

## **Request for Proposals**

**RFP Number: HQ-2022-03**

**Services being Procured:**

**Security Services**

**Issued By:**

**Equal Access International  
1001 Connecticut Avenue, NW Suite 909  
Washington, D.C. 20036**

### **Key Dates:**

<b>RFP Issued:</b>	<b>Tuesday, January 25, 2022</b>
<b>Deadline for Questions:</b>	<b>Tuesday, February 1, 2022, 12:00 noon EST</b>
<b>Deadlines for Submission of Proposals:</b>	<b>Monday, February 14, 2022, 12:00 noon EST</b>
<b>Anticipated Award Date:</b>	<b>Monday, February 28, 2022</b>
<b>Assignment Commencement Date:</b>	<b>Tuesday, March 1, 2022</b>



RFP # HQ-2022-03 – Security Services

## **Background information**

Equal Access International (EAI), a Washington, DC based non-profit invites qualified individuals or firms to submit a proposal to provide Security Services to EAI.

## **Section 1 – Instructions to Offerors**

### **1.1 Issuing Office**

Equal Access International  
1001 Connecticut Avenue, NW, Suite 909  
Washington, D.C. 20036 USA  
Website: <http://www.equalaccess.org/>

***Note: Questions or requests for clarification are only accepted in writing, EAI will not respond to any phone-call inquiries.***

### **1.2 Anticipated Award Type**

The award resulting from this RFP is anticipated to be time and materials based on a fixed hourly rate. The deliverables include audit and preparation of tax returns. (Refer to Annex 1 – Statement of Work). The anticipated award date is on or about **February 28, 2022**, with a period of performance start date on or about **March 1, 2022**.

### **1.3 Period of Performance**

The initial period of performance for these services is twelve (12) months. Options for extended services will be discussed with the awardee prior to 90 days before the completion of the initial period of performance.

### **1.4 Basis of Award**

The award will be issued to the responsible and reasonable offeror who offers the best value to EAI using a combination of price and technical or non-cost/price factors.

### **1.5 Submission of Questions**

EAI will answer questions regarding the requirements of this RFP. Questions may be submitted via email only at [eaprourement@equalaccess.org](mailto:eaprourement@equalaccess.org) with the subject line title of “**RFP- HQ-2022-03 – Security Services**” no later than **12:00 noon EST Tuesday, February 1, 2022**. Answers to all questions shall be provided to all offerors.

### **1.6 Submission of Proposals**

Proposals must be submitted no later than **12:00 noon EST, Monday, February 14, 2022**, via email to [eaprourement@equalaccess.org](mailto:eaprourement@equalaccess.org). The subject line of the email should include the full RFP Number and Title of “**RFP- HQ-2022-03 – Security Services** ” [VENDOR NAME]\_Proposal”.

### **1.7 Interview/Clarification Questions and Answers**

EAI reserves the right to ask question of offerors and to conduct interviews regarding their proposal, particularly as relates to the technical approach and key staff participating in the process, prior

to final evaluation and award. If EAI chooses to conduct interviews, they will be scheduled between **Monday, February 21 and Tuesday, February 22, 2022.**

## **1.8 Proposal Format**

For EAI to conduct the most efficient proposal evaluation, bidders are required to include the following information in their proposal as described below:

### **1.8.1 Technical Proposal**

1. **Technical Approach** – Offerors must describe their proposed technical approach to providing Security Services, as per the requirements found in Annex 1 Scope of Work (SOW). Include a description of the activities undertaken by your firm to promote/ensure quality. Describe any existing or potential conflict of interest and conflict mitigation plan.
2. **Key Personnel** – Offerors must list their key personnel and provide CVs of their relevant work experience.
3. **Summary of Organization’s Experience** – Offerors must provide a description of relevant past performance and experience with similar work. In addition, please provide three references that EAI can contact who have worked directly with you and/or your organization in providing services like those outlined in Annex 1 – Statement of Work.

### **1.8.2. Financial Proposal**

Offerors must submit a budget proposal, including hourly rate(s) of for services described in Annex 1 – Statement of Work.

## **1.9 Evaluation of Proposals**

EAI will use best value determination for the award. A best value determination means that, in EAI’s estimation, the selected offer will provide the greatest overall benefit in response to the requirements stated in this RFP. It may be in EAI’s best interest to consider an award to other than the lowest priced offeror or other than the highest technically rated offeror. The evaluation factors and allocated points are presented below.

1. **Technical Approach (50 points)** – Points for this section will be awarded based on the information presented in the technical approach.
2. **Relevant Key Personnel and Organizational Experience (50 points)** – Points for this section will be based on the relevant experience of key staff and the offeror’s organizational portfolio of relevant performance, including references of past clients.

3. Cost – The cost proposal will be reviewed and evaluated for reasonableness. EAI reserves the right evaluate cost/technical trade-offs and will award to the firm providing the best value to EAI, cost and technical factors considered.

#### **1.10 Validity of Proposals**

Proposals submitted shall remain open for acceptance for a minimum of ninety (90) days from the Deadline for Submission of Proposals. The selected Offeror(s) shall supply the services requested at the proposed prices for the delivery/performance period specified in this Request for Proposal (RFP).

#### **1.11 Minimum Bidder Qualifications**

Bidders submitting proposals must:

- 1) Be officially licensed to do such business in the United States,
- 2) Not be or debarred or suspended by the United States Government and must not appear on any excluded parties list or otherwise be ineligible for award. EAI shall not award a contract to any organization determined ineligible for award by the US Government.
- 3) Provide documentation to verify licensure (i.e., tax id, registration certificate, etc.)
- 4) Demonstrate adequate management, human and financial resources to perform the contract
- 5) Satisfactory records of performance history, integrity and business ethics

#### **1.12 Late Proposals**

Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Bidders will be held responsible for ensuring their proposals are received according to the instructions stated herein. Late proposals may be considered at the discretion of EAI.

#### **1.13 Modification of RFP Requirements**

EAI retains the right to terminate this RFP or modify the requirements upon notification to Offerors.

#### **1.14 Right of Negotiation and Acceptance of Proposal**

This Request for Proposal does not legally obligate EAI to award a contract. EAI reserves the right not to make an award to any Offeror. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their proposals.

EAI may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP as outlined in this document and any subsequent modifications issued by EAI. A proposal must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated in Section 1.6. EAI may reserve the right to waive any minor discrepancies in a proposal.



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EAI reserves the right to issue an award based on the initial evaluation of proposals without discussion. EAI also reserves the right to enter best and final negotiations with any responsive Offeror for all or part of the proposed scope.

## **ANNEX 1**

### **STATEMENT OF WORK**

### **SECURITY SERVICES**

Equal Access International (EAI) is seeking to engage a person or organization to provide security services for EAI including implementing and maintaining EAI HQ security policies, guidelines, and procedures to ensure the security of all staff, consultants, property and operations; and assist field teams to ensure similar systems are in place; promoting a culture of security, security incident reporting; security oversight and management; monitoring and analyzing the security situation; developing and maintaining EAI Standard Mandatory Security Documents and Security Operating Procedures.

Services include the following:

#### ***Security Risk Management***

- Ensure that appropriate security and safety risk migration plans are in place and regularly tested for EAI HQ and field teams to respond to the threats or changes in threats which they might suddenly face. This is to include physical protection measures, safe working routines, government restrictions, protection equipment, and security staff provision, as required.
- Participate in the selection and services of security providers contracted by EAI field projects to ensure contractual compliance and quality assurance in security services to be provided.
- Review and ensure that insurance cover is comprehensive in terms of the required duty of care.
- Assist with business continuity planning, as required.
- Provide on-call advisory services for EAI's field projects, including the ability to assist with out-of-hours emergency responses at the project, if needed.
- Manage, review, and periodically update EAI's security program (including policies and procedures) to continually evolve with changing needs.
- Interface with EAI's Crisis Management Teams and Executive Management Team to manage any type of emergency response, including but not limited to security incidents, medical evacuations, emergency evacuations, environmental emergencies, or other special risk or emergency.

#### ***Analysis/Reporting***

- Report security incidents, violations and recommend corrective actions
- Provide a bi-weekly report to all EAI global staff with timely and credible security information and contextual analysis of the local security situations where EAI programs are operating through incident alerts, situation reports.
- Conduct headcount and/or traveler safety confirmation activities, as needed.

#### ***Security Awareness***

- Ensure all new staff/contractors receive appropriate security orientations, trainings, and briefings upon employment, at regularly intervals, and upon deployment to the field.
- Develop security and safety training workshops and ensure they are delivered at HQ and in the field in accordance with EAI's Security and Safety Risk Migration Plan.