

PUBLIC NOTICE

The Quinton Township School District is requesting proposals for security services. The awarded company will provide security services in accordance with applicable state and federal laws.

Security Companies may submit questions to:

Daniel J. Fox
dfox@quintonschool.info

All questions must be submitted by June 3, 2026

The Quinton School District reserves the right to accept or reject proposals. All proposals must be submitted no later than June 10, 2026 at 2:00 p.m. to:

Daniel J. Fox, School Business Administrator
Quinton School
P.O. Box, 8 Robinson Street
Quinton, N.J. 08073

SCHOOL SECURITY SPECIALISTS

**QUINTON BOARD OF EDUCATION
PO BOX 365. 8 ROBINSON STREET
QUINTON, N.J. 08073**

TECHNICAL SPECIFICATIONS

PURPOSE OF PROPOSAL

The Quinton Township Board of Education seeks qualified Security Contractors to work with the Quinton School. The purpose of the School Security Program is to provide a safe and secure environment for the students and staff members.

BACKGROUND OF THE SCHOOL DISTRICT

The Quinton Township School District (QTS) consists of one (1) public school. QTS is a rural school located in Quinton, New Jersey. The District serves approximately 300 students between grades Pre-K through 8th grade. The District has approximately 75 employees, of which approximately 30 are full and/or part-time certified teaching positions.

SCOPE OF SERVICES

School Security firm will provide up to one (1) armed or unarmed security officers/specialist or combination of both to be stationed one in each of the District's schools, 6.5 hours per day for 180 Days (Board approved calendar and amendments):

The Initial contract will be for the 2026/2027 school year. The contract will start on 7/1/2026 through June 30, 2027.

Standard Security Protocols:

1. Circulate the building, grounds, and other areas associated with the school.
2. Front desk management to include:
 - 2.1. Visitor entrance procedures, security measures, visitor passes, escort as necessary
 - 2.2. Monitoring of security cameras
 - 2.3. Notification to pertinent personnel
3. Fire/Security Drill (working with the administration).
 - 3.1. Procedures
 - 3.2. Manuals/updates
 - 3.3. Drills
 - 3.4. Evacuation procedures, signage, etc.
4. Emergency Response Plan (working with the administration).
 - 4.1. Care and management
 - 4.2. Working with the state OEM
 - 4.3. Attending PD as necessary

5. First responders.
 - 5.1. Working with LEA's
 - 5.2. Emergency Management Services
 - 5.3. Prosecutor's Office
 - 5.4. Fire Companies
6. HIB Investigation/Prevention.
 - 6.1. Assist in investigations with the administration
 - 6.2. Provide PD for students/staff in coordination with LEA's
7. School Safety
 - 7.1. Provide assistance for activities during October with School Safety Week, Week of Respect and Red Ribbon Week (School Safety Month)
 - 7.2. Have a personality that fits with each individual building
8. Evening Activities
 - 8.1. Attendance at events as needed as basketball games, dances, concerts and other high attending events
9. Intervention Services
 - 9.1. Assist the administration in the intervention of disruptive behaviors
10. Consulting Services
 - 10.1. Proactive engagement in protocols, building management, and creation of practices that will improve the security of the district buildings
11. Professional Development.
 - 11.1. Attendance at pertinent workshops, conferences, and assemblies as necessary to continue familiarity with policies, procedures and law related to security in education

STANDARD REQUIREMENTS OF PROPOSAL

All proposals must be submitted in strict compliance with the instructions included in this package.

The Bidder must provide the following information:

1. The firm must fulfill all the requirements for Security Agency Registration Act (SORA).
2. The firm must possess a SECURITY AGENCY LICENSE issued by The State of New Jersey, Department of Law and Public Safety, Division of State Police. Please attach copy with bid.
3. The firm must be able to provide individuals that can meet the New Jersey Department of Education Substitute Teacher Certificate (75% on individuals assigned to the district must meet this requirement).
4. The firm must provide background investigation on all candidates prior to the appointment that will include the following:
 - 4.1. Verification of qualifying credentials
 - 4.2. A review of any criminal history
 - 4.3. Verification of at least three personal references

Minimum qualifications for security specialist - Armed Specialist

1. Must have obtained 20 years of law enforcement experience.
2. Proven to have performed in a supervisory capacity within their respective law enforcement organization.
3. Possess a valid New Jersey driver's license.
4. Must be certified with the Security Officer Registry Act of New Jersey.
5. Must possess NJ School Officer certification.
6. Must meet the requirements to bear a State of New Jersey Permit to Carry a Handgun by a Retired Police Officer as per the Attorney General's Guidelines.
7. Must be sound in body, of good health, and of good moral character and have not been convicted of any criminal offense or offense that reflects negatively on your moral character.
8. Must successfully complete bi-annual firearms qualification as mandated by the State of New Jersey Attorney General's guidelines for Retired Police Officers.
9. Must successfully complete annual Active Shooter/All Hazards Crisis Response firearms training.
10. Must successfully complete the following F.E.M.A. Independent Study Program On-Line Courses:
 - 10.1. IS-100.SCA: Introduction to the Incident Command System for Schools.
 - 10.2. IS-362.A: Multi-Hazard Emergency Planning for Schools.
 - 10.3. IS-907: Active Shooter: what Can You Do.

Minimum qualifications for security specialist - Unarmed Specialist

1. Possess a valid New Jersey driver's license.
2. Must be certified with the Security Officer Registry Act of New Jersey.
3. Must possess NJ School Officer certification.
4. Must be sound in body, of good health, and of good moral character and have not been convicted of any criminal offense or offense that reflects negatively on your moral character.
5. Must possess a New Jersey substitute teacher certification.
6. Must successfully complete the following F.E.M.A. Independent Study Program On-Line Courses:
 - 6.1. IS-100.SCA: Introduction to the Incident Command System for Schools.
 - 6.2. IS-362.A: Multi-Hazard Emergency Planning for Schools.
 - 6.3. IS-907: Active Shooter: what Can You Do.

FEE SCHEDULE

Monthly, an invoice for each specialist providing services must be provided to the business office. The timesheet must include the days and times worked for the period. All invoices will be signed by a school

administrator certifying time spent in the school. An emergency log indicating date, time, emergency and steps taken to rectify the emergency by the specialist should also be maintained. All emergency logs must be signed by a public school administrator certifying services done in the school. Lastly, A summary sheet for services provided during the month, per school should be submitted with each invoice.

Each invoice should include the hours worked and hourly rate for each armed specialist and unarmed specialist. Hourly worked and rates for services outside the normal workday should be recorded separately.

PRESENTATION PACKAGE (EVALUATION CRITERIA)

All proposals will be judged on the basis of the district's pre-determined, merit-based evaluative criteria as outlined within the RFP and Technical Specifications. The criteria are:

Technical Criteria

Management Criteria

Cost Criteria

Evaluation Process – Weighting and Scoring of Proposals

The weighting of criteria below reflects the district's determination of the respective significance in relationship to each of the criteria areas. The proposals will be evaluated and scored accordingly.

All RFP responses are to be evaluated on the basis of whose response is the most advantageous to the district, price and other factors considered, and whose response will provide the highest quality of service at fair and competitive prices.

The Board of Education will use a one hundred (100) point system in evaluating all proposals. The criteria to be evaluated are identified below:

Category	Value Points
Technical Criteria	15%
Management Criteria	10%
Cost Criteria	50%

Technical Criteria

Respondents should list all services to be rendered with their explanation in detail on how they will provide the services. Respondents shall also provide evidence of how services of similar type were provided to other public and private schools in New Jersey. Respondents, by submitting a proposal acknowledge that they

fully understand the scope of service and work connectivity to be performed. Respondents are to provide evidence of any innovation and/or successful approach in providing the services requested.

Management Criteria

1. The respondent shall submit a full description of the business organization to include, but not limited to
 - 1.1. name, address, phone, fax, website, email address and other information of the professional firm or individual;
 - 1.2. an organizational chart noting the names of all principals and partners;
 - 1.3. resumes of key staff members that will be assigned to provide the requested services; and
 - 1.4. any other information concerning the company that would assist the school district in the evaluation process.
2. Respondents shall submit documentation highlighting qualifications and experience they have that will assist the district in the evaluation and selection process. Such documentation shall include, but not be limited to:
 - 2.1. Evidence of providing services as listed in the specifications to public and/or private school districts for a minimum of at least three years;
 - 2.2. three letters of recommendation for similar services conducted in New Jersey;
 - 2.3. copies of all professional licenses that are required to perform the services as listed in the specifications;
 - 2.4. list of any judgments within the last three years and/or a list of bankruptcy or organization proceedings within the last 10 years;
 - 2.5. availability of personnel, facilities, equipment and other resources to provide the services requested;
 - 2.6. Include the name and resume of the staff assigned to the district's contract; and
 - 2.7. other information concerning the company and/or individuals of the company that would assist the district in the evaluation process

Costs Criteria

Respondents are to submit a fee proposal schedule that complements the service that is being requested by the school district. The district requires that the provided bid pricing form be completed. The fee provided by the respondent shall be a significant part of the evaluation process as conducted by the district and respondent should provide a full detailed analysis of their fee proposal.

All incidental expenses related to this contract, incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent. The board will not reimburse any vendor for any incidental expenses related to the contract.

There may be a circumstance where a request is made for the respondent to provide services not directly related to the contract. These services not related to the contract **are not** to be provided by the respondent. The district will procure these services separately by an authorized purchase order.

Extraordinary expenses that are incurred by the respondent in the performance of his or her duties may be brought to the board **prior** to the actual expenditure. The board upon recommendation of the appropriate administrator **may** consider reimbursing the expense or the board may procure the services separately.

EVALUATION OF PROPOSALS

A committee will be selected to evaluate proposals that have been submitted. Committee members are familiar with the need for services to be performed in the request for proposal.

Proposals, which, after discussion and submission of additional clarification and/or supplementary information, are determined to meet the specifications, will be classified as "acceptable." Proposals found not to meet the specifications will be classified, as "unacceptable" and no further discussion concerning same will be conducted.

Committee members will be identified in the final report submitted to the board and also in the award of contract resolution. The evaluation committee may arrange for interviews with firms submitting proposals, if required, for the purpose of obtaining additional clarification. Should proposals submitted require additional clarification and/or supplementary information, firms should be prepared to submit same in a timely manner.

In accordance with the Office of State Comptroller's publication Best Practices for Awarding Services Contracts Section 4 – (*The Need for an Evaluation Committee*), it has been determined that the evaluators:

1. ". . . are sufficiently qualified to evaluate the strengths and weaknesses of the proposals submitted."
2. ". . . have the relevant experience necessary to evaluate the proposal;" and
3. ". . . are familiar with the need for the services to be performed in the request for proposals."

The School Business Administrator, Board Secretary, Purchasing Agent will review and evaluate all proposals as they pertain to the procurement process.

SAMPLE EVALUATION SHEET

QUINTON SCHOOL

Office of the Business Administrator

Evaluations of Proposals – School Security Services

The Evaluation Committee intends to recommend the award of a contract to the School Board to the Proposer whose proposal is the most advantageous to the District, price and other factors considered. Each area of the requirements should be addressed in detail in the proposal. The Evaluation Committee will determine if the Proposer has met these requirements via the evaluation criteria. The Board will determine who is awarded the contract based upon recommendation from the Evaluation Committee, the requirements in the RFP and Public School Contract Laws.

The criteria that will be considered in evaluating proposals are detailed in the following table. They are weighted based upon importance to the District. The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest. Points may be awarded in .50 increments. After the points are awarded by the evaluator the weighing factor will be applied and thus a total score will be arrived. Based upon that score, the Evaluation Committee will then recommend a Proposer to the Board of Education for the award of the contract. Each area of the evaluation should be addressed in detail in the proposal. The following are the criteria:

The Criteria Used in Evaluating Proposals <i>The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest</i>	Weighting	Points
1. Technical Criteria: Considers the Contractor's capability of meeting the scope of services as outlined in the RFP as evidenced in their proposal.	15%	1 to 5
2. Management Criteria: <i>Considers the Contractor's capability and experience as measured by financial statements, performance record, litigation, references and recommendation, and years in the industry.</i>	35%	1 to 5
3. Costs Criteria (performed by the business office): Considers the cost of providing the services requested as outlined in the Contractor's proposal.	50%	1 to 5

For each area please use the following scale to assess how well the contractor meets each below criteria:

5 – Demonstrated excellent ability to understand and exceed all set criteria

4 – Demonstrated ability to understand and meet all set criteria

- 3 – Demonstrated ability to understand and meet most set criteria*
- 2 – Demonstrated ability to understand and meet most some criteria*
- 1 - Demonstrated ability to understand and meet most a few criteria*

AWARD OF CONTRACT

It is the intent of the Board of Education to award the contract to the respondent/respondents whose response is the most advantageous to the board, price and other factors considered; and who will provide the highest quality service at fair and competitive prices.

Proposal Form A
To be completed, signed below & returned with proposal.

<u>PROPOSAL FORM A</u> - PRICING PER POSITION PER DAY		
Description	Details	Cost
Armed Security Office/Specialist SORA certified		
Armed Security Officer/Specialis	Cost per Security Office/Specialist is for 180 days of service at 6.5 hours per day and is inclusive of all employment/employee payroll cost and reimbursables. Up to 1 armed officers will be contracted	/year
Additional Hourly Billing Rate – Armed Security Officer/Specialist		
Additional hourly billing rate – Armed Security Officer/Specialis	Hourly cost per officer/specialist inclusive of all costs beyond the six and one-half (6.5) hour day for evening weekends, school/district events and sporting events. This rate is inclusive of all premium/shift differential charges, employment/employee payrolls costs and reimbursables.	/hr
		/hr
We, the undersigned company, certify that we have read and fully understand the attached Request for Bids including any addendums issued, we have visited all sites and facilities covered by the scope of work, and our company meets all of the requirements specified.		
Authorized Signature	Address	
Typed Name and Title	Phone Number	
Company Name	Date	