LAS VIRGENES UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSALS (RFP)

Security Services

RFP No. 01.09-904-2026-008

LasVirgenes Schools

RFP Release Date: June 10, 2026

Proposal Due Date: June 19, 2026, by 4:00 PM (PST)

Anticipated Board Approval: June 23, 2026 Regular Board Meeting

District Contact for this RFP:

Las Virgenes Unified School District
Attn: Business Services - Security Services
RFP No. 01.09-904-2026-008
4111 Las Virgenes Road
Calabasas, CA 91302
Email: cborsheim@lvusd.org
Phone: 818-880-4000

REQUEST FOR PROPOSALS (RFP)

DISTRICT: LAS VIRGENES UNIFIED SCHOOL DISTRICT

RFP DEADLINE: June 19, 2026 at 4:00 PM

PLACE OF RECEIPT: Las Virgenes Unified School District
Business Services
Attn: Claire Borsheim
4111 Las Virgenes Road
Calabasas, CA 91302

NOTICE IS HEREBY GIVEN that the Las Virgenes Unified School District of Los Angeles County, California, acting by and through its Governing Board, hereinafter referred to as the "District" or "LVUSD," will receive, up to but no later than the above-stated RFP Deadline, sealed proposals at the place identified above for SECURITY SERVICES RFP No. 01.09-904-2026-008. Proposals submitted must be valid for a minimum of ninety (90) days after the proposal deadline. Proposals received after the published deadline will not be opened and will be returned to the proposer.

Request for Proposal documents can be downloaded at
https://www.lvusd.org/departments/business-services/current-rfps.

Time is of the essence. The District reserves the right to reject any and all submissions, or any portion thereof, to negotiate with any or all responsible proposers, to request clarifications, to waive deficiencies, irregularities, or informalities in any proposal, the RFP, or the evaluation process, and to cancel or modify this solicitation if the District determines that doing so is in its best interest.

The District is issuing this RFP under Government Code section 53060 and related authority based on the specialized nature of school security services, which require specially trained, experienced, and competent personnel. Award, if made, will be by action of the Governing Board to the responsible proposer whose proposal the District determines, in its sole discretion, best meets the District's needs and requirements, consistent with this RFP. The District reserves the right to award a contract to other than the lowest-priced proposer as permitted by applicable law.

Any questions regarding this RFP must be directed to Claire Borsheim at cborsheim@lvusd.org, via email only, by June 12, 2026 at 4:00 PM. All responses and any addenda will be posted on the District's website on June 13, 2026 at 4:00 PM. Proposers may not rely on verbal interpretations or communications.

Las Virgenes Unified School District
Governing Board
Publish: June 10, 2026

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SECTION 1 - INTRODUCTION AND PURPOSE

A. Introduction and Purpose

The Las Virgenes Unified School District is soliciting proposals from qualified security services firms to provide daily school security services and related as-needed security support. The District seeks a contractor capable of delivering highly professional, student-centered, and school-appropriate security services in a manner that supports safe, welcoming, and orderly campuses while preserving the educational environment.

The selected contractor will be responsible for providing qualified Protective Service Officers, supervision, training, compliance oversight, reporting, and administrative support necessary to meet the requirements of this RFP and the resulting agreement. The District intends to contract for daily security services during school days, with the potential for optional services during summer sessions, school events, athletic contests, graduations, dances, parent/community meetings, outdoor education events, emergencies, and other District-designated activities.

The District anticipates a core staffing model of three full-time Protective Service Officers during the academic year: one assigned to Agoura High School, one assigned to Calabasas High School, and one roving officer assigned to areas of greatest need across the District. The District intends for proposers to quote services for three (3) full-time armed Protective Service Officers during the academic year, with patrol vehicles included for each assigned officer unless otherwise stated by the District in writing. The District reserves the right to increase, decrease, modify, suspend, or reallocate posts, hours, and assignments based on operational need, student safety considerations, funding, school calendars, and Board direction.

B. District Background

The Las Virgenes Unified School District serves a geographically diverse community across western Los Angeles and eastern Ventura counties and maintains a long-standing commitment to academic excellence, student wellness, operational safety, and fiscal stewardship. District facilities include elementary, middle, K-8, and high school campuses, early education and support sites, a District Office, and operational facilities.

Security services in a K-12 setting require more than physical presence. Personnel must understand youth development, school culture, de-escalation, mandatory reporting, confidentiality, emergency response, campus supervision, and the need to work respectfully with students, families, staff, administrators, and law enforcement partners. The District is seeking a provider with demonstrated experience in school or public entity settings and the ability to deliver services with judgment, restraint, professionalism, and reliability.

C. Legal Basis and Procurement Intent

This RFP is issued pursuant to Government Code section 53060 and related authority for specialized services requiring training, experience, and competence in administrative matters. The District has determined that school security services involve specialized qualifications, including, as applicable, California Department of Consumer Affairs Bureau of Security and Investigative Services licensing, school security training, incident de-escalation, active threat response, first aid/CPR/AED, firearm and non-lethal equipment certifications, mandated reporter obligations, and coordination with law enforcement.

The District intends to award a contract to the proposer whose submission is determined to provide the best overall value to the District based on the evaluation criteria set forth herein. Price is important, but the District is not required to select the lowest-priced proposer. The District may consider qualifications, safety protocols, training systems, school experience, staffing reliability, references, compliance readiness, and overall fit with District needs.

D. Commitment to Fair and Open Competition

The District is committed to conducting this solicitation in accordance with standards of fairness, transparency, and public accountability. The process is designed to provide qualified proposers an opportunity to compete, guard

against conflicts of interest, collusion, or favoritism, and support the District's responsibility to secure reliable services in a fiscally prudent manner.

All proposers must comply with applicable provisions of the California Education Code, Public Contract Code, Government Code, Penal Code, Labor Code, federal and state nondiscrimination laws, workplace safety laws, District policies, and all licensing and regulatory requirements applicable to security services on school property.

E. Disclaimer and Reservation of Rights

This RFP does not commit the District to award a contract, pay any costs incurred in preparing or submitting a proposal, or procure or contract for services. The District reserves the right to reject any or all proposals, waive immaterial irregularities or informalities, modify or cancel the solicitation, request clarifications, negotiate final terms with one or more proposers, conduct interviews, and determine whether award of a contract is in the District's best interest.

Issuance of this RFP creates no contractual obligation on the part of the District. No proposer has any right to compensation, award, or continued consideration unless and until a written agreement is approved by the Board of Education, signed by authorized representatives of both parties, and all pre-service conditions are satisfied.

SECTION 2 - SCHEDULE OF EVENTS

The District has established the following anticipated schedule for the release, evaluation, and award of this RFP. The District will make reasonable efforts to follow this schedule; however, all dates are subject to change. Any changes will be communicated through written addenda posted on the District's website.

Event	Details	Date
RFP Issue Date	Posted to LVUSD website	June 10, 2026
Last Day to Submit Questions	Email to cborsheim@lvusd.org	June 12, 2026 at 4:00 PM
Response to Questions/Addendum Posted	Posted to LVUSD website	June 13, 2026 at 4:00 PM
Proposals Due	LVUSD District Office, 4111 Las Virgenes Road, Calabasas, CA 91302	June 19, 2026 at 4:00 PM
Evaluation Window	Administrative review and committee scoring	June 20, 2026
Anticipated Notice of Intent to Award	Posted to LVUSD website or communicated to proposers	June 20, 2026
Anticipated Board Approval	Regular Board Meeting	June 23, 2026
Contract Execution and Onboarding	Insurance, clearances, post orders, onboarding, and Notice to Proceed	July 2026
Anticipated Start of Services	District-designated sites	August 1, 2026 or as otherwise directed

SECTION 3 - GENERAL INSTRUCTIONS FOR PROPOSERS

Proposers must carefully review and comply with all instructions, terms, conditions, and requirements contained in this RFP. Each proposer is responsible for understanding the full scope of services, submission procedures, pricing requirements, contract requirements, and evaluation process before submitting a proposal. Failure to comply with these instructions or to provide required documentation may result in disqualification.

A. Proposal Preparation

Proposals shall be prepared in a professional, accurate, and complete manner that provides a clear description of the proposer's experience, qualifications, staffing capacity, training systems, safety protocols, supervision model,

compliance processes, and ability to perform the services. The District discourages excessive promotional materials; emphasis should be placed on substantive evidence of capability, completeness of response, and clarity of information.

All costs incurred in preparing, submitting, presenting, or clarifying a proposal are the sole responsibility of the proposer and shall not be reimbursed by the District.

B. Submission Requirements

Proposals must be submitted no later than June 19, 2026 at 4:00 PM Pacific Time. Late submissions will not be accepted. Proposers are solely responsible for ensuring that proposals are received at the designated location by the stated deadline. The District's official time clock shall determine the time of receipt.

- Three (3) hard copies of the proposal.
- One (1) electronic copy on a flash drive in searchable PDF format.
- All required forms and attachments signed by an authorized representative.

No telegraphic, facsimile, or emailed proposals will be accepted. If discrepancies between copies are found, the District may reject the submission. If the proposal is not rejected, the electronic copy may be used to resolve discrepancies unless the District determines that another copy more accurately reflects the intended submission.

Proposals shall be sealed and clearly marked: "Security Services RFP No. 01.09-904-2026-008." Proposals shall be submitted to:

Las Virgenes Unified School District
Attn: Claire Borsheim, Business Services
4111 Las Virgenes Road
Calabasas, CA 91302

C. Questions, Addenda, and Prohibited Communications

All inquiries or requests for clarification must be submitted in writing by email to Claire Borsheim at cborsheim@lvusd.org. The subject line must reference "Security Services RFP No. 01.09-904-2026-008." Questions must be received no later than June 12, 2026 at 4:00 PM. Responses and any addenda will be posted on the District's Business Services webpage on June 13, 2026 at 4:00 PM. The District will not provide individual or informal interpretations.

Communication with District staff, administrators, Board members, consultants, or evaluation committee members regarding this RFP outside the prescribed process is strictly prohibited and may result in disqualification. This restriction does not prohibit routine communications unrelated to this RFP or District-initiated communications for clarification or scheduling.

D. Site Review and Conditions

Proposers are encouraged to familiarize themselves with District campuses, school calendars, traffic patterns, athletic/event needs, and operational conditions relevant to service delivery. Any site visits must be scheduled through the RFP Coordinator and may be subject to District availability and visitor requirements. By submitting a proposal, the proposer acknowledges that it has reviewed or waived the opportunity to review site conditions and that its pricing and staffing plan account for all known conditions.

E. Addenda

The District may amend, postpone, clarify, or cancel this RFP at any time before contract award. Any modifications will be issued only through written addenda posted on the District's official Business Services webpage. Proposers are solely responsible for monitoring the site and acknowledging all addenda in their proposals.

F. Withdrawal or Modification of Proposals

A proposer may withdraw its proposal before the submission deadline by submitting a written request signed by an authorized representative. A proposer may submit a new or modified proposal before the deadline. Proposals may not be changed, corrected, or withdrawn after the proposal deadline without written authorization from the District.

G. Public Records

All materials submitted in response to this RFP are subject to disclosure under the California Public Records Act. Proposers may identify specific portions of their proposals as proprietary or confidential, but the District cannot guarantee protection of such materials from lawful disclosure. Broad or blanket confidentiality designations are discouraged and may be disregarded. If a proposer claims that certain material is exempt from disclosure, the proposer shall be responsible for defending, indemnifying, and holding the District harmless from any claims, costs, or attorney's fees arising from the District's withholding of such material at the proposer's request.

H. Proposal Validity

Proposals shall remain valid and binding for a minimum of ninety (90) days after the proposal deadline and, if selected, through Board action and final contract execution unless otherwise released by the District in writing.

I. District Rights

The District reserves all rights necessary to protect its interests, including the right to reject any or all proposals, waive immaterial deviations, request clarifications, seek best and final offers, negotiate terms and pricing, interview selected proposers, conduct reference checks, verify information, investigate proposer responsibility, cancel the solicitation, reissue the RFP, award one or more contracts, or make no award.

SECTION 4 - PROPOSAL REQUIREMENTS

Each proposal must be comprehensive, well organized, and complete. Proposals should use labeled sections corresponding to the content areas below. All pages should be sequentially numbered, and attachments must be clearly identified and referenced within the proposal.

A. Required Proposal Contents

1. Cover Letter signed by an individual authorized to bind the proposer contractually. The letter must include the full legal name of the proposer, address, primary contact, phone number, email address, acknowledgement of all addenda, and confirmation that the proposal is valid for at least ninety (90) days.
2. Table of Contents with page references.
3. Executive Summary describing the proposer's understanding of District needs, proposed service model, and differentiators relevant to school security.
4. Minimum Qualifications and Licensing, including valid business licenses, Private Patrol Operator license, BSIS registrations, firearm and baton/chemical agent permits as applicable, and evidence of authority to perform the proposed services in California.
5. Company Experience and Organizational Capacity, including years in business, ownership structure, management team, school district/public entity experience, current client base, financial stability, and ability to provide backup staffing.
6. Staffing Plan and Key Personnel, including proposed post assignments, supervisory structure, recruitment and retention methods, substitute/relief coverage, minimum qualifications, and resumes or biographies of proposed account leadership.
7. Training and Safety Program, including school security training, de-escalation, active threat response, first aid/CPR/AED, mandatory reporting, student interactions, report writing, use-of-force continuum, equipment handling, firearms qualification if applicable, and annual refresher training.

8. Operational Approach, including post orders, daily deployment, communication with administrators, event support, emergency response, after-hours escalation, incident documentation, coordination with law enforcement, parent/community interaction, and confidentiality practices.
9. Compliance Program, including Live Scan/fingerprinting, tuberculosis clearance, mandated reporter compliance, drug testing, equipment permits, firearm documentation, insurance, background investigation procedures, and employee monitoring.
10. Fee Proposal/Pricing Matrix using Exhibit B, including hourly rates for three (3) full-time armed Protective Service Officers with patrol vehicles, overtime/holiday/event rates, minimum call-out charges, supervision/management costs, supplies or equipment costs, vehicle costs, and any assumptions or exclusions.
11. References using Exhibit C, including at least three current or recent clients for similar services within the past three years, preferably K-12 districts or public entities.
12. Required Certifications and Forms, fully completed and signed.
13. Exceptions or Requested Modifications, if any. If no exceptions are taken, the proposer must state that it accepts the RFP and Agreement terms without exception. The District may reject any proposal that takes material exceptions.

B. Minimum Qualifications

- Minimum of five (5) years of demonstrated experience providing professional security services, with K-12 school district, higher education, municipal, public agency, or comparable public-facing institutional experience strongly preferred.
- Current California Private Patrol Operator license and all licenses, permits, registrations, and authorizations required by the Bureau of Security and Investigative Services and other applicable authorities.
- Ability to provide security personnel who meet District requirements for background checks, Live Scan/fingerprinting, tuberculosis clearance, mandated reporter training, drug-free workplace compliance, and all required school security training before beginning services.
- Ability to provide personnel who can work professionally with minors, families, staff, administrators, and law enforcement in a school setting.
- Ability to provide armed or unarmed personnel as authorized by the District, with all required firearm permits, qualifications, training, and documentation when armed services are requested.
- Ability to provide armed or unarmed personnel who meet the minimum qualifications as outlined in section 3.5 of the Security Services Agreement included within this RFP.
- Insurance coverage meeting or exceeding the requirements of this RFP and ability to name the District and related parties as additional insureds.
- Organizational capacity to provide backup staffing and immediate supervisory support when absences, incidents, or emergencies occur.

C. Proposal Questionnaire

Proposers shall respond directly to the following questions. Responses should be specific, verifiable, and tailored to LVUSD's school environment.

14. Describe your experience providing security services in K-12 school districts or comparable public agency environments. Include client names, duration of service, scope of work, and staffing levels.
15. Describe your approach to campus security in a school setting. How do your personnel balance visibility, deterrence, relationship-building, student dignity, and de-escalation?
16. Describe your recruitment, screening, background investigation, and selection process for personnel assigned to schools.
17. Describe your training program for new and existing security personnel, including school security, de-escalation, active threat response, use of force, first aid/CPR/AED, mandated reporting, and report writing.

18. Describe your supervisory structure and how you monitor performance, attendance, punctuality, professionalism, incident reporting, and compliance with post orders.
19. Describe how you would staff the District's anticipated core model of one officer at Agoura High School, one officer at Calabasas High School, and one roving officer across the District.
20. Describe your ability to support after-hours, weekend, athletic, graduation, dance, parent/community meeting, emergency, and outdoor education assignments.
21. Describe your approach to armed services, including firearm authorization, qualification, storage, documentation, supervision, incident response, and coordination with District and law enforcement. If you propose only unarmed services, state that clearly.
22. Describe your procedures for use-of-force reporting, firearm-related incidents, student contact incidents, complaints, injuries, or allegations of misconduct.
23. Describe how you protect student information, incident records, and confidential District information.
24. Describe your backup staffing plan and expected response time if a regularly assigned officer is absent or removed from a post.
25. Identify any pending litigation, regulatory action, license discipline, material claims history, or contract terminations for cause within the past five years, or state that none exist.

SECTION 5 - EVALUATION OF PROPOSALS

Only proposals that meet minimum qualifications and are determined to be administratively responsive will be scored. The District may reject proposals that are incomplete, materially nonresponsive, misleading, or not in the District's best interest. Evaluation will be conducted by a District-designated committee and may include review of written proposals, interviews, reference checks, responsibility review, and negotiation.

Evaluation Category	Weight	Description
Hourly Cost and Fee Proposal	40%	Competitiveness, clarity, completeness, sustainability, overtime/event pricing, absence of hidden costs, and value relative to service quality.
Responsiveness, Completeness, and Relevant Experience	20%	Quality and completeness of the proposal; demonstrated experience in school district or public entity settings; organizational capacity; management depth; and understanding of District needs.
Training Program and Compliance Systems	20%	Strength of new-hire and ongoing training; BSIS compliance; school security training; de-escalation; active threat response; first aid/CPR/AED; mandated reporting; firearm/non-lethal equipment qualifications; background checks; and personnel monitoring.
References and Performance History	20%	Feedback from current or recent clients; reliability; responsiveness; professionalism; consistency of service delivery; and past performance in comparable environments.

Interviews and Final Recommendation

Following the written evaluation, the District may invite the highest-ranked proposers to participate in interviews, presentations, or clarification meetings. The District may request additional information regarding staffing deployment, site-specific needs, supervision, emergency protocols, pricing assumptions, and contract exceptions. Participation in an interview does not guarantee award.

If interviews are conducted, the District may assign up to one hundred (100) additional points based on interview performance, responsiveness to District questions, operational fit, and overall confidence in the proposer. Upon completion of the evaluation process, the District will prepare a recommendation for award to the Board of Education based on cumulative scoring, reference verification, responsibility review, and overall best value.

The District reserves the right to award a contract to one proposer, multiple proposers, or no proposer. The District may award core daily services, as-needed services, event services, or other service categories separately if it determines that doing so is in the District's best interest.

SECTION 6 - SCOPE OF SERVICES

The selected contractor shall provide professional security services in support of safe, orderly, and welcoming District campuses and events. Services shall include daily school-day coverage, optional summer session support, and as-needed event or emergency support, as directed by the District.

A. Core Daily Services

- Provide three (3) full-time armed Protective Service Officers with patrol vehicles during the academic year, unless otherwise directed by the District.
- Assign one (1) officer to Agoura High School, reporting operationally to the site principal or designee.
- Assign one (1) officer to Calabasas High School, reporting operationally to the site principal or designee.
- Assign one (1) roving officer to areas of highest need across the District, reporting operationally to the District administrator designated by LVUSD.
- Provide occasional before-school, after-school, and extended-day support as requested by the District.
- Maintain relief coverage so that required posts are not left uncovered due to illness, leave, training, turnover, or other staffing issues.

B. Optional and As-Needed Services

- Summer session security support as requested by the District.
- Graduations, football games, athletic events, dances, performances, parent nights, Board meetings, community meetings, and high-profile events.
- Outdoor education, overnight, or off-site events when specifically requested.
- Emergency or urgent response services, including after-hours supervisory or executive leadership response.
- Open-source threat assessment or monitoring support when authorized by the District and conducted consistent with law and District direction.
- Parent, student, and staff education support related to safety, anti-vaping, tobacco, substance abuse, and active threat preparedness, as requested by the District.

C. Required Service Standards

- Professional, courteous, and age-appropriate interaction with students, staff, families, visitors, and the public.
- Visible campus presence, perimeter awareness, visitor support, traffic/arrival/dismissal assistance, event support, and response to administrator requests.
- Immediate reporting of safety concerns, incidents, use-of-force events, injuries, threats, weapons, controlled substances, or other significant matters.

- Written incident reports, daily activity logs, post documentation, and timely communication with District administrators.
- Coordination with the Los Angeles County Sheriff's Department, local law enforcement, fire, emergency medical services, and other agencies as directed by District administrators.
- Strict compliance with District policies, site rules, confidentiality expectations, mandated reporting obligations, visitor procedures, and emergency protocols.

SECTION 7 - CONTRACT TERMS AND CONDITIONS

The selected proposer will be required to execute a District-approved Security Services Agreement substantially in the form included in this RFP. The terms summarized below are not exhaustive and do not limit the requirements of the Agreement.

Topic	Required Term
Compensation and Payment	Payment will be made according to approved hourly rates and District-authorized services only. Invoices must include dates of service, hours, post assignment, employee name or identifier, rate, total amount, and supporting documentation as requested. The District will not pay for unauthorized services, unapproved overtime, unsupported charges, or costs outside the approved pricing matrix.
Independent Contractor Status	The contractor is an independent contractor and is solely responsible for supervision, compensation, taxes, benefits, insurance, personnel decisions, and compliance obligations for its employees and subcontractors.
Insurance	The contractor must maintain all insurance required by the RFP and Agreement, including commercial general liability, professional liability, sexual abuse and molestation coverage, automobile liability, workers' compensation, employer's liability, and any additional coverage required by the District based on risk.
Indemnification	The contractor must defend, indemnify, and hold harmless the District and related parties from claims arising from the contractor's services, acts, omissions, negligence, willful misconduct, breach, personnel, equipment, or legal noncompliance, except to the extent caused by the sole negligence or willful misconduct of the District.
Compliance with Laws	The contractor must comply with all applicable federal, state, and local laws, regulations, rules, licensing requirements, District policies, and school safety requirements, including those related to security services, firearms, pupil safety, nondiscrimination, background checks, mandated reporting, tuberculosis screening, and workplace safety.
Performance Standards	The District may inspect, monitor, review, evaluate, require correction, remove personnel, suspend services, or direct changes to post orders or

Topic	Required Term
	deployment as needed to protect District operations and student safety.
Termination	The District may terminate for convenience, cause, loss of funding, license/insurance issues, safety concerns, or other reasons stated in the Agreement. The District may immediately remove personnel or suspend services when necessary.
Assignment and Subcontracting	The contractor may not assign, transfer, subcontract, or delegate services without prior written District approval.
Confidentiality and Data Protection	Student information, personnel information, incident reports, security procedures, site vulnerabilities, and District records must be protected and may not be disclosed except as authorized by the District or required by law.
Governing Law and Venue	California law governs the Agreement. Venue for disputes shall be in the appropriate state or federal court serving Los Angeles County, California, unless otherwise required by law.

SECURITY SERVICES AGREEMENT

LAS VIRGENES UNIFIED SCHOOL DISTRICT and _____. This Security Services Agreement ("Agreement") is entered into this ____ day of _____, 2026, by and between the Las Virgenes Unified School District ("District") and _____ ("Contractor"). District and Contractor may be referred to individually as a "Party" and collectively as the "Parties."

ARTICLE I - TERM, DEFINITIONS, AND ORDER OF PRECEDENCE

1.1 Term

The anticipated initial term of this Agreement shall commence on August 1, 2026, or upon issuance of a written Notice to Proceed by the District, whichever occurs later, and shall terminate on July 31, 2027, unless earlier terminated in accordance with this Agreement. The District may, in its sole discretion and subject to mutual written agreement, renew this Agreement for up to four (4) additional one-year terms. Any renewal may include adjustments to scope, pricing, staffing, or operational requirements consistent with the RFP, the Contractor's accepted proposal, and applicable law.

Contractor shall not commence any services until all pre-service requirements have been completed to the District's satisfaction, including execution of this Agreement, verification of insurance, completion of all required clearances, completion of required training documentation, approval of post orders, and receipt of a written Notice to Proceed.

1.2 Definitions

Term	Definition
District	Las Virgenes Unified School District, including its Board of Education, officers, employees, agents, volunteers, and authorized representatives.
Contractor	The firm, corporation, partnership, or other legal entity awarded this Agreement and responsible for providing Security Services.
RFP	Request for Proposals No. 01.09-904-2026-008, including all addenda issued by the District.
Services or Work	All staffing, supervision, security coverage, training, reporting, equipment, administration, and related activities required by this Agreement, the RFP, and District directives.
Protective Service Officer or PSO	A Contractor employee assigned to perform security services on behalf of the District under this Agreement.
Authorized District Representative	The District administrator or designee authorized to administer, monitor, direct, or enforce this Agreement on behalf of the District.
Post Orders	District-approved written directions governing duties, location, schedule, communication protocols, emergency procedures, and conduct for specific assignments.

1.3 Entire Agreement

This Agreement, together with all exhibits, attachments, the RFP, formally issued addenda, the Contractor's accepted proposal, and any District-approved amendments, constitutes the entire and integrated agreement

between the Parties with respect to the Services and supersedes all prior or contemporaneous negotiations, representations, or understandings, whether oral or written.

1.4 Order of Precedence

In the event of any conflict, inconsistency, or ambiguity among the documents comprising this Agreement, the following order of precedence shall govern: first, the fully executed Agreement and District-approved amendments; second, the District's RFP and addenda; third, District-approved exhibits, post orders, and written directives; fourth, the Contractor's proposal as accepted by the District. In the event of ambiguity, the interpretation that most fully advances student safety, District operational discretion, compliance, and fiscal responsibility shall control.

ARTICLE II - SCOPE OF SERVICES

2.1 General Scope

Contractor shall provide Security Services in strict accordance with this Agreement, the RFP, the Contractor's accepted proposal, District-approved post orders, and applicable law. Contractor shall furnish all personnel, supervision, labor, training, uniforms, equipment, administrative support, communications, reporting, and management necessary to perform the Services unless otherwise expressly stated in writing by the District.

2.2 Core Daily Coverage

Unless otherwise directed by the District, Contractor shall provide three (3) full-time PSOs during the academic year: one at Agoura High School, one at Calabasas High School, and one roving PSO assigned to District-wide areas of highest need. Site-based PSOs shall report operationally to the site principal or designee. The roving PSO shall report operationally to the District administrator designated by the District.

2.3 As-Needed Coverage

Contractor shall provide additional services upon District request for school events, graduations, athletic contests, dances, performances, high-profile events, overnight or outdoor education events, emergencies, summer sessions, and other District-designated needs. No as-needed services, overtime, supplies, equipment purchases, or additional charges may be billed without prior written District authorization.

2.4 No Guaranteed Volume

The District does not guarantee any minimum number of hours, posts, events, summer assignments, or total compensation. The District may adjust service levels based on calendars, enrollment, risk, budget, operational needs, Board direction, or changes in law or policy.

ARTICLE III - STAFFING REQUIREMENTS, CLEARANCES, AND QUALIFICATIONS

3.1 Personnel Approval and Removal

Contractor shall assign only personnel who meet all requirements of this Agreement and are acceptable to the District. The District may, in its sole discretion, require the immediate removal, replacement, retraining, or suspension of any Contractor personnel who are deemed careless, incompetent, unprofessional, unsuitable, unsafe, noncompliant, or otherwise objectionable. Contractor shall replace removed personnel promptly at no additional cost to the District.

3.2 Background Checks and Fingerprinting

Before any Contractor personnel may perform Services or come into contact with pupils, Contractor shall comply with Education Code sections 45125.1 and 45122.1, Education Code section 38001.5 as applicable, and all District background check requirements. Contractor shall ensure that required fingerprints are submitted to the

California Department of Justice and Federal Bureau of Investigation and that no personnel begin Services until clearance has been confirmed to the District's satisfaction.

Contractor shall immediately notify the District of any subsequent arrest, conviction, license issue, restraining order, disqualifying event, or other matter that may affect an employee's eligibility to work on District property or with pupils. Contractor shall immediately remove affected personnel from District assignments unless and until the District provides written authorization to return.

3.3 Additional Background Investigation

In addition to required Live Scan clearance, Contractor shall conduct appropriate pre-employment background investigations for personnel assigned to the District, including identity verification, Social Security number trace, address history, county and federal criminal history review where legally permissible, sex offender registry review, employment verification, professional references, driving record if driving is required, and confirmation of required licenses and permits. Contractor shall retain documentation and make certification available to the District upon request.

3.4 Tuberculosis Clearance and Health Requirements

Contractor shall comply with Education Code section 49406 and ensure that all personnel assigned to District sites have been examined and found free from active tuberculosis before performing Services. Contractor shall maintain records of clearance and provide certification to the District upon request.

3.5 Minimum Personnel Qualifications

- Current BSIS guard registration and all permits required for assigned duties.
- For armed assignments, all firearm permits, qualifications, and legal authorizations required by law, regulation, and this Agreement.
- Completion of all required training before assignment and ongoing compliance with requalification requirements.
- Physical, mental, and professional ability to perform essential job functions safely and effectively in a school environment.
- In addition to the above:
  - Three (3) years of active-duty military or National Guard experience; or
  - Six (6) years of reserve military or National Guard experience; or
  - Three (3) years working as a member of a police or sheriff’s department; or
  - Successful completion of Police Officer’s Standard Training (POST) course; or
  - Any reasonable combination of the above.

3.6 School Security Experience

Personnel assigned to District sites should possess experience in school security, public agency security, law enforcement, military, or comparable public-facing security settings. For armed assignments, the District may require personnel to meet experience standards such as five (5) years of armed security experience within the past eight (8) years; an associate degree in a related field and three (3) years of armed security experience; active or reserve military experience; successful completion of a POST course; or another combination of education and experience acceptable to the District.

3.7 Mandated Reporter Training

Contractor acknowledges that personnel whose duties involve contact with and supervision of children are mandated reporters under California Penal Code section 11165.7. Contractor shall ensure that all such personnel

complete required mandated reporter training within legally required timelines and annually thereafter, execute required acknowledgements, and comply with all child abuse and neglect reporting obligations.

3.8 Drug Screening and Fitness for Duty

Contractor shall maintain a drug-free workplace and shall ensure that personnel assigned to the District are fit for duty and not under the influence of alcohol, controlled substances, or impairing medication. Contractor shall conduct pre-assignment drug screening, random screening, post-incident screening, and for-cause screening consistent with applicable law and Contractor policy. Personnel who test positive, refuse testing, appear impaired, or otherwise present a safety concern shall be immediately removed from District assignment.

ARTICLE IV - EQUIPMENT, UNIFORMS, FIREARMS, AND USE OF FORCE

4.1 Uniforms and Identification

Contractor personnel shall report to duty in a professional uniform approved by the District. Uniforms shall clearly identify the personnel and Contractor, unless the District authorizes alternate attire for a specific assignment. Personnel shall carry photo identification and required licenses/permits and shall present them to District personnel upon request.

4.2 Equipment

Contractor shall provide all standard equipment necessary to perform the Services, including communication devices, flashlights, protective gloves, first aid support materials, and other items required by post orders or approved by the District. Any baton, chemical agent, electronic control device, handcuffs, body armor, firearm, or other security equipment may be carried only when authorized by the District and when the employee has all legally required permits, training, and certifications.

4.3 Armed Services

Armed services may be provided only when expressly authorized by the District in writing and only by personnel fully licensed, trained, qualified, and legally authorized to carry the specific firearm and related equipment on school property. Contractor shall comply with all applicable provisions of the Penal Code, Education Code, BSIS regulations, and District policy related to firearms and weapons on school grounds.

For each armed employee, Contractor shall maintain records of firearm make, model, serial number, caliber, permit status, qualification history, training, and authorization. Such records shall be provided to the District upon request. Firearms shall not be stored on District property unless expressly authorized in writing by the District. Contractor shall ensure safe handling, secure retention, and strict compliance with approved holster and carry requirements.

4.4 Non-Lethal Equipment

Any baton, chemical agent, electronic control device, handcuffs, or similar tool must be authorized by the District and carried only by personnel who possess legally required training and permits. Contractor shall maintain current documentation of certification and recertification. Use of non-lethal equipment shall be limited to lawful, necessary, reasonable, and reportable circumstances consistent with approved policies and training.

4.5 Use of Force and Incident Reporting

Contractor shall maintain written use-of-force policies consistent with law, industry standards, school setting expectations, de-escalation principles, and District requirements. Any use of force, display of a firearm, discharge of a firearm, use of non-lethal equipment, physical restraint, injury, student contact incident, law enforcement response, threat, weapon, or significant safety concern must be reported immediately to the District administrator in charge and followed by a written incident report within the timeline required by the District, but no later than the next business day unless a shorter timeline is directed.

Contractor shall cooperate fully with District review, law enforcement investigation, insurance review, parent/guardian communications as directed by the District, and any corrective action required by the District.

ARTICLE V - DISTRICT AUTHORITY AND CONTROL OF WORK

The District retains ultimate authority over District property, school operations, student supervision, emergency response coordination, and the manner in which security services interface with educational programs. Contractor retains responsibility for employment supervision, training, discipline, compensation, and legal compliance for Contractor personnel, but Contractor personnel shall follow District-approved post orders and reasonable directions from Authorized District Representatives.

The District may revise post orders, modify schedules, reassign posts, restrict equipment, direct communication protocols, require additional training, limit access to certain areas, suspend services, or remove personnel when the District determines such action is necessary or appropriate.

ARTICLE VI - SAFETY, SUPERVISION, AND COMPLIANCE

6.1 Safety and Emergency Procedures

Contractor shall comply with District emergency procedures, site safety plans, visitor protocols, lockdown/shelter/evacuation procedures, traffic and crowd management directions, and all reasonable directives from District administrators. Contractor shall ensure that personnel understand their role in school emergencies and coordinate with District staff and emergency responders as directed.

6.2 Compliance with Laws and Policies

Contractor shall comply with all applicable federal, state, and local laws, regulations, administrative rules, licensing requirements, and District policies, including laws and rules governing school safety, student rights, nondiscrimination, harassment prevention, mandated reporting, pupil records, workplace safety, firearm possession, use of force, employment, wage and hour requirements, and privacy.

6.3 Nondiscrimination and Professional Conduct

Contractor shall not unlawfully discriminate against any person on the basis of race, color, ancestry, national origin, ethnicity, religion, age, sex, gender, gender identity, gender expression, sexual orientation, marital status, pregnancy, military or veteran status, disability, medical condition, genetic information, immigration status, or any other legally protected status. Contractor personnel shall interact with students, staff, families, and the public with courtesy, restraint, and professionalism.

6.4 Prohibited Substances

District properties are tobacco-free, alcohol-free, and drug-free environments. Contractor personnel are prohibited from possessing, using, being under the influence of, or distributing alcohol, tobacco, cannabis, illegal drugs, or unauthorized controlled substances on or adjacent to District property or while performing Services.

ARTICLE VII - COMPENSATION AND PAYMENT

7.1 Compensation

District shall pay Contractor only for Services authorized by the District and performed to the District's satisfaction in accordance with this Agreement and Exhibit B. Contractor shall furnish and cover, at its own expense, all labor, supervision, administration, overhead, equipment, communications, training, permits, insurance, and other costs necessary to perform the Services unless expressly stated otherwise in writing by the District.

7.2 Invoicing

Unless otherwise specified in Exhibit B, Contractor shall invoice the District monthly. Invoices must include invoice date, dates of service, site or event, post assignment, name or employee identifier for personnel assigned, hours worked, hourly rate, overtime or premium rate if authorized, detailed description of services, total payment due, remittance address, and Contractor contact information. The District may require supporting documentation, including timesheets, daily logs, event authorizations, or payroll records.

7.3 Payment Terms and Disputed Charges

Upon receipt of a complete and accurate invoice, completion and acceptance of Services, and approval by the District, the District shall pay undisputed amounts net thirty (30) days. The District may withhold payment for unauthorized services, unsupported charges, late invoices, disputed items, deficient performance, or amounts reasonably necessary to protect the District from loss or cost caused by Contractor breach or noncompliance.

7.4 No Unauthorized Costs

Contractor shall not perform or bill additional services, overtime, supplies, equipment, travel, administrative charges, training charges, minimum call-out charges, or other costs unless authorized in advance in writing by the District. The District shall have no obligation to pay for unauthorized costs or expenses.

ARTICLE VIII - PERFORMANCE STANDARDS, DISTRICT REMEDIES, AND CORRECTIVE ACTION

Contractor shall perform the Services in a timely, professional, safe, and competent manner consistent with school security best practices, applicable law, District policies, and this Agreement. Contractor shall maintain satisfactory standards of competency, conduct, appearance, attendance, punctuality, reporting, communication, and integrity.

If the District identifies performance concerns, the District may require Contractor to submit and implement a corrective action plan; provide additional supervision; replace or retrain personnel; provide credits or withhold payment for deficient services; suspend specific services; or take any other remedy available under this Agreement or law. These remedies are cumulative and do not limit the District's right to terminate.

ARTICLE IX - RECORDS, DATA, REPORTING, AND AUDIT RIGHTS

9.1 Records and Audit

During the term of this Agreement and for at least four (4) years after final payment or longer if required by law, audit, claim, or litigation hold, Contractor shall maintain complete and accurate records related to the Services, including personnel qualification records, training records, permits, background certifications, invoices, timesheets, incident reports, daily logs, insurance documents, and communications. The District and its authorized representatives may inspect, audit, or copy records related to this Agreement upon reasonable notice, except where immediate access is necessary for safety, compliance, or investigation.

9.2 Incident Reports and Daily Logs

Contractor shall maintain daily activity logs and incident reports in a form acceptable to the District. Reports shall be factual, timely, professional, and confidential. Contractor shall not alter, destroy, withhold, or disclose incident records except as authorized by the District or required by law.

9.3 Confidentiality and Student Records

Contractor may have access to confidential information, including pupil information, personnel information, security procedures, emergency plans, site vulnerabilities, incident reports, and District records. Contractor shall preserve and protect all confidential information and shall not use or disclose such information except as necessary to perform Services and as authorized by the District. Contractor shall comply with FERPA, California student privacy laws, District policies, and all applicable confidentiality obligations.

If Contractor becomes aware of any actual or suspected unauthorized access, use, disclosure, loss, or release of confidential information, Contractor shall notify the District immediately in writing and shall cooperate fully in investigation, mitigation, notification, and corrective action.

ARTICLE X - INSURANCE AND INDEMNIFICATION

10.1 Insurance Requirements

Contractor shall procure and maintain, at its sole cost and expense, insurance coverage meeting or exceeding the requirements below for the entire term of this Agreement. Coverage shall be placed with insurers authorized to conduct business in California and rated A:VII or better by A.M. Best unless otherwise approved by the District.

Coverage	Minimum Requirement
Commercial General Liability	$1,000,000 per occurrence / $6,000,000 aggregate, including bodily injury, property damage, personal and advertising injury, products/completed operations, contractual liability, and independent contractor liability. District Parties must be named as additional insureds.
Professional Liability / Errors and Omissions	$1,000,000 per claim / $3,000,000 aggregate, appropriate to security services. Claims-made policies must include retroactive date before commencement and extended reporting coverage for at least five years if not renewed.
Sexual Abuse and Molestation	$1,000,000 per occurrence or claim / $3,000,000 aggregate covering bodily injury, emotional distress, or mental anguish related to molestation, abuse, or misconduct. District Parties must be named as additional insureds where available.
Commercial Automobile Liability	$1,000,000 combined single limit per accident covering owned, hired, and non-owned autos. District Parties must be named as additional insureds.
Workers' Compensation and Employer's Liability	Statutory workers' compensation coverage and employer's liability of not less than $1,000,000 per accident, disease, or employee.
Umbrella/Excess Liability	As necessary to satisfy required limits or as required by the District based on risk, scope, or armed services.

Contractor's insurance shall be primary and non-contributory to any insurance or self-insurance maintained by the District. Contractor shall provide waivers of subrogation where required. Deductibles or self-insured retentions must be disclosed and are subject to District approval. Contractor shall provide certificates of insurance and required endorsements before commencing Services and upon renewal, and the District may require complete certified copies of policies at any time.

10.2 Indemnification

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the District, its Board of Education, officers, employees, agents, volunteers, representatives, and related entities from and against any and all claims, demands, causes of action, losses, liabilities, damages, fines, penalties, costs, expenses, attorney's fees, and injuries arising out of, pertaining to, or relating to: Contractor's performance or failure to perform the Services; the acts, omissions, negligence, recklessness, or willful misconduct of Contractor or anyone acting on Contractor's behalf; Contractor's breach of this Agreement; Contractor's personnel, equipment, vehicles, firearms, or security tools; or Contractor's violation of law, regulation, permit, license, or District policy.

Contractor's defense obligation shall arise immediately upon tender by the District, with counsel acceptable to the District. This obligation shall not apply to the extent a claim is caused by the sole negligence or willful misconduct of the District.

ARTICLE XI - DEFAULT, SUSPENSION, AND TERMINATION

11.1 Termination for Convenience

The District may terminate this Agreement for convenience, with or without cause, upon thirty (30) days' written notice to Contractor. Upon termination for convenience, the District shall pay Contractor for authorized Services satisfactorily performed before the effective termination date, less any disputed amounts, offsets, or amounts owed to the District.

11.2 Termination for Cause

Either Party may terminate this Agreement for material breach by providing written notice of breach and an opportunity to cure within fifteen (15) days, unless the breach is not curable or presents a safety, legal, licensing, insurance, confidentiality, or operational risk requiring immediate action. If the breach is not timely cured, the non-breaching Party may terminate by written notice.

11.3 Immediate Suspension or Termination

The District may immediately suspend Services, remove personnel, restrict equipment, or terminate this Agreement upon written notice if the District determines that Contractor or Contractor personnel pose a safety risk; lack required license, permit, clearance, training, or insurance; violate confidentiality; fail to maintain required staffing; engage in misconduct; misuse force or equipment; fail to follow District directives; file for bankruptcy; make material misrepresentations; or otherwise jeopardize District operations, students, staff, or property.

11.4 Funding and Board Authority

The District may suspend, reduce, or terminate Services if funding is unavailable, insufficient, restricted, or not appropriated; if the Board directs changes; or if operational needs change. The District shall not be liable for lost profits, anticipated revenue, or consequential damages arising from such action.

ARTICLE XII - GENERAL PROVISIONS

12.1 Independent Contractor

Contractor is an independent contractor and not an employee, agent, joint venturer, or partner of the District. Contractor is solely responsible for recruiting, hiring, training, supervising, disciplining, compensating, and terminating its personnel and for all taxes, wages, benefits, insurance, workers' compensation, unemployment insurance, and employment obligations.

12.2 Assignment and Subcontracting

Contractor shall not assign, transfer, delegate, or subcontract any portion of this Agreement without prior written District approval. Any approved subcontractor must comply with all requirements applicable to Contractor, and Contractor remains fully responsible for subcontractor performance.

12.3 Conflicts of Interest

Contractor warrants that it has no interest that would conflict with its obligations under this Agreement or violate Government Code section 1090, the Political Reform Act, District policy, or other conflict-of-interest requirements. Contractor shall immediately disclose any actual or potential conflict of interest.

12.4 Non-Collusion

Contractor certifies that its proposal was prepared independently and without collusion, fraud, or improper communication with any other proposer, District official, employee, or representative.

12.5 Governing Law and Venue

This Agreement shall be governed by California law. Venue for any legal proceeding shall be in the appropriate court serving Los Angeles County, California, unless otherwise required by law.

12.6 Dispute Resolution

The Parties shall attempt in good faith to resolve disputes through direct discussion. If a dispute cannot be resolved, the Parties may mutually agree to non-binding mediation. Contractor shall continue performing Services during a dispute unless the District directs otherwise or the Agreement is terminated. Nothing in this section waives any requirement under the Government Claims Act or limits the District's available remedies.

12.7 Notices

Notices shall be in writing and delivered personally, by recognized overnight carrier, by certified mail, or by email with confirmation to the addresses designated by the Parties. Notice to the District shall be directed to the District's Authorized District Representative with a copy to Business Services unless otherwise directed.

12.8 Severability and Waiver

If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall remain in full force and effect. No waiver of any breach shall constitute a waiver of any other breach or future breach.

12.9 Amendments

This Agreement may be amended only by a written instrument signed by authorized representatives of both Parties and, where required, approved or ratified by the District's Board of Education.

SIGNATURES

District	Contractor
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

EXHIBIT A - SCOPE OF SERVICES

The following scope supplements the Agreement and may be modified by District-approved post orders, written directives, or amendments.

Service Area	Description
Core Academic Year Coverage	Three (3) full-time PSOs: one at Agoura High School, one at Calabasas High School, and one roving PSO across the District. Exact hours, calendars, and posts to be confirmed by the District.
Summer Session Coverage	Optional coverage as requested by the District. District may request up to three (3) full-time PSOs or other coverage levels based on summer operations.
Before/After School Support	Occasional support for arrival, dismissal, after-school activities, or special circumstances as requested.
Event Support	Graduations, football games, athletic contests, dances, performances, parent nights, Board meetings, community meetings, and other events.
Emergency Response	On-call supervisory/executive response to significant incidents, emergencies, or urgent District needs.
Open-Source Support	Open-source intelligence or threat monitoring support when expressly authorized by the District and performed consistent with law and District direction.
Education/Training Support	Assistance with parent, student, and staff education related to vaping, tobacco, substance abuse, campus safety, and active threat preparedness, as requested.
Supplies/Equipment	Standard personnel equipment included in rates unless otherwise stated. Any additional supplies or equipment require written District quote approval before purchase or billing.

If armed services are requested, Contractor shall ensure that armed personnel are paid at least any applicable required wage and benefit rates and that all legal, licensing, training, permit, and documentation requirements are satisfied before assignment.

EXHIBIT B - PRICING MATRIX

Proposer shall complete all applicable pricing fields. Rates must include all wages, benefits, supervision, administration, overhead, insurance, equipment, training, travel, and profit unless expressly identified and accepted by the District. The District will not pay charges not included in the final approved pricing matrix unless separately authorized in writing.

Service Category	Rate	Notes/Assumptions
Regular School-Day PSO - Unarmed with Patrol Vehicle	$____ per hour	Includes all standard equipment, supervision, reporting, and administration.
Regular School-Day PSO - Armed with Patrol Vehicle	$____ per hour	Includes all firearm-related permits, qualification, supervision, documentation, and approved equipment.
Roving PSO - Unarmed	$____ per hour	District-wide deployment as directed.

Service Category	Rate	Notes/Assumptions
Roving PSO - Armed	$____ per hour	District-wide deployment as directed; armed only if authorized.
Event Security - Unarmed	$____ per hour	List any minimum call-out: _____.
Event Security - Armed	$____ per hour	List any minimum call-out: _____.
Supervisor / Field Manager	$____ per hour	If billed separately, describe when applicable.
Executive / Emergency Response	$____ per hour or included	Describe response time and cost.
Overtime Rate	$____ per hour	Identify triggers and calculation.
Holiday/Premium Rate	$____ per hour	Identify applicable holidays or premium circumstances.
Training/Education Support	$____ per hour or included	Parent/student/staff education, active threat training, materials development.
Open-Source Intelligence Support	$____ per hour or included	Only if authorized by District.
Supplies/Equipment	Quote required	No charge unless approved in writing by District.
Additional Patrol Vehicle	$_____ Daily Rate	

Pricing assumptions, exclusions, escalation requests, or requested exceptions:

_____
_____
_____
_____
_____

EXHIBIT C - REFERENCES

Provide at least three current or recent references for comparable services within the past three years. K-12 school district or public agency references are preferred.

#	Reference Contact	Services Provided
1	Organization: _____ Contact: _____ Title: _____ Phone/Email: _____	Dates/Scope of Services: _____ Number of assigned staff: _____ Contract value: _____
2	Organization: _____ Contact: _____ Title: _____ __	Dates/Scope of Services: _____ Number of assigned staff: _____ Contract value: _____

#	Reference Contact	Services Provided
	Phone/Email: _____	
3	Organization: _____ Contact: _____ Title: _____ Phone/Email: _____	Dates/Scope of Services: _____ Number of assigned staff: _____ Contract value: _____

EXHIBIT D - SCHOOL SECURITY PERSONNEL TRAINING

Before performing Services, each assigned PSO must complete and maintain documentation of all training required by law, regulation, District policy, this Agreement, and Contractor policy. At a minimum, Contractor shall ensure completion of the following training, as applicable to the assignment:

- BSIS-approved school security training, including any training required under SB 1626 or successor requirements.
- Incident de-escalation training with annual refreshers focused on non-lethal solutions, youth interactions, conflict resolution, and school-appropriate response.
- Active threat/active shooter training for school settings, with initial training before assignment and ongoing annual refresher training.
- First Aid/CPR/AED training meeting American Red Cross, American Heart Association, or equivalent standards, with current certification maintained.
- Mandated reporter training under California law and District requirements.
- Report writing, confidentiality, student privacy, visitor management, traffic/crowd support, and District emergency procedures.
- Baton, chemical agent, handcuffing, electronic control device, or other equipment training and recertification where such equipment is authorized.
- Firearm training and qualification for armed assignments, including BSIS exposed firearm permit requirements, semi-annual qualification, safe handling, retention, judgment, and school-specific constraints.
- Annual review of District post orders, emergency procedures, site-specific protocols, and standards of conduct.

Contractor shall provide training records to the District upon request and shall immediately remove from assignment any personnel whose required training, permit, or certification lapses.

EXHIBIT E - PHYSICAL DEMANDS AND MEDICAL STANDARDS

Contractor shall ensure that all personnel assigned to District services are medically, physically, and psychologically capable of safely performing essential functions. Contractor is responsible for determining fitness for duty consistent with applicable law and for providing reasonable accommodations where legally required and compatible with safe performance of the assignment.

- Maintain alertness and respond quickly to unexpected or dangerous situations.
- Work extended shifts when authorized, including evenings, weekends, and event assignments.
- Stand, walk, sit, stoop, climb stairs, and move throughout indoor and outdoor campus environments for prolonged periods.

- Communicate clearly with students, staff, families, law enforcement, and the public, including during stressful situations.
- Read post orders, write reports, use assigned communication equipment, and respond to routine and emergency instructions.
- Assist with evacuations, crowd control, traffic support, emergency response, and first aid/CPR/AED while awaiting emergency responders.
- Safely carry and use authorized equipment, if any, including handcuffs, non-lethal tools, body armor, or firearms when specifically authorized and legally permitted.
- Perform duties outdoors in heat, cold, wind, rain, or other weather conditions typical of school operations and events.

Personnel assigned to armed posts must meet all additional vision, hearing, speech, cardiovascular, respiratory, neurological, psychiatric, musculoskeletal, medication, and other medical standards necessary to safely and lawfully carry and use a firearm in a school setting. Contractor shall not assign personnel whose health, medication, impairment, fatigue, or condition may interfere with safe performance.

EXHIBIT F - CONDUCT OF SECURITY PERSONNEL

Contractor is responsible for ensuring that all personnel conform to acceptable standards of conduct. The following actions, behaviors, or conditions may result in immediate removal from District assignment and may constitute grounds for termination or other remedies:

- Sleeping on duty, abandoning post, failing to devote full attention to assigned duties, or failing to follow post orders.
- Unprofessional, discourteous, intimidating, abusive, discriminatory, harassing, or inappropriate conduct toward students, staff, families, visitors, co-workers, or the public.
- Unauthorized use of District property, equipment, phones, radios, computers, vehicles, records, or facilities.
- Opening desks, cabinets, files, classrooms, offices, or other areas except as authorized by District direction or post orders.
- Using personal electronic devices, engaging in personal business, socializing, studying, gaming, or other distractions while on duty except as authorized during breaks or required for work purposes.
- Theft, vandalism, dishonesty, falsification of records, concealment of material facts, or destruction or removal of District documents or property.
- Possession, use, sale, or influence of alcohol, cannabis, illegal drugs, controlled substances, or impairing medication while on duty or on District property.
- Improper use of official authority, credentials, force, equipment, firearm, or security tools.
- Disclosing District information, student information, security procedures, incident details, legal matters, or internal operations without authorization.
- Posting on social media about District matters, students, staff, incidents, security operations, or confidential information.
- Failure to cooperate with District administrators, law enforcement, investigations, audits, or corrective action.
- Any arrest, conviction, license issue, restraining order, misconduct allegation, or other event that may affect suitability to work on District property.

EXHIBIT G - REQUIRED CERTIFICATIONS AND FORMS

G-1 Authorization Agreement

The undersigned certifies that the proposal submitted in response to this RFP is true, complete, and accurate; that the undersigned is authorized to bind the proposer; that the proposal is valid for at least ninety (90) days after the proposal deadline; that the proposer has reviewed and accepts the RFP and Agreement terms except as expressly

stated in the proposal; and that, if awarded, the proposer will execute the Agreement and comply with all requirements before commencing Services.

Proposer: _____
Authorized Representative: _____
Title: _____
Signature: _____
Date: _____

G-2 Non-Collusion Declaration

I declare that I am authorized to execute this certification on behalf of the proposer. The proposal is genuine and not collusive or sham. The proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any other proposer, firm, or person to submit a sham proposal, to refrain from proposing, to fix prices, to share confidential information improperly, or to secure an unfair advantage. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Proposer: _____
Name/Title: _____
Signature: _____
Date: _____

G-3 Iran Contracting Act Certification

For contracts of one million dollars ($1,000,000) or more, proposer certifies that it is not identified on a list created pursuant to Public Contract Code section 2203 as a person or entity engaging in investment activities in Iran as described in the Iran Contracting Act of 2010, or that an applicable exception applies. Proposer shall provide any additional certification required by the District before contract execution.

Proposer: _____
Name/Title: _____
Signature: _____
Date: _____

G-4 Workers' Compensation Certification

I am aware of the provisions of Labor Code section 3700 requiring every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the Labor Code, and I will comply with such provisions before commencing performance of the work.

Proposer: _____
Name/Title: _____
Signature: _____
Date: _____

G-5 Drug-Free Workplace Certification

Proposer certifies that it will provide a drug-free workplace by publishing required notices to employees, establishing a drug-free awareness program, and requiring employees performing services under the Agreement to abide by the terms of the drug-free workplace policy. Proposer acknowledges that failure to comply may result in termination, suspension of payment, or other remedies.

Proposer: _____
Name/Title: _____
Signature: _____
Date: _____

G-6 Alcohol, Tobacco, Cannabis, and Drug-Free Campus Certification

Proposer agrees to comply with District policies prohibiting alcoholic beverages, tobacco products, cannabis, illegal drugs, and unauthorized controlled substances in District-owned or leased buildings, on District property, in District or Contractor vehicles used for District services, and during performance of Services.

Proposer: _____
Name/Title: _____
Signature: _____
Date: _____

G-7 Background Check and Tuberculosis Certification

Proposer certifies that, before any employee, subcontractor, or agent performs Services or may come into contact with pupils, proposer will complete all required criminal background checks, fingerprinting, and tuberculosis clearance requirements, including Education Code sections 45125.1, 45122.1, 49406, and other applicable requirements. Proposer shall immediately notify the District of any subsequent arrest, conviction, disqualifying event, clearance issue, or tuberculosis clearance lapse and shall remove affected personnel from District assignments pending District review.

Proposer: _____
Name/Title: _____
Signature: _____
Date: _____

Attachment: List of employees/subcontractors who may come into contact with pupils:

_____
_
_____
_
_____
_

G-8 Mandatory Reporter Certification

Proposer certifies that all personnel assigned to District sites who are mandated reporters will complete required mandated reporter training, execute required acknowledgements, understand child abuse and neglect reporting obligations, and comply with all applicable reporting laws. Proposer shall maintain records and provide certification upon request.

Proposer: _____
Name/Title: _____
Signature: _____
Date: _____

EXHIBIT H - INSURANCE DOCUMENTS AND ENDORSEMENTS

The following insurance documents and endorsements must be provided to the District within five (5) calendar days after notification of award, and before any Services commence. All insurance must comply fully with the RFP and Agreement.

- Commercial General Liability certificate showing required limits, proper description of work, District as certificate holder, primary and non-contributory language, thirty (30) days' cancellation notice where available, and additional insured endorsement naming the District Parties using ISO CG 20 10 and CG 20 37, CG 20 38, or equivalent acceptable to the District.

- Professional Liability / Errors and Omissions certificate showing required limits and retroactive date if claims-made.
- Sexual Abuse and Molestation coverage certificate and endorsement where available.
- Automobile Liability certificate covering owned, hired, and non-owned autos, with additional insured endorsement where available and primary/non-contributory language.
- Workers' Compensation and Employer's Liability certificate with statutory coverage, employer's liability limits, and waiver of subrogation endorsement where available.
- Umbrella or excess liability certificate if used to satisfy required limits.
- Any additional endorsements or certified policy copies requested by the District.

Certificate Holder:
Las Virgenes Unified School District
4111 Las Virgenes Road
Calabasas, CA 91302

Incidents and claims are to be reported to the insurer at:
Attn: _____
Title/Department: _____
Company: _____
Street Address: _____
City, State, Zip Code: _____
Phone Number: _____

Date: _____
Signature: _____