



CHESTER UPLAND SCHOOL DISTRICT

REQUEST FOR PROPOSALS

Unarmed School Security Guard Services

Four Contracted Security Guard Positions

Solicitation Information	District Requirement
RFP Number	2704
Issue Date	August 28, 2026
Questions Due	September 4, 2026
District Responses/Addendum	Anticipated September 11, 2026
Proposal Due	September 25, 2026, at 3:00 p.m. Eastern Time
Anticipated Award	October 22, 2026, subject to required approval
Initial Contract Term	October 30, 2026 through September 30, 2027
Renewal Options	Up to two additional one-year terms, at the District's sole option
Electronic Submission	purchasing@chesteruplandsd.org

Procurement Contact

Monique Hales | Chester Upland School District | 1350 Edgmont Avenue, Chester, PA 19013
purchasing@chesteruplandsd.org | 267-415-8830

Solicitation at a Glance

Topic	Requirement
Procurement type	Competitive request for proposals for contracted services.
Scope	Four unarmed school security guards for Chester High School and Toby Farms Intermediate School.
Anticipated deployment	Two guards per location; the District may adjust assignments and schedules based on operational needs.
Estimated service level	Up to 5,760 regular hours for evaluation only (four guards × eight hours × 180 school days). No minimum quantity is guaranteed.
Mandatory vendor status	PCCD-approved third-party school security guard vendor throughout the contract term.
Mandatory personnel training	Current PCCD-approved school security personnel training completed before assignment.
Award basis	Best value to the District based on qualifications, staffing, management approach, experience, compliance, and cost.
Funding	Local, state, and/or federal funds may be used; federal clauses apply to the extent an award is federally funded.

Procurement Schedule

Event	Date / Time
RFP issued	August 28, 2026
Written questions due	September 4, 2026
District response/addendum	Anticipated September 11, 2026
Proposals due	September 25, 2026, at 3:00 p.m. Eastern Time
Interviews/clarifications, if requested	October 13-14, 2026
Anticipated award	October 22, 2026, subject to required approval
Service commencement	November 1, 2026

The District may revise this schedule by written addendum. Proposers are responsible for monitoring the District's procurement webpage for addenda.

Mandatory Proposal Checklist

- Signed Proposal Cover Sheet and Certification (Appendix B)
- Completed Pricing Schedule (Appendix A)
- Technical proposal and staffing/coverage plan
- Proof of current PCCD third-party vendor approval
- Evidence of required training for proposed guards, or a binding pre-assignment verification plan
- Supervisor résumé and organizational chart
- Three current K–12 client references
- Certificate of insurance or broker letter confirming ability to meet requirements
- Clearance compliance certification
- Signed federal and integrity certifications (Appendix C)

- Disclosure of exceptions and proposed contract terms
- Acknowledgment of each addendum

1. Purpose and Background

Chester Upland School District (CUSD or District) solicits competitive proposals from qualified and responsible contracted service providers to furnish four unarmed school security guards. Services will support safe, orderly and welcoming learning environments at Chester High School and Toby Farms Intermediate School. The selected contractor will recruit, employ, train, schedule, supervise and replace assigned personnel and will remain fully responsible for wages, benefits, taxes, clearances, training, performance and conduct.

This solicitation seeks school security guards, not school police officers or school resource officers. Assigned personnel will not possess police powers and will not carry firearms or other weapons while performing District services.

1.1 Legal and Procurement Framework

This procurement will be conducted under applicable provisions of the Pennsylvania Public School Code, District policies and procedures, and, when federal funds are used, 2 C.F.R. Part 200. The District will apply the most restrictive applicable federal, state and local requirement. The procurement may not be divided or structured to evade a threshold or competition requirement.

The selected contractor must comply with Article XIII-C of the Pennsylvania Public School Code and current PCCD/PDE requirements governing school security guards and third-party school security vendors. All assigned guards must complete the required PCCD-approved school security personnel instruction before entering upon their duties.

1.2 Contract Structure

The District anticipates one requirements contract with a single prime contractor. Nothing in this RFP guarantees a minimum number of hours or prevents the District from reducing, increasing, relocating or temporarily suspending coverage. Any material change will be documented through an authorized written amendment or purchase order.

2. Scope of Services

2.1 Staffing and Locations

Location	Anticipated Positions	Typical Coverage
Chester High School	2	Up to 8 hours per guard per scheduled school day
Toby Farms Intermediate School	2	Up to 8 hours per guard per scheduled school day

Coverage days and daily start/end times will be established by the District. Assignments may include arrival, instructional hours, dismissal, meetings, athletic events, extracurricular activities, emergencies or other authorized activities. Additional hours require advance written authorization from the District's designated administrator except in an immediate emergency.

2.2 Required Duties

- Maintain a visible, professional presence and provide routine safety and security support.
- Monitor entrances, exits, hallways, common areas, grounds and other assigned posts.
- Support visitor-management procedures, including directing visitors and identifying unauthorized access.
- Assist District administrators with arrival, dismissal, student movement, crowd management and campus supervision.
- Observe, document and promptly report hazards, suspicious activity, policy violations, emergencies and safety concerns.

- Respond to emergencies within training and assigned authority; summon administrators, emergency medical services or law enforcement as appropriate.
- Support emergency drills, evacuations, shelter-in-place, lockdown and reunification procedures as directed.
- Use de-escalation, trauma-informed and developmentally appropriate practices when interacting with students.
- Assist with disruptive situations without independently administering student discipline.
- Maintain daily activity logs, post records, visitor/security documentation and incident reports.
- Preserve confidentiality and protect education records, security-sensitive information and personally identifiable information.
- Coordinate with District administrators, the District School Safety and Security Coordinator, school police and local first responders.

2.3 Prohibited Conduct and Limitations

- No firearm, conducted-energy device, chemical agent, baton, knife or other weapon may be carried or stored while performing District services.
- Guards may not represent themselves as police officers, exercise police powers, conduct criminal investigations or independently impose school discipline.
- Physical intervention is prohibited except when objectively necessary and lawful to protect a person from imminent harm, consistent with District policy, training and applicable law.
- No search of a student or student property may occur except at the express direction of an authorized District administrator and as permitted by District policy and law.
- No use of student images, names, records, social media, District logos or information for personal, promotional or commercial purposes.
- No sleeping, personal visitors, smoking/vaping, harassment, retaliation, discrimination, inappropriate language, personal device use while on post, or abandonment of an assigned post.

2.4 Coverage Continuity

The contractor must maintain sufficient qualified relief personnel to fill absences and vacancies without interruption. The contractor must notify the District immediately of a call-off and provide a qualified replacement as soon as practicable, but no later than the start of the affected shift unless the District approves otherwise. The District may require immediate removal and replacement of any individual whose conduct, qualifications or performance is unsatisfactory or presents a safety concern.

3. Personnel Standards

3.1 Minimum Guard Qualifications

- At least 21 years of age and legally authorized to work in the United States.
- High school diploma or equivalent; postsecondary education, military service, security experience or youth-development experience is preferred.
- Successful completion, before assignment, of the current PCCD-approved training required for Pennsylvania school security personnel.
- Current child-abuse, Pennsylvania criminal-history and FBI fingerprint clearances, and all other checks required by 24 P.S. §§ 1-111 and 1-111.1 and 23 Pa.C.S. § 6344, as applicable.
- Current CPR/AED and first-aid certification before assignment or within a District-approved period stated in the proposal.
- Demonstrated ability to work effectively and respectfully with adolescents, students with disabilities, families, staff and diverse communities.
- Ability to read, write and communicate effectively in English; bilingual capability is preferred.
- Physical capacity to stand and walk for extended periods, respond throughout the assigned building and perform essential functions with or without reasonable accommodation.
- No disqualifying conviction, founded child-abuse report, loss of required credential, or other condition that prohibits school employment or assignment.

3.2 Contractor and Supervisor Qualifications

- Current listing as a PCCD-approved third-party vendor authorized to provide school security guard services.
- At least three years of demonstrated security-management experience and successful experience serving K–12 schools.
- A designated account manager and field supervisor available to the District at all times when guards are on duty.

- Documented recruiting, screening, training, scheduling, quality-assurance, complaint-response and progressive-corrective-action systems.
- Ability to provide electronic timekeeping and accurate invoices by guard, location, date, hours and rate.

3.3 Pre-Assignment File

Before any individual begins work, the contractor must provide a District-approved personnel roster and written certification that all required clearances, training, qualifications and employment verifications are current and maintained in the contractor's files. Upon request, and subject to applicable privacy requirements, the contractor must provide supporting documentation for District review. No guard may begin work until the District authorizes the assignment.

4. Contractor Management and Reporting

4.1 Mobilization

Within two business days after notice of intent to award, the apparent successful proposer must participate in a transition meeting and submit a mobilization plan addressing recruitment, named personnel, clearances, training, uniforms, equipment, supervision, post orders, communications, substitute coverage and service commencement.

4.2 Supervision and Quality Assurance

- Conduct documented site visits and performance observations at least monthly and more often when requested.
- Hold periodic meetings with District administrators to review coverage, incidents, trends and corrective actions.
- Investigate complaints promptly and provide a written response and corrective-action plan within two business days unless a shorter safety-related deadline is required.
- Maintain written post orders aligned to District emergency plans and site procedures; security-sensitive materials remain District confidential information.
- Provide ongoing training in de-escalation, adolescent development, disability awareness, cultural responsiveness, mandated reporting, confidentiality and emergency response.

4.3 Required Reports

Report	Minimum Requirement
Daily activity/post log	Guard, location, post, shift, significant observations and supervisor review.
Incident report	Submitted before the end of shift for routine incidents and immediately for urgent events.
Staffing report	Monthly roster, scheduled/filled hours, absences, substitutions, vacancies and training status.
Performance report	Monthly summary of services, incidents, response times, trends, complaints, corrective actions and recommendations.
Invoice support	Guard-level time detail reconciled to approved schedules and electronic time records.

4.4 Performance Standards

Measure	Standard
Post coverage	At least 98% of District-authorized hours filled with qualified personnel.
Punctuality	At least 98% of shifts started on time.
Required credentials	100% current before and throughout assignment.
Urgent incident notification	Immediate verbal notification followed by written report before end of shift.

Measure	Standard
Routine report timeliness	At least 95% submitted by the required deadline.
Replacement response	Qualified relief provided by shift start or within the District-approved response time.

Failure to meet performance standards may result in corrective action, invoice adjustment for unfilled or unauthorized hours, required personnel replacement, suspension of assignments, nonrenewal or termination. Any service-credit or damages provision will be stated in the final agreement and will not operate as a penalty.

5. Proposal Submission Instructions

5.1 Electronic Submission

Submit one complete electronic proposal in searchable PDF format to purchasing@chesteruplandsd.org no later than September 25, 2026 at 3:00 p.m. Eastern Time. The email subject line must state: "RFP 2704 – UNARMED SCHOOL SECURITY GUARD SERVICES – [PROPOSER NAME]." The completed Appendix A pricing schedule may also be submitted in Excel format. The proposer is responsible for confirming successful delivery. Late proposals may be rejected.

5.2 Questions and Addenda

Submit all questions in writing to purchasing@chesteruplandsd.org by September 4, 2026. Proposers may not contact Board members, the Receiver, District employees, students or families regarding this procurement except through the designated contact. Oral interpretations are not binding. Only a written District addendum may modify this RFP.

5.3 Proposal Organization

1. Transmittal letter and signed Appendix B cover sheet.
2. Executive summary and confirmation of acceptance of the scope.
3. Company profile, ownership, years in business and proof of PCCD approval.
4. K–12 experience and three references.
5. Staffing, recruitment, relief coverage and transition plan.
6. Training and clearance compliance plan, including current PCCD training standards.
7. Supervision, communications, incident management and quality-assurance approach.
8. Named key personnel, résumés and organization chart.
9. Completed Appendix A pricing schedule.
10. Insurance evidence, required certifications, exceptions and addendum acknowledgments.

5.4 Proposal Validity and Costs

Proposals must remain firm for 90 calendar days after the due date. The proposer bears all costs of preparing, submitting, presenting or clarifying its proposal. Proposal materials become District records and may be subject to the Pennsylvania Right-to-Know Law; proposers must clearly identify any information they contend is protected and state the legal basis, but the District will make disclosure determinations as required by law.

6. Evaluation and Award

Criterion	Points
Understanding of scope and technical approach	20
Staffing, training, clearances and coverage continuity	25
K–12 experience, references and past performance	15
Supervision, reporting, quality assurance and mobilization	15

Criterion	Points
Cost and price reasonableness	20
Responsiveness, completeness and exceptions	5
Total	100

The District may conduct interviews, request demonstrations or clarifications, check references, verify responsibility, negotiate with the highest-ranked proposer, seek best-and-final offers, reject any or all proposals, waive minor informalities, or cancel and reissue the solicitation when in the District's best interest. Award is not made solely on lowest price. No award is final until all required District and Receiver/Board approvals are obtained and an authorized agreement or purchase order is executed.

6.1 Responsibility Review

The District may consider financial capacity, integrity, legal compliance, safety record, staffing capacity, past performance, references, debarment status, litigation, regulatory findings, insurance, vendor approval and the ability to perform on schedule. A proposer must promptly disclose any event affecting its responsibility before award and throughout the contract term.

7. Pricing and Payment

Pricing must be fully burdened and include wages, payroll taxes, benefits, recruitment, clearances, PCCD-required training, supervision, uniforms, communication equipment, travel, overhead, profit and every other cost required to perform. The District will not pay separate administrative, mobilization, training, background-check, fuel, travel or equipment charges unless expressly listed and accepted in Appendix A.

- Regular rates apply to scheduled hours unless another rate is expressly authorized in writing.
- Overtime or premium rates require advance written authorization and may not result solely from the contractor's staffing decisions.
- The District pays only for verified, properly performed and authorized hours; meal breaks are unpaid unless the guard remains on duty and the District authorizes payment.
- Invoices must be submitted monthly and itemized by guard, location, date, start/end time, hours, rate and total.
- Payment is subject to District verification, acceptance, purchase-order requirements and applicable law. No advance payment is permitted.

8. Contract Terms and Conditions

8.1 Independent Contractor and Employment Matters

The contractor is an independent contractor and sole employer of its personnel. It is responsible for hiring, supervision, discipline, compensation, benefits, taxes, unemployment, workers' compensation, labor-law compliance and collective-bargaining obligations. Contractor personnel are not District employees and acquire no District employment rights or benefits.

8.2 Compliance with Law and District Requirements

The contractor must comply with all applicable federal, Pennsylvania and local laws; Article XIII-C school-security requirements; child-protection and mandatory-reporting laws; nondiscrimination and accessibility requirements; wage-and-hour laws; privacy requirements; District Board policies; emergency procedures; visitor rules; and reasonable directives of authorized District administrators.

8.3 Insurance

Coverage	Minimum Limit
Commercial General Liability	\$1,000,000 each occurrence / \$2,000,000 aggregate

Coverage	Minimum Limit
Automobile Liability	\$1,000,000 combined single limit
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000
Professional / Errors and Omissions	\$1,000,000
Abuse and Molestation Liability	\$1,000,000 occurrence / \$2,000,000 aggregate
Umbrella / Excess Liability	\$2,000,000

The District, its Receiver, Board, officers, employees and agents must be additional insureds on applicable policies on a primary and noncontributory basis. Certificates and requested endorsements are required before work. Coverage must be maintained throughout the agreement and any applicable completed-operations period. Final requirements are subject to District risk-management and solicitor review.

8.4 Indemnification

To the fullest extent permitted by law, the contractor shall defend, indemnify and hold harmless the District, its Receiver, Board, officers, employees and agents from claims, damages, losses, liabilities, penalties and expenses, including reasonable attorneys' fees, arising from the contractor's performance, acts or omissions, breach, violation of law, employment practices or infringement, except to the extent caused by the indemnitee's sole negligence where such limitation is required by law.

8.5 Confidentiality, Records and Data Security

The contractor may access student, personnel, emergency or security-sensitive information only as necessary for assigned duties. It must safeguard such information, comply with FERPA and other applicable privacy laws, immediately report suspected loss or unauthorized disclosure, cooperate with mitigation, and return or securely destroy District information at contract end. Security plans, post orders, access controls and emergency procedures may not be publicly disclosed or used for another purpose.

8.6 Assignment and Subcontracting

No assignment or subcontracting is permitted without prior written District approval. Approval does not relieve the contractor of responsibility. Every approved subcontractor and assigned person must meet all requirements of the contract.

8.7 Termination

The District may terminate for cause after notice and a reasonable opportunity to cure when appropriate, and may terminate for convenience upon written notice stated in the final agreement. Immediate suspension or termination may occur for safety threats, loss of PCCD approval, lapse of required credentials or insurance, dishonesty, abuse, weapons violations, material confidentiality breach, debarment or unlawful conduct. Payment is limited to accepted authorized services performed before the effective date, less offsets and damages allowed by law.

8.8 Records, Audit and Monitoring

The contractor must retain procurement and contract records for seven years after final payment or longer when required by the funding source, audit, claim or litigation hold. The District and authorized state or federal officials may inspect relevant records and monitor performance. The contractor must maintain payroll, training, clearance, roster, timekeeping, incident and invoice support records sufficient to verify compliance.

8.9 Renewal and Appropriations

The initial term is October 30, 2026 through September 30, 2027. The District may renew for up to two additional one-year terms by written agreement, subject to satisfactory performance, price agreement, continued

legal/vendor eligibility, funding and required approvals. District obligations are contingent on lawful appropriation and availability of funds.

9. Federal Funding Requirements

The following provisions apply to the extent the contract is funded in whole or in part with a federal award. The contractor must flow down applicable provisions to approved subcontractors and provide certifications or disclosures requested by the District.

- Full and open competition; prohibition on organizational conflicts and unreasonable restrictive practices (2 C.F.R. §§ 200.318–200.320).
- Contract remedies and termination provisions when applicable (2 C.F.R. § 200.327 and Appendix II).
- Suspension and debarment verification; contractor and principals must not be excluded from federal transactions (2 C.F.R. Part 180 and applicable agency regulations).
- Byrd Anti-Lobbying certification and disclosure for awards exceeding \$100,000.
- Clean Air Act and Federal Water Pollution Control Act compliance for contracts exceeding \$150,000.
- Prohibition on covered telecommunications and video-surveillance equipment or services (2 C.F.R. § 200.216).
- Domestic preferences for procurements to the greatest extent practicable and lawful (2 C.F.R. § 200.322).
- Recovered-material requirements when applicable (2 C.F.R. § 200.323).
- Equal employment opportunity, labor standards, rights to inventions, and other Appendix II provisions only when applicable to the award and work.
- Access to records, audit cooperation, record retention, reporting and compliance with all award-specific terms.

Appendix A — Pricing Schedule

Proposer Legal Name: _____

Line	Service	Estimated Hours*	Hourly Rate	Extended Amount
1	Regular-time unarmed guard services	5,760	\$ _____	\$ _____
2	Authorized overtime services	100	\$ _____	\$ _____
3	Authorized special-event services	200	\$ _____	\$ _____
			Evaluated Total	\$ _____

*Estimated quantities are used only for proposal evaluation and do not guarantee purchases. The evaluated total equals each estimated quantity multiplied by its corresponding rate.

Additional Pricing / Renewal Information	Proposer Entry
Minimum shift, if any	_____
Cancellation terms	_____
Year 2 maximum rate adjustment	_____ % or \$ _____
Year 3 maximum rate adjustment	_____ % or \$ _____
Other proposed charge (describe)	_____
Prompt-payment discount	_____

Certification: The undersigned certifies that the prices above are firm for 90 days, fully burdened, and include all costs necessary to perform the proposed services except charges expressly disclosed and accepted by the District.

Authorized Signature	Printed Name / Title	Date
_____	_____	_____

Appendix B — Proposal Cover Sheet and Certification

Proposer Information	Response
Legal Name	_____
DBA, if any	_____
Business Address	_____
EIN	_____
PCCD Vendor Approval / Registration No.	_____
Primary Contact / Title	_____

Proposer Information	Response
Telephone	
Email	
Years Providing K–12 Security Services	
Addenda Acknowledged	

By signing below, the proposer certifies that it has examined the RFP; its proposal is accurate and complete; it can perform the work; it accepts the requirements except for clearly disclosed exceptions; it will maintain PCCD approval and required personnel qualifications; and the signer is authorized to bind the proposer.

Authorized Signature	Printed Name / Title	Date

References

K–12 Client	Contact / Email / Phone	Services and Dates

Exceptions

List every exception to the RFP or proposed contract language and identify the affected section. If none, state "None."
Silence constitutes acceptance.

Appendix C — Integrity and Federal Certifications

- The proposer and its principals are not suspended, debarred, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions.
- The proposal was developed independently, without collusion, price fixing, bid rotation or improper coordination with another proposer.
- No District official or employee has a disclosed financial or personal interest in this procurement except as described below.
- No federally appropriated funds have been or will be used for prohibited lobbying. If applicable, the proposer will execute the Byrd Anti-Lobbying certification and Standard Form LLL disclosure.
- The proposer will comply with applicable Clean Air Act, Federal Water Pollution Control Act, nondiscrimination, domestic-preference, recovered-material and covered-telecommunications requirements.
- The proposer has disclosed material litigation, government findings, licensing/vendor-registration actions, contract defaults, terminations, safety violations and recalls during the past five years.
- The proposer will report any actual or potential conflict, exclusion, loss of PCCD approval, credential lapse, arrest/conviction reporting event or other material change affecting responsibility or eligibility.
- The proposer has not offered a gratuity, contingent fee, gift or thing of value to influence this procurement.

Disclosures or explanation (attach additional pages if needed):

Authorized Signature	Printed Name / Title	Date

Appendix D — Staffing and Compliance Roster

Submit available information with the proposal and a final District-approved roster before service begins. Do not include Social Security numbers, clearance reports or other unnecessary sensitive data in the proposal.

Proposed Guard / Role	Assigned Site	PCCD Training Date / Provider	Clearances Current?	CPR/AED?
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
Relief Guard 1			Yes / No	Yes / No
Relief Guard 2			Yes / No	Yes / No

Key Personnel

Role	Name	Telephone / Email	Availability
Account Manager			
Field Supervisor			
24/7 Escalation Contact			

Required Attachments

- Proof of current PCCD-approved third-party vendor status
- Organizational chart and key personnel résumés
- Training and clearance verification procedure
- Sample daily activity log and incident report
- Sample monthly performance report
- Certificate of insurance or broker letter
- Mobilization and substitute coverage plan

Appendix E — Legal and Procurement References

Authority	Application
Pennsylvania Public School Code, Article XIII-C	School security personnel definitions, vendor approval, qualifications and training.
24 P.S. §§ 1-111 and 1-111.1; 23 Pa.C.S. § 6344	Background checks and reporting requirements, as applicable.
PCCD School Security Personnel Training Standards (approved June 10, 2026)	Current pre-service training standards for school security personnel.
PCCD School Security Third-Party Vendor Requirements	Vendor approval, experience, insurance, clearances, training and references.
2 C.F.R. §§ 200.317–200.327 and Appendix II	Federal procurement standards and required contract provisions when federal funds are used.
CUSD Board Policies and Purchasing Procedures	Apply when more restrictive and as otherwise applicable.

Official resources reviewed: Pennsylvania Department of Education, Pennsylvania Commission on Crime and Delinquency, Pennsylvania General Assembly and Electronic Code of Federal Regulations. Applicable law, the final contract, District policies, and any issued addenda will control if requirements change or conflict.