINING

The vendor/employee must possess and train the security staff with a syllabus that has been approved by the Department of State and is germane to security in the K-12 environment.

Training shall include, but not limited to;

- Coordinate, generate and maintain various safety training initiatives (fingerprinting, AEDs, State mandated security training, etc.)
- Provide ongoing training for faculty and staff to ensure an effective response to emergency situations as per NYS SAVE legislation

PROPOSAL SUBMISSIONS

All proposals must be submitted in two (2) parts:

- **Part 1** must consist of responses to the qualification’s items.

- **Part 2**

- A complete fee cost; the complete fee cost proposal must be an all-inclusive amount for the range of services described under the scope of work for one year, and any yearly renewals.
- An hourly rate fee schedule for items not included within the scope of work.

Incomplete submissions will not be considered for award. Proposals should not be excessively long, and should be submitted in a format that permits copying for review by the Board of Education. All materials submitted in response to this request for proposal shall become the property of the District.

SPECIFICATION CLARIFICATION/INQUIRIES

All inquiries with respect to this Request for Proposal must be in writing and directed as follows:

Ms. Jenny Bejarano
 Purchasing Agent
 East Islip Union Free School District
 1 Craig B. Gariepy Avenue
 Islip Terrace, NY 11752
 Email: jenny.bejarano@eischools.org

All questions must be submitted by March 20,2026. Written response will be provided via addendum by March 27, 2026.

PROPOSAL SCORING AND EVALUATION

Proposals received will be evaluated by the Superintendent of Schools, the Superintendent’s Cabinet, the School Purchasing Agent and the Board of Education. The evaluation process is designed to award the proposal not necessarily to the proposer of least cost, but rather to the proposer with the best combination of attributes.

Proposals will be scored on the basis of the following criteria:

Description	Points
Vendor knowledge of District demographics	10
Professional Qualifications	20
Prior experience in similar projects with an Educational Institution	20
Vendor compliance to Scope of Services	20
References	5
Cost	15
Interview	10

INTERVIEW

The award process may include an interview with the Board of Education. Interviews will occur during the last week of April. Appointments will be made accordingly. Interviews may occur during the day or evening to accommodate the schedule of the Board of Education members.

TERM OF CONTRACT

Contract Period: July 1, 2026 through June 30, 2027. This contract shall have the option to renew for four (4) additional one-year contracts, upon approval by the Board of Education for each year.

TERMINATION OF CONTRACT

Any contract agreed to under this Request for Proposals is subject to termination by either party with thirty (30) days' written notice. In the event of termination of the contract, the District's responsibility shall be to pay for unpaid services performed and authorized costs incurred by the consultant/firm.

INDEMNIFICATION

The successful Proposer shall defend, indemnify and save harmless the District, its officers, employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the Successful Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

INSURANCE REQUIREMENTS

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the proposer hereby agrees to effectuate the naming of the District as unrestricted additional insured on the proposer's insurance policies, with the exception of workers' compensation and professional liability. If the policy is written on a "claims-made" basis, the retroactive date must precede the date of the contract.
2. The policy naming the District as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best A- rated or better, New York State licensed and admitted insurer.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in favor of the District for all coverages including Workers Compensation.
 - c. Additional insured status for General Liability coverage shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the

endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.

3. a. The certificate of insurance must describe the services provided by the professional consultant that are covered by the liability policies.
 - b. At the District's request, the professional consultant shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the professional consultant will provide a copy of the policy endorsements and forms.
4. The professional consultant agrees to indemnify the District for applicable deductibles and self-insured retentions.

5. Minimum Required Insurance

- a. **Commercial General Liability Insurance**
\$1,000,000 per Occurrence/ \$2,000,000 Aggregate
\$2,000,000 Products and Completed Operations
\$1,000,000 Personal and Advertising Injury
\$100,000 Fire Damage
\$10,000 Medical Expense
- b. **Automobile Liability**
\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
- c. **Workers' Compensation and NYS Disability Insurance**
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees [per NYS WC and Disability laws]. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.
- d. **Professional Errors and Omissions Insurance**
\$2,000,000 per occurrence/\$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the district. If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.
- e. **Umbrella/Excess Insurance**
\$3,000,000 each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required Auto Liability (where applicable), General Liability and Professional Liability coverages.

6. Proposer acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. The proposer is to provide the District with a certificate of insurance evidencing the above requirements have been met prior to the commencement of work or use of facilities. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.

FREEDOM OF INFORMATION LAW

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84-90, mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the Proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that the information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law must clearly identify the pages of the proposals containing such information by typing in bold fact on the top of each page, **"THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW."** The District assumes no liability for disclosure of information so identified, provided that the District has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

NAME & ADDRESS OF PROPOSER: _____
(please print)

FEDERAL EMPLOYEE ID # _____

TELEPHONE NUMBER: () _____

FAX NUMBER () _____

EMAIL ADDRESS _____

SIGNATURE & TITLE _____

(please print name)

Date

NO CONTRACT BECOMES BINDING UNTIL THE NECESSARY FUNDS HAVE BEEN APPROVED FOR THE FISCAL YEAR DURING WHICH THE CONTRACT IS IN EFFECT.

FORM OF DISCLOSURE

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE FIRM:

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____

1. Does any East Islip Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the firm? _____ If yes, set forth below the basis upon which a financial interest exists in the firm

2. Has the firm or any of its officers, directors, partners, or controlling principals possessed any interest in transaction heretofore entered into with East Islip Schools? _____ If yes, please describe the transactions(s):

3. Does any direct relative of a member of the Board, administration, or staff possess any financial interest, directly or indirectly, in the firm (for purposes of their inquiry a direct relative is to be defined as a parent, spouse, child or sibling)? _____ If yes, set forth below the East Islip School Board Member, administrator, or staff member whose relation possesses an interest and the relationship:

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL LAW OR GENERAL MUNICIPAL LAW, AS APPLICABLE.

Firm: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

EAST ISLIP UNION FREE SCHOOL DISTRICT
1 Craig B. Gariepy Avenue
Islip Terrace, NY 11752

AFFIDAVIT OF COMPLIANCE
 STATE OF _____
 COUNTY OF _____

_____, being duly sworn, deposes and says:

1. That (s)he is an officer or representative of _____ and that (s)he has the authority to sign this affidavit.
2. This affidavit is offered as an inducement to the East Islip Union Free School District to award to _____ such purchase contracts for goods or services as directed by the Board of Education, in accordance with New York State law and with District policy.
3. That no Officer, Employee or Stockholder of the above referenced vendor is an Employee, in any position, Administrator or Board Member at the East Islip Union Free School District.
4. That no Officer, Employee or Stockholder of the above-referenced vendor is related to an employee in any position, administrator or Board Member, at the East Islip Union Free School District other than as disclosed below:

Vendor: List Officer, Employee or Stockholder's Name	Position with Vendor	East Islip Employee, Administrator or Board Member Name	Relationship between parties

Signed

Date

Sworn to before me this _____
 Day of _____, 2026

 Notary Public