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RFP# 01.09-904-2026-008 - Security Services
Response to Inquiries

District Contact for this RFP:
Las Virgenes Unified School District
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Note: These responses clarify the existing RFP and do not materially modify its requirements. In the event of a conflict, the RFP, formally issued addenda, and resulting agreement shall control.

General Scope and Pricing

1. What are the anticipated daily hours and annual service days for the three full-time Protective Service Officers?

The District anticipates full-time coverage during the academic year. Exact daily hours, school calendars, reporting times, and post schedules will be confirmed by the District during contract implementation and through District-approved post orders. Proposers should identify any scheduling assumptions used in developing their hourly rates. The District may modify schedules and assignments based on operational need.

2. Are patrol vehicles expected to be dedicated to each officer, and should all vehicle-related expenses be included within the proposed hourly rates?

Proposers should provide sufficient patrol vehicles to support all three core officer assignments concurrently. Each assigned officer is expected to have access to a patrol vehicle while performing the core assignment unless otherwise directed by the District.

The proposed hourly rates must include all ordinary vehicle-related costs, including acquisition or lease costs, fuel, maintenance, repairs, registration, insurance, travel, and other operating expenses. No separate vehicle charge will be paid for the three core assignments unless expressly authorized by the District in writing.

3. Does the District anticipate any minimum annual volume for optional and as-needed services?

No. The District does not guarantee any minimum number of hours, events, assignments, summer posts, emergency responses, or total compensation for optional or as-needed services.

4. For the roving officer position, can the District provide additional information regarding the anticipated geographic coverage area and expected operational responsibilities?

The roving officer will be available for deployment throughout the District's campuses, offices, operational facilities, and other District-designated locations. Assignments will be based on areas of greatest operational or safety need.

Anticipated responsibilities may include visible campus presence, perimeter and parking-area patrol, arrival and dismissal support, visitor and traffic assistance, response to administrator requests, support for incidents or emerging concerns, event coverage, coordination with law enforcement and emergency responders, and other duties established through District-approved post orders.

5. Will post orders, campus maps, and site-specific procedures be made available to the successful proposer before services begin?

Yes. District-approved post orders, emergency procedures, site-specific information, maps, communication protocols, and other appropriate operational materials will be provided during onboarding and before the applicable assignment begins. Certain safety and security information will remain confidential and may be subject to restrictions on use and disclosure.

6. Is there a current provider for these security services?

Yes. The District's current provider is Covered 6.

a. When does the current agreement expire?

Covered 6's final day of service is expected to be July 31, 2026.

b. Will the incumbent provider be submitting a proposal in response to this RFP?

The District cannot speak on behalf of any potential proposer and has no information to provide regarding whether Covered 6 or any other firm will submit a proposal.

7. Should supervision, administrative support, equipment, and standard reporting requirements be incorporated into the hourly rates or identified separately?

The hourly rates must include all wages, benefits, routine supervision, administration, overhead, insurance, standard equipment, communications, training, travel, reporting, and profit unless a cost is expressly identified separately in Exhibit B and accepted by the District.

A proposer may identify a separate supervisor or field-manager rate in the Pricing Matrix, but it must clearly explain the limited circumstances under which that rate would apply. Routine account supervision and administration should not be billed separately.

8. Can the District provide additional guidance regarding anticipated staffing requirements for after-hours, weekend, and special-event assignments?

Staffing will be determined on an assignment-by-assignment basis based on the event, location, attendance, duration, risk factors, and District operational needs. Proposers should demonstrate the ability to scale staffing, provide qualified armed or unarmed personnel as directed, maintain supervision, and respond to urgent or after-hours assignments.

9. What information can the District provide regarding the incumbent firm, including company name, rates, total expenditures, and recent expenditures?

The incumbent provider is Covered 6, and its service is expected to conclude July 31, 2026. Historical rates and expenditure totals are not being provided as part of this RFP clarification. Proposers should independently develop competitive pricing based on the requirements of this RFP rather than prior-provider pricing or historical utilization.

10. How many days did the District request armed-guard services last year?

The District is not providing a historical armed-service day count for proposal-pricing purposes. Historical utilization does not represent or guarantee the District's future service needs. Proposers should price the anticipated core model and optional services as stated in the RFP.

Operational Scope

11. Does the District anticipate dedicated personnel assignments, or may officers rotate between posts?

The District anticipates continuity in the three core assignments: one officer at Agoura High School, one officer at Calabasas High School, and one District-wide roving officer. Personnel may rotate or be reassigned when operationally necessary, provided all personnel meet the RFP requirements and are acceptable to the District.

The District reserves the right to approve, reject, remove, or require replacement of assigned personnel and to modify or reallocate posts.

12. What are the anticipated arrival, dismissal, and extended-day support hours associated with the core daily services?

Exact schedules have not yet been established and will be confirmed through post orders. Core assignments should be capable of supporting the regular school day and may include occasional before-school arrival, dismissal, after-school, or extended-day coverage as directed by the District.

13. Will the successful proposer receive District-developed post orders and emergency procedures before services begin?

Yes. District-approved post orders, emergency procedures, communication protocols, and site-specific directions will be provided during onboarding and before deployment.

14. Can the District provide additional guidance regarding the expected duties and patrol expectations of the roving officer?

The roving officer will be deployed District-wide based on need and may be directed to conduct campus and perimeter patrols, provide arrival or dismissal support, respond to administrator requests, assist with incidents, provide temporary coverage, support events, monitor areas of concern, coordinate with emergency responders, and perform other school-appropriate security duties.

Daily routes and priorities may change and will be established by the designated District administrator.

15. Can the District estimate anticipated daily or annual patrol-route mileage?

No reliable daily or annual mileage estimate is available. Mileage will vary based on District needs, incidents, campus assignments, events, and deployment decisions. All ordinary travel, fuel, maintenance, and vehicle costs associated with the three core assignments must be included in the proposed rates.

Special Events and As-Needed Services

16. Approximately how many annual special events requiring security services does the District anticipate?

The District is not providing a guaranteed or estimated annual event volume. Potential assignments may include athletic events, graduations, dances, performances, Board meetings, parent or community meetings, summer programs, outdoor education activities, and other District-designated events.

17. Is there a typical advance-notice period for special-event staffing requests?

No fixed advance-notice period is guaranteed. The District will provide advance notice when operationally practicable. Emergency, high-profile, or unanticipated assignments may require an expedited or immediate response. Proposers should describe their standard notice requirements and ability to respond to urgent requests. The district utilizes multiple providers for supplemental services.

18. Will event services be assigned exclusively to the successful proposer for core services, or may they be procured separately?

Event and as-needed services are not exclusive. The District reserves the right to award core services, event services, as-needed services, or other service categories to one proposer, multiple proposers, or separate providers when determined to be in the District's best interest.

Staffing and Personnel

19. Will the District require approval of assigned personnel before deployment?

Yes. Assigned personnel must satisfy all licensing, training, background, health, qualification, and documentation requirements and must be acceptable to the District. The District may require removal or replacement of any individual at its discretion.

20. Is there an expected response time for replacement personnel if an assigned officer is unavailable?

The RFP does not establish a fixed number of minutes or hours. The contractor must provide prompt replacement and maintain sufficient relief coverage so required posts are not left uncovered. Proposers must describe their backup staffing plan and expected response time in their proposals.

21. Are equivalent combinations of private security, law-enforcement, and military experience acceptable?

Yes. The District may accept a reasonable combination of qualifying military, National Guard, law enforcement, POST, armed security, education, and comparable experience. All proposed personnel remain subject to District review and approval.

22. Will officers be relieved for meal periods, or does the District anticipate paid, on-duty meal periods?

The District does not prescribe the contractor's meal-period arrangement. The contractor is responsible for complying with all applicable wage-and-hour requirements while ensuring that required posts and services remain continuously covered. Any relief staffing or other costs necessary for legal compliance and uninterrupted coverage must be incorporated into the approved rates.

Training and Additional Services

23. Can the District estimate annual hours for additional training, drills, safety presentations, and curriculum-related support?

No minimum or estimated annual volume is guaranteed. These services will be requested only as needed and authorized by the District. Proposers should provide the applicable hourly rate or state that the service is included in another proposed rate.

24. Can the District estimate annual hours for open-source threat assessment or monitoring support?

No. The District does not guarantee any minimum number of hours. Such work may be performed only when expressly authorized by the District and must be conducted in accordance with applicable law and District direction.

Pricing and Administrative Requirements

25. Are there minimum call-out periods or billing increments the District expects for optional, emergency, or special-event assignments?

The District has not established a mandatory minimum call-out period or billing increment. Proposers must clearly identify any proposed minimum call-out, minimum billing period, rounding increment, cancellation term, or related assumption in Exhibit B. Undisclosed minimums or billing practices will not be accepted.

26. Does the District anticipate limitations or guidelines regarding overtime, holiday, or premium-rate billing?

All overtime, holiday, event, and premium rates must be separately identified in Exhibit B, including the circumstances and calculation method that trigger each rate. The District will not pay overtime, holiday premiums, or other enhanced charges unless they are included in the approved Pricing Matrix and the applicable services have been authorized by the District.

The contractor remains responsible for scheduling, staffing, and compliance with applicable employment laws.

Evaluation and Contract Administration

27. Will interviews or presentations be conducted with shortlisted proposers, and will they form part of the final evaluation?

The District may invite the highest-ranked proposers to participate in interviews, presentations, or clarification meetings. If interviews are conducted, the District may assign up to 100 additional points based on interview performance, responsiveness, operational fit, and the District's overall confidence in the proposer.

28. Will reference checks be conducted before or after interviews?

The RFP does not prescribe a required sequence. Reference checks and responsibility reviews may occur before, during, or after any interview process and before the District makes its final recommendation.

29. Will proposers have an opportunity to clarify or supplement their proposals during evaluation if requested?

The District may request clarification, verification, additional information, or a best-and-final offer when it determines that doing so is appropriate. Proposers may not independently revise or supplement their proposals after the submission deadline unless expressly requested or authorized by the District. Any clarification process will be administered in a manner intended to preserve fairness and equal treatment.