



Request for Proposal

Introduction and Purpose

Orenda Education, the Texas non-profit charter holder of Orenda Charter School, is accepting proposals from qualified and experienced Vendors/Contractors to provide Armed Security Personnel Services to ensure a safe, secure, and supportive learning environment for students, staff, and visitors at our campuses in Central Texas.

Orenda Education operates four campuses, as follows, and requires one company to service all locations.

Campus	Address	Number of Buildings
Gateway College Preparatory School	3360 Westinghouse Road, Georgetown, TX 78626	1 high school learning center (2 floors), 1 K-8 learning center (3 floors), 1 Student Union/main office building, 1 auxiliary and main gym, 1 Annex, 1 Special Education Wing
Gateway Tech School	2951 Williams Drive, Building 2, Georgetown, TX 78628	1 school building
Kingsland School	2112 W. Ranch Road 1431, Kingsland, TX 78639	1 school building
Nolan Creek School	505 E. Ave C, Belton, 76513	2 school buildings

Campus	Number of Students Served	Number of Teachers	Number of Support Staff
Gateway College Preparatory School	1700	78	41
Gateway Tech School	60	1	2
Kingsland School	130	14	9
Nolan Creek School	100	9	4
District Total	2000	102	56

Security Officer Services

Issued: March 13, 2026

Proposal Deadline: April 24, 2026

Contact: Shelley Williams, shelley.williams@orendaeducation.org



Request for Proposal

2

Objective

This Request for Proposal seeks competitive bids for utilizing the Request for Proposals (RFP) method of procurement, Orenda Education is requesting Proposals from Vendors for Armed Security Personnel Services for a total of 4 Campuses in Texas: 2 in Georgetown, 1 in Kingsland, and 1 in Belton.

Incurred Costs

All costs incurred in the preparation and submission of the Proposal shall be borne solely by the Vendor. Where Vendor may be required to perform a presentation, give demonstrations, provide samples and/or technical literature, or participate in any interview process as related to this RFP, all costs shall be borne by the Vendor.

Proposed Cost

Vendor shall provide information on all costs that Orenda Education may incur related to providing the requested goods and/or services herein. Vendor will provide a complete fee and cost detail supporting all elements of its Proposal broken down by campus.

Tax Exemption

Orenda Education is exempt from federal, state, and local tax. Do not include tax in cost projections. Any taxes included in cost projections will not be included in the tabulation of any awards.

Tentative RFP Timeline

RFP Issue Date: March 13, 2026

Respondent Question Cut-Off Date: April 14, 2026 1 :00 PM (CST)

Proposal Closing Date & Time: April 24,2026 at 3:00 PM (CST)

Evaluation Period: April 27-30, 2026

Notification Date: May 1, 2026

Initial Proposed Contract Term: August 1, 2026

First Service Date: August 19, 2026 (First Day of School with Students)

RFP Clarification and Questions

Questions regarding the requirements specified in this RFP must be submitted via email to the shelley.williams@orendaeducation.org no later than April 14, 2026 at 1:00 PM CST. The email subject line should read: **Questions- RFP Armed Security Officer**. Questions must be submitted by the submission deadline. Orenda Education will not answer questions verbally and any informal oral answers provided by Orenda Education or its agents shall not be binding. No



Request for Proposal

3

modification or amendment to this RFP shall be valid unless it is set forth in writing, via a signed addendum or amendment from Orenda Education.

Conflict of Interest

Orenda Education and any prospective or actual Vendor/Contractor are required to comply with Texas Local Government Code Chapter 176, Disclosure of Certain Relationships with Local Government Officials. Any Vendor/Contractor that does business or seeks to do business with Orenda Education must timely complete and submit the Texas Ethics Commission's required [Conflict of Interest Questionnaire – Form CIQ](#)

Proposal Signatures

The Proposal must be signed by an authorized representative with proper signatory authority. By submitting a Proposal, Vendor represents and warrants that the individual submitting the Proposal and the documents made part of the Proposal is authorized to sign such documents on behalf of the Vendor/Contractor and to bind the Vendor/Contractor under any contract that may result from the Proposal submission. The signature should indicate the title or position that the individual holds in the entity.

Contract Term

The Agreement(s) resulting from this RFP will be in effect as of a date established by mutual consent of Orenda Education and selected Vendor(s)/Contractor(s). This is a one (1) year contract with one (1) one (1) year renewal option. The first year of the contract will begin on or near August 1, 2026 through May 28, 2027. This contract may be renewed under the same terms and conditions for one (1) 1 year successive-year period, upon the agreement of both parties. Each such renewal must be evidenced in writing and approved by the authorized agents of each party. Such renewal shall be for the same compensation set forth in the Request for Proposals. Orenda Education reserves the right to terminate this Agreement at any time with or without cause upon delivering a 30-day written notice to the Vendor. If the Vendor/Contractor does not believe that it can renew the contract, the Vendor/Contractor shall provide Orenda Education with written notice at least ninety (90) days prior to the Agreement's expiration date.

Criminal Background Checks

Texas Education Code § 22.0834 requires entities that contract to provide services to Orenda Education complete criminal history and fingerprinting requirements. Contracted Service Providers will need to complete the Orenda Education Contractor's packet to arrange for the completion of name based criminal history and/or fingerprinting record information regarding "covered employees."

Insurance Requirements



Request for Proposal

4

a) The insurance coverage specified in this RFP are the minimum requirements, and these requirements do not lessen or limit the liability of the Vendor/Contractor. The Vendor/Contractor shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this RFP and Agreement.

b) The successful Vendor/Contractor will at a minimum carry and maintain Workers' Compensation, General Liability, and Property Damage Liability Insurance. Insurance Certificates must be submitted with the Proposal. Orenda Education reserves the right to review all insurance policies pertaining to this RFP to guarantee that the proper coverage is obtained and maintained by the Vendor/Contractor.

c) Vendor/Contractor shall keep in full force and effect the following minimum limits of insurance (or higher):

i) General Liability: Vendor/Contractor shall maintain Commercial General Liability Insurance, including coverage for bodily injury, property damage, and contractual liability, with the following minimum limits: \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate. The policy shall include liability arising out of premises, operations, independent contractors, personal injury, advertising injury, and liability assumed under an insured contract, and must provide coverage for all claims that may arise from performance of the Agreement or completed operations, whether by Vendor/Contractor or anyone directly or indirectly employed by Vendor/Contractor. Such policy shall name Orenda Education as an Additional Named Insured and include a Waiver of Subrogation Clause.

ii) Workers' Compensation: Vendor/Contractor shall obtain and maintain Workers' Compensation Insurance in an amount consistent with statutory benefits outlined in the Texas Workers' Compensation Act.

iii) Automobile Insurance: Contractor shall maintain comprehensive automobile liability insurance to protect against claims for bodily injury and/or property damage arising out of Contractor's use of any owned, hired, and or non/owned vehicle, with minimum limits of liability of \$1,000,000.00 combined single limit, per accident. Such policy shall name the School as an Additional Insured and include a Waiver of Subrogation Claus

iv) Professional Liability: Please note a certificate of insurance showing named insured is not adequate to establish this status or fulfill this requirement.



Request for Proposal

5

a) Additionally, each insurance policy shall, by endorsement to the policy, include a statement that a notice shall be given to Orenda Education by certified mail thirty (30) days prior to cancellation or upon any material changes to coverage.

b) Vendor/Contractor may not commence services or work relating to the Agreement prior to placement of coverage. Vendor/Contractor shall keep the required insurance coverage in full force and effect at all times during the term of the Agreement, or any extension thereof, during any warranty period, of the Agreement.

d) Excess liability insurance with a minimum limit of \$2,000,000.

Scope of Work

Locations:

Campus	Address	Coverage Hours
Gateway College Preparatory School	3360 Westinghouse Road, Georgetown, TX 78626	7:30 am to 4:15 pm
Gateway Tech School	2951 Williams Drive, Building 2, Georgetown, TX 78628	7:45 am to 4:30 pm
Kingsland School	2112 W. Ranch Road 1431, Kingsland, TX 78639	7:30 am to 3:30 pm
Nolan Creek School	505 E. Ave C, Belton, 76513	7:15 am to 3:15 pm

Staffing Requirements

Vendor will provide one (1) Armed Security Officer at each campus for a total of (4) security officers. If a security officer is not available to cover a specific assignment on a given day, a commissioned security officer may be scheduled to provide support.

Vendor will provide daily coverage at each campus, as listed above, with a 30 minute paid working lunch taken on campus. Lunch will be scheduled during a non-peak time. Assigned officers must be on campus during the entire scheduled daily coverage hours.

All security officers at each campus shall report to duty at the start of their shift. Refer to times in the above chart.

The duty days are all instructional days as determined by the annual school calendar. The report start and stop times may be adjusted at Orenda Education’s request.

The number of duty days for the 2026-2027 school year are as follows for each campus:

Gateway College Preparatory School, 171 days; Gateway Tech High School, 171 days; Kingsland School, 171 days; and Nolan Creek School, 168 days.



Request for Proposal

6

The Vendor will ensure security officers maintain compliance (e.g., licenses, training, affiliation, etc.). Security officers must complete and provide training records to Orenda:

- a. Hold at minimum a Level III license,
- b. An active shooter response training approved by TCOLE at least once every four years, as required by Texas House Bill 3,
- c. Security officers must be trained in CPR/First Aid/AED,
- d. Stop the Bleed (or any other bleeding control training),
- e. Child Abuse & Identification training,
- f. Bullying, Cyberbullying, and Dating Violence training,
- g. De-escalation for special needs students,
- h. Trauma informed care training,
- i. Mental Health First Aid Training.

Training and licensing logs shall be maintained by the Vendor and shall be made available for inspection if requested by Orenda Education.

All armed security personnel shall receive training on campus emergency response protocols (e.g., Standard Response Protocol, Raptor Alert) and other Safety and Security program initiatives by Orenda Education before assignment to a campus.

Orenda Education will not be required to pay for costs incurred by the vendor when security officers are on paid time off associated with an illness, personal absence, vacation, or late arrivals.

A schedule of assigned coverage by campus must be provided to the campus administration and Director of Operations.

The Vendor shall provide substitute coverage when assigned personnel are absent. Advanced notification for changes in assignments is required at least 24 hours in advance. Changes in assignments due to illness or any other critical situation should be notified at least 1 hour prior to the start of the shift.

The Vendor shall be solely responsible for ensuring all campuses have daily coverage.

The Vendor will supply an updated list of security officers monthly or as needed.

Excessive security officer absences resulting in lack of coverage for a campus will be considered unacceptable and may be cause for contract termination. Excessive lack of coverage is defined as 2 or more campuses not having coverage one or more days in a week, or a campus not having coverage 2 or more days the same week.



Request for Proposal

7

Payroll

Vendor is responsible for scheduling all security officers and recording hours worked. Vendor will be responsible for paying all employees and shall deliver paychecks/direct deposits on time on the designated paydays. Vendor is responsible for correctly preparing and processing payroll.

Vendor will invoice Orenda Education once every month for the total amount owed for services provided at all campuses with a Net 30 day payment. Invoices must be itemized by campus. Invoices shall be sent to ap@orendaeducation.org for payment.

Performance Duties

- Security personnel must check in and out with the assigned designee.
- Campus security personnel duties will be uniform across the district. These duties will be communicated to the security personnel before assignment to a specific campus to ensure alignment with campus emergency response teams.
- The main responsibility of campus security personnel is site security. This includes patrolling the campus and conducting access control checks throughout the school day and documenting door sweeps. Security personnel will supervise and control access to the campus as instructed.
- Patrol the entire facilities to provide a visible presence to discourage vandalism or unauthorized entry. Provide security inspections, scheduled rounds as designated, detection and investigation of buildings and grounds of the campus facilities.
- Campus security personnel will spend the majority of the time outside the buildings, monitoring different areas to ensure the campus is secure. There may be times when interventions may be needed inside the building (e.g., irate individuals escalating to a concerning level), campus security personnel will respond to these situations as requested by the administrator or other assigned administrator.
- Areas to be regularly assessed are:
 - a. Campus perimeter – Ensuring all visitors enter through the main front entrance. Intercept unauthorized individuals on campus as needed. Assess potential threats as needed (e.g., individual(s) jumping a fence, suspicious vehicles entering the school or driving around, suspicious activity right outside the school grounds). Intervene to neutralize an armed intruder or other violent threat as needed.
 - b. Exterior doors – Ensuring all doors are closed, latched, and locked. (Door sweeps)Keep a daily log; turn log into campus administrator.

Request for Proposal

8

- c. Parking lot– Ensuring no suspicious activity is happening in the parking lot. Assess threats as needed (e.g., suspicious cars in parking lot(s), suspicious activity involving unidentified individuals, escalating conflict among individuals).
 - d. Gates – Ensuring gates are always closed.
 - e. Interior – Ensure that there are no unauthorized visitors and showing presence to deter misbehavior. Assess threats as needed (e.g., suspicious individual(s) trying to get into the office or any other part of the building(s), unidentified individuals getting into the building through an unsecured entry point, escalated violent behavior by an individual inside the building). Intervene to neutralize an armed intruder or other violent threat as needed.
- Security personnel shall be equipped with portable communication devices such as a two way radio provided by the school.
 - Report any actions taken regarding any ordinance and/or rule enforcement, or emergency, in writing to the designated administrator and Director of Operations.
 - Record all property damage discovered on the grounds and properly document it in their daily report. A copy of the daily report shall be sent to campus administration and Director of Operations.
 - Short breaks for hydration and nutrition are acceptable. This will be planned in partnership with campus administration and/or communicated to them before they happen to ensure the impact to campus surveillance is minimized.
 - Engage during both morning drop off and afternoon pick up. The primary role is to ensure the safety of students and staff by monitoring traffic flow and serving as a visible and approachable presence to deter potential criminal activity or other safety concerns.
 - During drop-off or pick-up, campus security personnel can support with:
 - a. Providing guidance and assistance to parents and students to ensure a positive and welcoming school environment.
 - b. Communicating with school administrators and staff to identify and address any potential safety concerns or issues that may arise during drop off/pick up.
 - Campus security personnel will play a vital role in engaging in safety drills as necessary and ensuring the safety and security of schools. By working collaboratively with the campus emergency response team, they can help create a culture of safety and preparedness that promotes a positive learning and working environment for students and staff.
 - Campus security officer will: Coordinate with school administrators to assist with the planning and preparation of safety drills. Monitor and assess the effectiveness of safety drills and provide feedback to campus emergency response team to improve future drills.



Request for Proposal

9

- Security officer will always demonstrate professional behavior on campus and act as a role model in all interactions with students, staff, and families.
- Security officer is not a school disciplinarian. They should not be involved in investigating school rule violations (student code of conduct – i.e., student who refuses to listen to a teacher in class). Violations of school rules are the responsibility of the campus administration.

Evaluation Criteria

Proposals will be evaluated on the following criteria:

Criteria	Points
Licensing	Pass/Fail
Training Requirements	30
Qualifications	30
Cost	40
Total Points Available	100

1. **Licensing** (pass/fail): Full compliance with all licensing.
 - a. Licensing and Registration (Minimum Qualifications) (Pass/Fail) – Contractor shall provide documentation that Contractor has the necessary license(s) (e.g., Class B, Class C) as required by the county(ies) they will provide services in, Copies of the documentation are required to be submitted with the bid. Failure to provide copies of the documentation shall result in rejection of the bid with no further consideration.
2. **Training** (30%): Compliance with TEA expectations, HB3 expectations
 - a. Provide an implementation plan that you will follow if you are awarded this Contract. Your implementation plan must describe your process for training your employees who will work on this Contract. Describe your procedures to provide supervision and accountability of armed security guards performing their assigned duties. Provide checks and balances that armed security guard posts are manned and properly supervised. Describe the depth of the company’s resources to cover absenteeism and provide a contingency plan for staffing in case of an emergency, illness or vacations of assigned armed security guards. Describe your



Request for Proposal

10

ability to respond to an unexpected request for additional armed security guard(s) beyond the regular assigned personnel..

3. **Qualifications** (30%): Compliance with insurances, Certificate of Insurance, contractor's packet, criminal background, fingerprinting
 - a. The Vendor shall provide information, which establishes Contractor's qualifications to perform the work as outlined in the Scope of Work; Vendor shall include in its response its ability, capacity, resources, and number of years of experience of providing the required services.
4. **Cost** (40%): Competitive Pricing for quality security personnel

Proposal Submission Requirements

All proposals must include:

- Use Cover Sheet Provide Below
- Executive summary of experience and qualifications
- Response to scope of work
- Response to Performance requirements
- Cost summary broken down by campus: Kingsland, Belton, and 2 Georgetown locations
- References

Submission Instructions

- **Format:** PDF or Word document
- **Deadline:** April 24, 2026, 3:00 PM CST
- **Submit To:** Shelley Williams
- **Contact for Questions:** Director of Operations at shelley.williams@orendaeducation.org

Terms and Conditions

- All proposals are binding for 90 days from the submission date
- The organization reserves the right to reject any or all proposals.
- Questions regarding this RFP should be submitted in writing by April 14, 2026 at 1:00 PM CST to shelley.williams@orendaeducation.org.



Request for Proposal

11

A Proposal Submitted in Response to
Orenda Education's Request for Proposals
2026-2027 Armed Security Officers

Submitted by:

(Full Legal Name of Vendor)

Date of Proposal Submission