



Purchasing Department
 4400 University Drive, MS 3C1, Fairfax, VA 22030
 Phone: 703.993.2580; <http://fiscal.gmu.edu/purchasing/>

**STANDARD CONTRACT
 GMU-SS0906-24-03**

This Contract entered on this 1st day of April, 2025 (Effective Date) by Alpha Security Inc hereinafter called “Contractor” (located at 2019 Martin Luther King Jr Ave SE, Washington DC 20020) and George Mason University hereinafter called “Mason,” or “University”.

I. WITNESSETH that the Contractor and Mason, in consideration of the mutual covenants, promises and agreement herein contained, agree as follows:

II. SCOPE OF CONTRACT: The Contractor shall provide University Event Security Services for George Mason University as set forth in the Contract documents.

Note. This contract is not a guarantee of work

During the term of this Contract, Contractor may issue Statements of Work (“SOW”) to modify the scope of the engagement or otherwise change the work to be performed under this Contract. All SOW’s must be on a form approved by Mason prior to the start of this Contract. Any SOW that does not conform to the pre-approved SOW form shall be void even if approved by Mason. Additionally, the SOW shall be limited to modifications to the scope of the engagement or other changes to the work to be performed under this Contract; any other terms contained in a SOW shall be void and have no effect even if approved by Mason. Other than changes to the scope of the engagement or the work to be performed under this Contract, Contractor may not change, modify, add, supersede, or remove any term from this Contract through a SOW.

III. PERIOD OF CONTRACT: One year from the Effective Date with four (4) successive one-year renewal options.

IV. PRICE SCHEDULE: The pricing specified in this section represents the complete list of charges from the Contractor. Mason shall not be liable for any additional charges.

Negotiated Pricing 3.14.2025

| Personnel Services (pricing listed hourly, with four (4) hour minimum): | Hourly Rate | Hourly Rate (OT/Holiday) |
|-------------------------------------------------------------------------------|-------------|-----------------------------|
| Event Staff | \$33.35 | \$43.35 |
| Supervisor | \$37.57 | \$50.07 |
| Parking Staff | \$33.35 | \$43.35 |
| Overnight Staff | \$33.35 | \$43.35 |
| Event Manager | \$46.62 | \$46.62 |

V. CONTRACT ADMINISTRATION: David Farris, Assistant Vice President, Risk, Safety, & Resilience, shall serve as Contract Administrator for this Contract and shall use all powers under the Contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work. All direction and order from Mason shall be transmitted through the Contract Administrator, however, the Contract Administrator shall have no authority to approve changes which shall alter the concept or scope or change the basis for compensation.

VI. METHOD OF PAYMENT: 2%-15 Net30. Contractor shall submit invoices directly to acctpay@gmu.edu with a copy to the Contract Administrator. Invoices will be paid Net 15 after goods received, services rendered, or receipt in Mason’s Accounts Payable email box, acctpay@gmu.edu, whichever is later. Invoices must reference a Purchase Order number to be considered valid.

VII. THE CONTRACT DOCUMENTS SHALL CONSIST OF (In order of precedence):

- A. This signed Contract;
- B. Negotiation Responses dated March 14, 2025 (attached);
- C. RFP No. GMU-SS0906-25, in its entirety (attached);
- D. Contractor’s proposal dated November 22, 2024 (attached).

VIII. GOVERNING RULES: This Contract is governed by the provisions of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 10 (§ [23.1-1000](#) et seq.) of Title 23.1 of the Code of Virginia, and the “*Governing Rules*” and the *Purchasing Manual for Institutions of Higher Education and their Vendors*. Documents may be viewed at: <https://vascupp.org>.

IX. CONTRACT PARTICIPATION: It is the intent of this Contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or affiliated corporations may access this Contract if authorized by the Contractor.

Participation in this Contract is strictly voluntary. If authorized by the Contractor, the contract will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this Contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of the contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The University may request the Contractor provide semi-annual usage reports for all entities accessing the Contract. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the Contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of this Contract does not preclude any participating entity from using other contracts or competitive processes as needed.

X. STANDARD TERMS AND CONDITIONS:

- A. APPLICABLE LAW AND CHOICE OF FORUM: This Contract shall be construed, governed, and interpreted pursuant to the laws of the Commonwealth of Virginia. All disputes arising under this Contract shall be brought before an appropriate court in the Commonwealth of Virginia.
- B. ANTI-DISCRIMINATION: By entering into this Contract Contractor certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and §§ 9&10 of the *Governing Rules*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the Contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Governing Rules*, § 36).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

- 1. During the performance of this Contract, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.
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- C. ANTITRUST: By entering into this Contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under this Contract.
 - D. ASSIGNMENT: Neither party will assign or otherwise transfer its rights or obligations under this Contract without both parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void.
 - E. AUDIT: The Contractor shall retain all books, records, and other documents relative to this Contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The University, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
 - F. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the University shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this Contract.
 - G. AUTHORIZED SIGNATURES: The signatory for each Party certifies that he or she is an authorized agent to sign on behalf such Party.
 - H. BACKGROUND CHECKS: Prior to any of Contractors employees, agents, or subcontractors (collectively "Personnel") performing services on any Mason campus, Contractor shall, at its sole expense, obtain comprehensive background checks on all Personnel. Such background checks shall include, at minimum: a review of the Personnel's records to include social security number search, local and federal criminal records (any misdemeanor convictions and/or felony convictions), the Sex Offender Registry, and the SanctionsBase+ Search or equivalent. In addition, for sensitive financial work or when operating a motor vehicle in the performance of duties for Mason, the background investigation shall include a credit report or motor vehicle check, respectively. Contractor warrants that all such Personnel have successfully passed these background checks and are qualified to perform the contracted services. Contractor shall maintain records of all background checks and make them available to Mason upon request. Mason reserves the right to deny access to its premises to any Personnel based on the results of these background checks or for any other reason at Mason's sole discretion. Contractor shall immediately remove any Personnel from Mason's premises upon Mason's request. Signature on this Contract confirms your compliance with this requirement.
 - I. CANCELLATION OF CONTRACT: Mason reserves the right to cancel this Contract, in part or in whole, without penalty, for any reason, upon 60 days written notice to the Contractor. Upon written notice of cancellation from Mason, Mason shall be fully released from any further obligation under the Contract and Contractor agrees to directly refund all payments, for services not already performed, to Mason, including any pre-paid deposits, within 14 days. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
 - J. CHANGES TO THE CONTRACT: Changes can be made to this Contract in any of the following ways:
 1. The parties may agree in writing to modify the scope of this Contract.
 2. Mason may order changes within the general scope of Contract at any time by written notice to Contractor. Changes within the scope of this Contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. Contractor shall comply with the notice upon receipt. Contractor shall be compensated for any additional costs incurred as the result of such order and shall give Mason a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the Mason's right to audit Contractor's records and/or to determine the correct number of

units independently; or

- c. By ordering Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by Contract. The same markup shall be used for determining a decrease in price as the result of savings realized. Contractor shall present Mason with all vouchers and records of expenses incurred and savings realized. Mason shall have the right to audit the records of Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to Mason within thirty (30) days from the date of receipt of the written order from Mason. If the Parties fail to agree on an amount of adjustment, the question of an increase or decrease in the Contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this Contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Contractors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this Contract shall excuse the Contractor from promptly complying with the changes ordered by Mason or with the performance of this Contract generally.

K. CLAIMS: Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment. However, written notice of the Contractor's intention to file a claim shall be given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

1. The Contractor must submit written claim to:
Chief Procurement Officer
George Mason University
4400 University Drive, MSN 3C5
Fairfax, VA 22030
2. The Contractor must submit any unresolved claim in writing no later than 60 days after final payment to the Chief Procurement Officer.
3. Upon receiving the written claim, the Chief Procurement Officer will review the written materials relating to the claim and will mail their decision to the Contractor within 60 days after receipt of the claim.
4. The Contractor may appeal the Chief Procurement Officer's decision in accordance with §55 of the *Governing Rules*.

L. COLLECTION AND ATTORNEY'S FEES: The Contractor shall pay to Mason any reasonable attorney's fees or collection fees, at the maximum allowable rate permitted under Virginia law, incurred in enforcing this Contract or pursuing and collecting past-due amounts under this Contract.

M. COMPLIANCE: All goods and services provided to Mason shall be done so in accordance with any and all applicable local, state, federal, and international laws, regulations and/or requirements and any industry standards, including but not limited to: the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act (HITECH), Government Data Collection and Dissemination Practices Act, Gramm-Leach-Bliley Financial Modernization Act (GLB), Payment Card Industry Data Security Standards (PCI-DSS), Americans with Disabilities Act (ADA), and Federal Export Administration Regulations. Any Contractor personnel visiting Mason facilities will comply with all applicable Mason policies regarding access to, use of, and conduct within such facilities. Mason's policies can be found at <https://universitypolicy.gmu.edu/all-policies/> and any facility specific policies can be obtained from the facility manager.

N. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION: The Contractor shall ensure that personally identifiable information ("PII") which is defined as any information that by itself or when combined with other information can be connected to a specific person and may include but is not limited to personal identifiers such as name, address, phone, date of birth, Social Security number, student or personal identification numbers, driver's license numbers, state or federal identification numbers, biometric information, religious or political affiliation, non-directory information, and any other information protected by state or federal privacy laws, will be collected and held confidential and in accordance with this agreement, during and following the term of this Contract, and will not be

divulged without the individual's and Mason's written consent and only in accordance with federal law or the Code of Virginia.

- O. CONFLICT OF INTEREST: Contractor represents to Mason that its entering into this Contract with Mason and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 *et seq*), the Virginia Ethics in Public Contracting Act (§57 of the *Governing Rules*), the Virginia Governmental Frauds Act (Va. Code 18.2 – 498.1 *et seq*) or any other applicable law or regulation.
- P. CONTINUITY OF SERVICES:
1. The Contractor recognizes that the services under this Contract are vital to Mason and must be continued without interruption and that, upon contract expiration, a successor, either Mason or another contractor, may continue them. The Contractor agrees:
 - a. To exercise its best efforts and cooperation to affect an orderly and efficient transition to a successor;
 - b. To make all Mason owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and
 - c. That the University Procurement Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.
 2. The Contractor shall, upon written notice from the Procurement Officer, furnish phase-in/phase-out services for up to ninety (90) days after this Contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Procurement Officer's approval.
 3. The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations). All phase-in/phase-out work fees must be approved by the Procurement Officer in writing prior to commencement of said work.
- Q. DEBARMENT STATUS: As of the Effective Date, the Contractor certifies that it is not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of services covered by this Contract, nor is the Contractor an agent of any person or entity that is currently so debarred.
- R. DEFAULT: In the case of failure to deliver goods or services in accordance with Contract terms and conditions, Mason, after due oral or written notice, may procure them from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which Mason may have.
- S. DRUG-FREE WORKPLACE: Contractor has, and shall have in place during the performance of this Contract, a drug-free workplace policy (DFWP), which it provides in writing to all its employees, vendors, and subcontractors, and which specifically prohibits the following on company premises, during work-related activities, or while conducting company business: the sale, purchase, manufacture, dispensation, distribution possession, or use of any illegal drug under federal law (including marijuana). For purposes of this section, "drug-free workplace" covers all sites at which work is done by Contractor in connection with this Contract.
- T. ENTIRE CONTRACT: This Contract constitutes the entire understanding of the Parties with respect to the subject matter herein and supersedes all prior oral or written contracts with respect to the subject matter herein. This Contract can be modified or amended only by a writing signed by all of the Parties.
- U. EXPORT CONTROL:
1. **Munitions Items**: If the Contractor is providing any items, data or services under this order that are controlled by the Department of State, Directorate of Defense Trade Controls, International Traffic in Arms Regulations ("ITAR"), or any items, technology or software controlled under the "600 series" classifications of the Bureau of Industry and Security's Commerce Control List ("CCL") (collectively, "Munitions Items"), prior to delivery, Contractor must:
 - a. notify Mason (by sending an email to export@gmu.edu), and
 - b. receive written authorization for shipment from Mason's Director of Export Controls.

The notification provided by the Contractor must include the name of the Mason point of contact, identify and describe each ITAR or CCL-controlled commodity, provide the associated U.S. Munitions List (USML) category number(s) or Export Control Classification Number, and indicate whether or not the determination was reached as a result of a commodity jurisdiction determination, or self-classification process. The Contractor promises that if it fails to obtain the required written pre-authorization approval for shipment to Mason of any Munitions Item, it will reimburse Mason for any fines, legal costs and other fees imposed for any violation of export controls regarding the Munition Item that are reasonably related to the Contractor's failure to provide notice or obtain Mason's written pre-authorization.

2. **Dual-Use Items:** If the Contractor is providing any dual-use items, technology or software under this order that are listed on the CCL in a series other than a "600 series", Contractor must (i) include the Export Control Classification Number (ECCN) on the packing or other transmittal documentation traveling with the item(s) and, (ii) send a description of the item, its ECCN, and the name of the Mason point of contact to: export@gmu.edu.
- V. **FORCE MAJEURE:** Mason shall be excused from any and all liability for failure or delay in performance of any obligation under this Contract resulting from any cause not within the reasonable control of Mason, which includes but is not limited to acts of God, fire, flood, explosion, earthquake, or other natural forces, war, civil unrest, accident, any strike or labor disturbance, travel restrictions, acts of government, disease, pandemic, or contagion, whether such cause is similar or dissimilar to any of the foregoing. Upon written notification from Mason that such cause has occurred, Contractor agrees to directly refund all payments to Mason, for services not yet performed, including any pre-paid deposits within 14 days.
- W. **FUTURE GOODS AND SERVICES:** Mason reserves the right to have Contractor provide additional goods and/or services that may be required by Mason during the term of this Contract. Any such goods and/or services will be provided by the Contractor under the same pricing, terms and conditions of this Contract. Such additional goods and/or services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of the contract. Such newly introduced additional goods and/or services will be provided to Mason at Favored Customer pricing, terms and conditions.
- X. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into this Contract Contractor certifies that they do not and will not during the performance of this Contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- Y. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless George Mason University, the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of Mason or to the failure of Mason to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods or equipment delivered. Contractor understands and acknowledges that Mason has not agreed to provide any indemnification or save harmless agreements running to Contractor.
- Z. **INDEPENDENT CONTRACTOR:** The Contractor is not an employee of Mason, but is engaged as an independent contractor. The Contractor shall indemnify and hold harmless the Commonwealth of Virginia, Mason, and its employees and agents, with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to the Contractor's performance of this Contract. Nothing in this Contract shall be construed as authority for the Contractor to make commitments which will bind Mason or to otherwise act on behalf of Mason, except as Mason may expressly authorize in writing.
- AA. **INFORMATION TECHNOLOGY ACCESS ACT:** Computer and network security is of paramount concern at Mason. Mason wants to ensure that computer/network hardware and software does not compromise the security of its IT environment. Contractor agrees to use commercially reasonable measures in connection with any offering your company makes to avoid any known threat to the security of the IT environment at Mason.

All e-learning and information technology developed, purchased, upgraded or renewed by or for the use of Mason shall comply with all applicable University policies, Federal and State laws and regulations including but not limited to Section 508 of the Rehabilitation Act (29 U.S.C. 794d), the Information Technology Access Act, §§2.2-3500 through 2.2-3504 of the Code of Virginia, as amended, and all other regulations promulgated under Title II of The

Americans with Disabilities Act which are applicable to all benefits, services, programs, and activities provided by or on behalf of the University. The Contractor shall also comply with the Web Content Accessibility Guidelines (WCAG) 2.0. For more information, please visit <http://ati.gmu.edu>, under Policies and Procedures.

BB. **INSURANCE:** The Contractor shall maintain all insurance necessary with respect to the services provided to Mason. The Contractor further certifies that they will maintain the insurance coverage during the entire term of the Contract and that all insurance is to be placed with insurers with a current reasonable A.M. Best's rating authorized to sell insurance in the Commonwealth of Virginia by the Virginia State Corporation Commission. The Commonwealth of Virginia and Mason shall be named as an additional insured. By requiring such minimum insurance, Mason shall not be deemed or construed to have assessed the risk that may be applicable to the Contractor. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The Contractor is not relieved of any liability or other obligations assumed or pursuant to this Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

1. Commercial General Liability Insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury or property damage, personal injury and advertising injury, products and completed operations coverage;
2. Workers Compensation Insurance in an amount not less than that prescribed by statutory limits; and, as applicable;
3. Commercial Automobile Liability Insurance applicable to bodily injury and property damage, covering owned, non-owned, leased, and hired vehicles in an amount not less than one million dollars (\$1,000,000) per occurrence; and
4. An umbrella/excess policy in an amount not less than five million dollars (\$5,000,000) to apply over and above Commercial General Liability, Employer's Liability, and Commercial Automobile Liability Insurance.

CC. **INTELLECTUAL PROPERTY:** Contractor warrants and represents that it will not violate or infringe any intellectual property right or any other personal or proprietary right and shall indemnify and hold harmless Mason against any claim of infringement of intellectual property rights which may arise under this Contract.

Unless expressly agreed to the contrary in writing, all goods, products, materials, documents, reports, writings, video images, photographs or papers of any nature including software or computer images prepared or provided by Contractor (or its subcontractors) for Mason will not be disclosed to any other person or entity without the written permission of Mason.

Work Made for Hire. Contractor warrants to Mason that Mason will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising from the Contract and will have full ownership and beneficial use thereof, free and clear of claims of any nature by any third party including, without limitation, copyright or patent infringement claims. Contractor agrees to assign and hereby assigns all rights, title, and interest in any and all intellectual property created in the performance or otherwise arising from the Contract, and will execute any future assignments or other documents needed for Mason to document, register, or otherwise perfect such rights. Notwithstanding the foregoing, for research collaboration pursuant to subcontracts under sponsored research Contracts administered by the University's Office of Sponsored Programs, intellectual property rights will be governed by the terms of the grant or contract to Mason to the extent such grant or contract requires intellectual property terms to apply to subcontractors.

DD. **NON-DISCRIMINATION:** All parties to this Contract agree to not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age (except where sex or age is a bona fide occupational qualification, marital status or disability).

EE. **NON-EXCLUSIVITY:** Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract will not restrict or prohibit Mason from acquiring the same or similar goods and/or services from other entities or sources.

FF. **PAYMENT TO SUBCONTRACTORS:** Contractor shall take the following actions upon receiving payment from Mason: (1) pay the subcontractor within seven days for the proportionate share of the total payment received from Mason attributable to the work performed by the subcontractor under that Contract; or (2) notify Mason and subcontractor within seven days, in writing, of its intention to withhold all or a part of the subcontractor's payment

with the reason for non-payment. The Contractor shall collect the appropriate Tax Identification Number (Either SSN# or EIN#) based on the entity type of the subcontractor. The Contractor shall pay interest to subcontractors on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from Mason for work performed by the subcontractor under that contract, except for amounts withheld as allowed by prior notification. Unless otherwise provided under the terms of this Contract, interest shall accrue to subcontractors at the rate of one percent per month. The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of Mason. A contract modification may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.

GG. PUBLICITY: Contractor shall not use, in its external advertising, marketing programs, or promotional efforts, any data, name, insignia, trademarks, pictures or other representation of the University or its employees except on the specific written authorization in advance by the University. The University must receive all requests for authorization in writing no later than ten (10) days in advance of the use date.

HH. REMEDIES: If the Contractor breaches this Contract, in addition to any other rights or remedies, Mason may terminate this Contract without prior notice.

II. RENEWAL OF CONTRACT: This Contract may be renewed by Mason for four (4) successive one-year renewal options under the terms and conditions of this Contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the University's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

1. If the University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional one year shall not exceed the lesser of the Contract price(s) of the original Contract increased/decreased by more than the percentage increase/decrease of the "other goods and services" category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available, or 2%, whichever is lower.
2. If during any subsequent renewal periods, the University elects to exercise the option to renew the Contract, the Contract price(s) for the subsequent renewal period shall not exceed the lesser of the Contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the "other goods and services" category of the CPI-U section of the Consumer Price Index of the United States bureau of Labor Statistics for the latest twelve months for which statistics are available, or 2%, whichever is lower.

JJ. REPORTING OF CRIMES, ACCIDENTS, FIRES AND OTHER EMERGENCIES: Any Mason Employee, including contracted service providers, who is not a staff member in Counseling and Psychological Services (CAPS) or a pastoral counselor, functioning within the scope of that recognition, is considered a "Campus Security Authority (CSA)." CSAs must promptly report all crimes and other emergencies occurring on or near property owned or controlled by Mason to the Department of Police & Public Safety or local police and fire authorities by dialing 9-1-1. At the request of a victim or survivor, identifying information may be excluded from a report (e.g., names, initials, contact information, etc.). Please visit the following website for more information and training: <http://police.gmu.edu/clery-act-reporting/campus-security-authority-csa/>."

KK. RESPONSE TO LEGAL ORDERS, DEMANDS, OR REQUESTS FOR DATA: Except as otherwise expressly prohibited by law, Contractor will: i) immediately notify Mason of any subpoenas, warrants, or other legal orders, demands or requests received by Contractor seeking University Data; ii) consult with Mason regarding its response; iii) cooperate with Mason's reasonable requests in connection with efforts by Mason to intervene and quash or modify the legal order, demand or request; and iv) upon Mason's request, provide Mason with a copy of its response.

If Mason receives a subpoena, warrant, or other legal order, demand (including request pursuant to the Virginia Freedom of Information Act) or request seeking University Data maintained by Contractor, Mason will promptly provide a copy to Contractor. Contractor will promptly supply Mason with copies of data required for Mason to respond, and will cooperate with Mason's reasonable requests in connection with its response.

LL. SEVERABILITY: Should any portion of this Contract be declared invalid or unenforceable for any reason, such portion is deemed severable from the Contract and the remainder of this Contract shall remain fully valid and enforceable.

- MM. SOVEREIGN IMMUNITY: Nothing in this Contract shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia and of Mason.
- NN. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent from Mason. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Mason the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of this Contract. This paragraph applies to, but is not limited to, subcontractor(s) who process University Data.
- OO. SWaM CERTIFICATION: Contractor agrees to fully support the Commonwealth of Virginia and Mason's efforts related to SWaM goals. Upon contract execution, Contractor, if eligible, shall submit all required documents necessary to achieve SWaM certification to the Department of Small Business and Supplier Diversity within 90 days. If Contractor is currently SWaM certified, Contractor agrees to maintain their certification for the duration of this Contract and shall submit all required renewal documentation at least 30 days prior to existing SWaM expiration at <https://www.sbsd.virginia.gov/>.
- PP. UNIVERSITY DATA: University Data includes all Mason owned, controlled, or collected PII and any other information that is not intentionally made available by Mason on public websites, including but not limited to business, administrative and financial data, intellectual property, and patient, student and personnel data. Contractor agrees to the following regarding University Data it may collect or process as part of this contract:
1. Contractor will use University Data only for the purpose of fulfilling its duties under the Contract and will not share such data with or disclose it to any third party without the prior written consent of Mason, except as required by the Contract or as otherwise required by law. University Data will only be processed by Contractor to the extent necessary to fulfill its responsibilities under the Contract or as otherwise directed by Mason.
 2. University Data, including any back-ups, will not be accessed, stored, or transferred outside the United States without prior written consent from Mason. Contractor will provide access to University Data only to its employees and subcontractors who need to access the data to fulfill Contractor's obligations under the Contract. Contractor will ensure that employees who perform work under the Contract have read, understood, and received appropriate instruction as to how to comply with the data protection provisions of the Contract and to maintain the confidentiality of the University Data.
 3. The parties agree that as between them, all rights including all intellectual property rights in and to University Data shall remain the exclusive property of Mason, and Contractor has a limited, nonexclusive license to use the University Data as provided in the Contract solely for the purpose of performing its obligations under the Contract. The Contract does not give a party any rights, implied or otherwise, to the other party's data, content, or intellectual property, except as expressly stated in the Contract.
 4. Contractor will take reasonable measures, including audit trails, to protect University Data against deterioration or degradation of data quality and authenticity. Contractor shall be responsible for ensuring that University Data, per the Virginia Public Records Act, is preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic data as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration.
 5. Contractor shall notify Mason within three business days if it receives a request from an individual under any applicable law regarding PII about the individual, including but not limited to a request to view, access, delete, correct, or amend the information. Contractor shall not take any action regarding such a request except as directed by Mason.
 6. If Contractor will have access to University Data that includes "education records" as defined under the Family Educational Rights and Privacy Act (FERPA), the Contractor acknowledges that for the purposes of the Contract it will be designated as a "school official" with "legitimate educational interests" in the University education records, as those terms have been defined under FERPA and its implementing regulations, and the Contractor agrees to abide by the limitations and requirements imposed on school officials. Contractor will use the education records only for the purpose of fulfilling its duties under the Contract for Mason's and its end user's benefit, and will not share such data with or disclose it to any third

party except as provided for in the Contract, required by law, or authorized in writing by the University.

7. Mason may require that Mason and Contractor complete a Data Processing Addendum (“DPA”). If a DPA is completed, Contractor agrees that the information in the DPA is accurate. Contractor will only collect or process University Data that is identified in the DPA and will only handle that data (e.g., type of processing activities, storage, security, disclosure) as described in the DPA. If Contractor intends to do anything regarding University Data that is not reflected in the DPA, Contractor must request an amendment to the DPA and may not take the intended action until the amendment is approved and documented by Mason.

QQ. UNIVERSITY DATA SECURITY: Data security is of paramount concern to Mason. Contractor will utilize, store and process University Data in a secure environment in accordance with commercial best practices, including appropriate administrative, physical, and technical safeguards, to secure such data from unauthorized access, disclosure, alteration, and use. Such measures will be no less protective than those used to secure Contractor’s own data of a similar type, and in no event less than reasonable in view of the type and nature of the data involved. At a minimum, Contractor shall use industry-standard and up-to-date security tools and technologies such as anti-virus protections and intrusion detection methods to protect University Data.

1. Immediately upon becoming aware of circumstances that could have resulted in unauthorized access to or disclosure or use of University Data, Contractor will notify Mason, fully investigate the incident, and cooperate fully with Mason’s investigation of and response to and remediation of the incident. Except as otherwise required by law, Contractor will not provide notice of the incident directly to individuals who’s PII was involved, regulatory agencies, or other entities, without prior written permission from Mason.
2. Mason reserves the right in its sole discretion to perform audits of Contractor, at Mason’s expense, to ensure compliance with all obligations regarding University Data. Contractor shall reasonably cooperate in the performance of such audits. Contractor will make available to Mason all information necessary to demonstrate compliance with its data processing obligations. Failure to adequately protect University Data or comply with the terms of this Contract with regard to University Data may be grounds to terminate this Contract.

RR. UNIVERSITY DATA UPON TERMINATION OR EXPIRATION: Upon termination or expiration of the Contract, Contractor will ensure that all University Data are securely returned or destroyed as directed by Mason in its sole discretion within 180 days of the request being made. Transfer to Mason or a third party designated by Mason shall occur within a reasonable period of time, and without significant interruption in service. Contractor shall ensure that such transfer/migration uses facilities and methods that are compatible with the relevant systems of Mason or its transferee, and to the extent technologically feasible, that Mason will have reasonable access to University Data during the transition. In the event that Mason requests destruction of its data, Contractor agrees to destroy all data in its possession and in the possession of any subcontractors or agents to which the Contractor might have transferred University Data. Contractor agrees to provide documentation of data destruction to the University.

Contractor will notify the University of any impending cessation of its business and any contingency plans. This includes immediate transfer of any previously escrowed assets and University Data and providing Mason access to Contractor’s facilities to remove and destroy Mason-owned assets and University Data. Contractor shall implement its exit plan and take all necessary actions to ensure a smooth transition of service with minimal disruption to Mason. Contractor will also provide a full inventory and configuration of servers, routers, other hardware, and software involved in service delivery along with supporting documentation, indicating which if any of these are owned by or dedicated to Mason. Contractor will work closely with its successor to ensure a successful transition to the new equipment, with minimal downtime and effect on Mason, all such work to be coordinated and performed in advance of the formal, final transition date.


SS. UNIVERSITY REVIEW/APPROVAL: All goods, services, products, design, etc. produced by the Contractor for or on behalf of Mason are subject to Mason’s review and approval.

TT. WAIVER: The failure of a party to enforce any provision in this Contract shall not be deemed to be a waiver of such right.

[Signatures on next page]

Alpha Security Inc

Signed by:



4020E330300240D...

Signature

Chante Parks

Name: _____

Title: Chief operating Officer

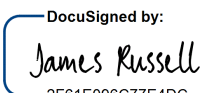
Title: _____

Date: 3/20/2025

Date: _____

George Mason University

DocuSigned by:



2F61E090C77E4BC...

Signature

James Russell

Name: _____

Title: Purchasing Director

Title: _____

Date: 3/20/2025

Date: _____



Purchasing Department
4400 University Drive, MS 3C1, Fairfax, VA 22030
Phone: 703.993.2580; <http://fiscal.gmu.edu/purchasing/>

March 14, 2025

Sheraina Jones
President- sljones@security-alpha.com
Alpha Security, Inc
2019 Martin Luther King Jr Ave SE
Washington, DC 20020

SUBJECT: RFP GMU-SS0906-25 University Event Security Services

Dear Sheraina Jones,

Thank you for your response to the original Negotiations Letter. Below are our responses. Please review Questions 3, 5 and the additional questions you had and respond no later than Wednesday March 19, 2025.

1. Mason is an educational institution and entity of the Commonwealth of Virginia. As such, we are obligated to ensure that all pricing and contractual elements meet our institution's needs. Can you provide a reduced hourly rate for services while still maintaining the hourly rate paid to your employees that you told us during presentations?

Response: After review of the hourly rate, Alpha Security, Inc. can reduce the rate by .50 per man hour. This reduction can occur since GMU is not requesting full-time guards or services at static post. Personnel will not be offered Vacation pay because the services provided are considered temporary and will be limited to part-time

GMU Response: Accepted

2. Do you have any minimum hourly requirements for jobs? For example, a 4-hour minimum per project

Response: Yes, we have a 4-hour minimum per day per person.

GMU Response: Accepted

3. Can you provide any additional discounts based on total university spend?

Response: We do not offer discounts based on total university spend. However, we do offer discounts-based timeliness of pay for example if invoices are paid in 15 days after receipt of invoice.

GMU Response: We have an 2%-15/Net 30 payment option, are you agreeable to this?

Response: Yes we are agreeable to this.

4. If awarded a contract, do you acknowledge, agree and understand George Mason University cannot guarantee a minimum amount of business?

Response: Yes

GMU Response: Accepted

5. You did not include any redlines to our Standard Contract (RFP Attachment B – Standard Contract) in your proposal, please confirm you do not take any exceptions to Mason's Standard Contract.

Response: No, we do not take any exceptions to the GMU contract, however, we do have a few questions, which we have attached.

GMU Response: Please see below for answers to your question

Response: Review & accepted

6. Quotes should be used to summarize specific items such as; event dates, requirements, prices – no terms or conditions should be listed. Selected Firms providing Services must provide a Statement of Work or a clear and detailed price quote for Services. Please acknowledge and agree.

Response: Acknowledge and Agreed

GMU Response: Accepted

7. As part of Mason's standard procedures, all awarded contracts will be publicly posted. Is there any information included that would be used to identify or harm a person's identity, finances, or personal information? If so, please provide a redacted copy of your proposal.

Response: No, there is nothing that needs to be redacted.

GMU Response: Accepted

8. The below questions were not answered as part of your proposal, please address the following:

- a. Are you and/or your subcontractor currently involved in litigation with any party?
- a. Please list any investigation or action from any state, local, federal or other regulatory body (OSHA, IRS, DOL, etc.) related to your firm or any subcontractor in the last three years.
- b. Please list all lawsuits that involved your firm or any subcontractor in the last three years.
- c. In the past ten (10) years has your firm's name changed? If so, please provide a reason for the change.

Response:

- a. No
- a. n/a
- b. There are no lawsuits
- c. No, there has been no change.

GMU Response: Accepted

Please advise if you have any questions or need clarification before responding.

Regards,

Sara Siddall

Sara Siddall, CUPO
Strategic Sourcing Manager | Purchasing
ssiddall@gmu.edu

REF

ATTACHMENT B- STANDARD CONTRACT

Alpha Security Inc has reviewed, and we are in agreement with these answers.

| Page | Section | Concern | |
|------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | V. Contract Administration |the Contract Administrator shall have no Authority to approve changes which shall alter the concept scop or change the basis of compensation | Who has the Authority to make such changes? Any changes to the contract can only happen through the purchasing department. Changes to the SOW's can happen with the individual departments. |
| 2 | IX. Contract Participation | It is the intent to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or affiliated corporations may access tis contract if authorized by contractor. | Who are these entities? We are concerned about conflicts in contracts we have the Fairfax City and Fairfax Police Department. Any public entity has the opportunity; this includes the VASCUPP schools, this will not interfere with your current contracts. |
| 5 | L. Collection and Attorney Fees | The Contractor shall pay to Mason any reasonable attorney's fees or collection fees at the maximum allowable rate permitted under Virginia law, incurred in enforcing this Contract or pursuing and collecting past due amounts under this contract | Will GMU sign our contract outlining the same? Any additional terms and conditions, such as a contract, will need to be submitted for our review. Any terms that contradict GMU's standard contract terms will need to be reviewed and negotiated. |
| 6 | P. Continuity of Services | 2. The Contractor shall, upon written notice from the Procurement Officer, furnish phase-in/phase-out services for up to ninety (90) days after this Contract expires and shall negotiate in good faith a plan with the successor to execute the phase- in/phase-out services. This plan shall be subject to the Procurement Officer's approval. | Is a Phase In/Phase Out Plan required, since these are as needed/special event services? No this would not be required. |
| 9 | II. Renewal of Contract | 1. If the University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional one year shall not exceed the Contract price(s) of the original Contract increased/decreased by more than the percentage increase/decrease of the "other goods and services" category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are | Is this firm? We normally request a 3% escalation annually. Yes, this is firm, we allow for a 2% or a CPI-U Index increase, whichever is lower. |

| | | | |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | <p>available or 2%, whichever is lower.</p> <p>2. If during any subsequent renewal periods, the University elects to exercise the option to renew the Contract, the Contract price(s) for the subsequent renewal period shall not exceed the Contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the “other goods and services” category of the CPI-U section of the Consumer Price Index of the United States bureau of Labor Statistics for the latest twelve months for which statistics are available, or 2%, whichever is lower.</p> | |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|



Purchasing Department
4400 University Drive, MS 3C1, Fairfax, VA 22030
Phone: 703.993.2580; <http://fiscal.gmu.edu/purchasing/>



REQUEST FOR PROPOSALS GMU-SS0906-24

ISSUE DATE: October 31, 2024

TITLE: University Event Security Services

PRIMARY PROCUREMENT OFFICER: Sara Siddall, Strategic Sourcing Manager

SECONDARY PROCUREMENT OFFICER: James F. Russell, Director

QUESTIONS/INQUIRIES: Submit all inquiries through [Mason's Bonfire Portal](#), no later than 4:00 PM Eastern Time (ET) on **November 7, 2024**. **All questions must be submitted through Mason's Bonfire portal.** For assistance with technical questions related to Bonfire, contact Support@GoBonfire.com or visit Bonfire's help forum at <https://vendorsupport.gobonfire.com/hc/en-us>. Responses to questions will be posted to Mason's Bonfire portal and by 5:00 PM ET on **November 13, 2024**.

PROPOSAL DUE DATE AND TIME: **November 22, 2024 @ 2:00 PM ET**. ATTENTION: PROPOSALS WILL NOT BE ACCEPTED VIA EMAIL, MAIL, THROUGH eVA OR IN PERSON. SEE SECTION XII.A.1 FOR DETAILS ON ELECTRONIC PROPOSAL SUBMISSION.

IMPORTANT! All communication with Offerors will take place in Bonfire, to include negotiations. Mason can only message individuals at your organization that have interacted in Bonfire for this specific RFP. Please ensure the appropriate person to handle negotiations and other RFP communication has individually logged into the system and either downloaded documents, submitted your proposal or asked a question.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

Name and Address of Firm:

Legal Name: _____

Date: _____

DBA: _____

Address: _____

By: _____
Signature

FEI/FIN No. _____

Name: _____

Fax No. _____

Title: _____

Email: _____

Telephone No. _____

SWaM Certified: Yes: _____ No: _____ (See Section VII. SWaM CERTIFICATION for complete details).

SWaM Certification Number: _____

☐ Check box to confirm your proposal contains all terms and conditions or subsequent Statements of Work that could apply over the life of any resulting contract. See section IV. Final Contract for additional information.

This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules*, § 36 or against a Bidder/Offeror because of race, religion, color, sex, national origin, age, disability, or any other prohibited by state law relating to discrimination in employment.

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I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through competitive negotiations with one or more qualified vendors to provide University Event Security Services for George Mason University. George Mason University (herein after referred to as “Mason,” or “University”) is a public institution of higher education and agency of the Commonwealth of Virginia.

II. PURCHASING MANUAL/GOVERNING RULES:

This solicitation and any resulting contract shall be subject to the provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendor's, and any revisions thereto, and the Governing Rules, which are hereby incorporated into this contract in their entirety. A copy of both documents is available for review at: <https://vascupp.org>

III. COMMUNICATION:

Communications regarding the Request For Proposals shall be formal from the date of issuance until a contract has been awarded. Unless otherwise instructed offerors are to communicate with only the Procurement Officers listed on the cover page. Offerors are not to communicate with any other employees of Mason.

IV. FINAL CONTRACT:

ATTACHMENT B to this solicitation is Mason’s standard two-party contract. It is the intent of this solicitation to base the final contractual documents off of Mason’s standard two-party contract and Mason’s General Terms and Conditions as outlined in Attachment B – Standard Contract. Any exceptions to our standard contract and General Terms and Conditions must be denoted in your RFP response. Other documents may be incorporated into the final contract, either by way of attachment or by reference, but in all cases this contract document and Mason’s General Terms and Conditions shall jointly take precedence over all other documents and will govern the terms and conditions of the contract.

As a public institution of higher education and agency of the Commonwealth of Virginia, Mason cannot agree to any of the following terms in any documents:

1. An express or implied waiver of sovereign immunity.
2. An agreement to indemnify, defend or hold harmless any entity.
3. An agreement to maintain insurance.
4. An agreement providing for binding arbitration.
5. An agreement providing for the payment of attorneys' fees, costs of collection, or liquidated damages.
6. Waiver of jury trial.
7. Choice of law or venue other than the Commonwealth of Virginia.

Contracts will only be issued to the FEI/FIN Number and Firm listed on the signed cover page submitted in your RFP response. Joint proposals will not be accepted.

Note: The Offeror must include any and all terms and conditions, additional documents, and/or statements of work that could potentially be incorporated into a final contract or apply during the term of a resulting contract. As outlined in Attachment B – Standard Contract, Statements of Work (“SOW”) for specific engagements may only include the work to be performed during scope of the specific engagement. Additional terms and conditions will not be accepted on any SOW submitted during the course of the contract. All SOW’s must be on a form approved by Mason prior to the start of the contract.

In addition to the above note, the Offeror must submit with their proposal any agreement that Mason would be required to sign with a third party.

V. ADDITIONAL USERS:

It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or affiliated corporations may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of the contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the contractor.

The University may require the Contractor provide semi-annual usage reports for all entities accessing the contract. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of the resulting contract(s) does not preclude any participating entity from using other contracts or competitive processes as needed.

VI. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:**

The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eProcurement solution by completing the free eVA Vendor Registration. All bidders or offerors agree to self-register in eVA and pay the Vendor Transaction Fees prior to being awarded a contract. Registration instructions and transaction fees may be viewed at: <https://eva.virginia.gov/>

VII. **SWaM CERTIFICATION:**

Vendor agrees to fully support the Commonwealth of Virginia and Mason's efforts related to SWaM goals. Upon contract execution, eligible vendors (as determined by Mason and the Virginia Department of Small Business and Supplier Diversity) shall submit all required documents necessary to achieve SWaM certification to the Department of Small Business and Supplier Diversity within 90 days. Vendors currently SWaM certified agree to maintain their certification for the duration of the contract and shall submit all required renewal documentation at least 30 days prior to existing SWaM expiration. <https://www.sbsd.virginia.gov/>

VIII. **SMALL BUSINESS SUBCONTRACTING PLAN:**

All potential offerors are required to fill out and submit Attachments A with their proposal.

Note: Invoices shall only be submitted to Mason by the entity awarded a contract. Subcontractors cannot submit invoices to Mason under any resulting contract.

IX. **PERIOD OF PERFORMANCE:**

One (1) year from Effective Date of contract with four (4) successive one-year renewal options (or as negotiated).

X. **BACKGROUND:**

George Mason University's short history is one of an enterprising and innovative pioneer, creating a major teaching and research university from a small, one-room schoolhouse in just 50 years. George Mason University is recognized as an innovative, entrepreneurial institution with global distinction in a range of academic fields. With strong undergraduate and graduate degree programs in engineering and information technology, dance, organizational psychology and health care, Mason students are routinely recognized with national and international scholarships. Enrollment is more than 39,000, with students studying in 198-degree programs at the undergraduate, masters, doctoral, and professional levels. Additionally, Mason has more than 250,000 living alumni with 68% residing in the Washington Metropolitan Area.

Mason has campuses in Fairfax, Arlington, and Prince William counties. In addition to these three campuses, George Mason University operates a site in Woodbridge, VA and has partnered with the Smithsonian Institution to create the Smithsonian-University School of Conservation in Front Royal, Virginia. Approximately 10,000 employees are distributed at these locations. Mason also offers programs online and at the Center for Innovative Technology in Herndon. Each location has a distinctive academic focus that plays a critical role in the economy of its region.

XI. **STATEMENT OF NEEDS:**

Contractor shall be fully responsible for, but not be limited to, providing the following services:

- 1) The University requires unarmed Security Officers to augment security services provided by the George Mason University Police Department. Contract Security Officers and Event Staffing are required to support a variety of events. Contract Security Officers and Event Staffing shall be unarmed and shall not possess any restraint devices, less than lethal weapons, or lethal weapons of any kind. The request for security or event staffing services may come from any University department to include but not limited to; University Events, University Police, University Branding, University Life, Risk Safety & Resilience, Housing, Intercollegiate Athletics, Campus Recreation, Student Centers, EagleBank Arena, College of Visual and Performing Arts, Auxiliary Services and Operations.
- 2) Security Officer services are required to protect both people and property at the following types of events to include but not limited to:

- A. athletic competitions,
- B. performing arts events,
- C. concerts,
- D. large university events,
- E. outdoor tailgates,
- F. university celebrations,
- G. graduation and commencement ceremonies
- H. political campaign events,
- I. events organized by external clients,
- J. student organized events,

Security Officers may also be asked to conduct building and property security and safety functions to include but not limited to

- A. Fire Watch, in accordance with George Mason University's Fire Watch Guide (<https://public.huddle.com/b/KndMpB/index.html>).
- B. Building security during routine operations, construction, or emergency situations
- C. Operation of weapons detection systems, magnetometers, wands, and similar devices used to identify prohibited items in event spaces and venues
- D. Visual checks of bags, backpacks, luggage, purses, and other containers as necessary to identify prohibited items in event spaces and venues.
- E. Secure perimeters for events' to ensure access limitations are enforced and provided for crowd control.

- 3) The Contractor and the University shall mutually agree upon the number of required Security Officers and/or Event Staffing per event. The agreed upon number decided upon shall be provided via quote.
- 4) All non-supervisory Security Officers and Event Staffing shall report to the University. If a contract supervisor is required, non-supervisory staff should report to that Supervisor. The Contract Supervisor should report to the University. In some instances, a member of the George Mason University Police Department may be the University.
- 5) Unplanned events that require Security Officers or Event Staff require an immediate response by the Contractor within the time specified following the initial call from the University. The Contractor should have the ability to provide the following:
 - A. Four Security Officer within 2-4 hours after the initial call.
 - B. Eight Security Officers within 4-6 hours after the initial call.
 - C. 12 Security Officers within 24 hours after the initial call.

6) Event Staffing Requirements:

- A. Service Request
 - I. Any University Unit may initiate a request for Security Officers
 - II. All service requests will be directed to the Representative or request for service process as prescribed by the Contractor.
 - III. Upon request; the Contractor shall provide a written estimate consistent with the services, minimums, pricing, and performance outlined in this contract. University Units may not negotiate terms or pricing inconsistent with this contract.
 - IV. The University Unit will provide the Contractor with a PO# or P-Card (credit card) for payment in accordance with the terms of this contract.
 - V. Contractor concerns, questions, or disputes must be directed to the designated Contract Administrator.

B. Service Requirements:

The Contractor shall furnish all labor, supervision, materials, etc. necessary to provide Security and Event Staffing services, to include, but not limited to:

- I. Equipment;
- II. Incidentals;
- III. Labor;
- IV. Materials;
- V. Supervision if required;
- VI. Radios;
- VII. Supplies;
- VIII. Tools (as applicable);
- IX. Training;
- X. Uniforms (unless otherwise provided for by George Mason University), etc.
- XI. Provide Security and Event Staffing services on the Campuses of the George Mason University and other locations,

as requested by the University.

- XII. Provide Event Staffing services (including but not limited to Parking Attendants, Ticket Takers, Ushers) on the Campuses of George Mason University and other locations, as requested by the University.

C. Security Officer and Event Staffing Requirements:

Event Staffing Services: To be defined as staffing for unique, individual events; such as, but not limited to, athletic competitions, concerts, guest speakers, etc. (Ushers, door access people, etc.)

Uniformed Security Personnel Services: To be defined as a more permanent (or semi-permanent) arrangement whereby Contractors staff are placed on University Grounds for the general security needs of a particular department or location over an extended period of time.

I. Qualifications:

1. The Contractor shall provide Security Officers with personnel who are well-trained and experienced in performing the applicable Security Officer duties.
2. All Contract Security Officers shall have met all requirements of the Department of Criminal Justice Services requirements for Security Officer Certification.
3. It is the responsibility of the Contractor to ensure that all Contract Security Officers meet any new Department of Criminal Justice Services training standards that are required and applicable to Security Officers working on Virginia College campuses.
4. The Contractor shall provide Event Staffing with personnel who are well-trained and experienced in performing the applicable Event Staffing duties.

II. Administration:

1. Employer Responsibilities:

- a. The Contractor shall be responsible for all Security Officers and Event Staffing assigned to George Mason University, to include, but not limited to all:
 1. Insurance;
 2. Payroll; and
 3. State and federal tax obligations, etc.
- b. The Contractor shall obtain criminal background checks through the Virginia State Police (Virginia State Police Central Criminal Records Exchange) on all Security Officers who will be assigned to this contract. In the event the Contractor intends to hire new Security Officers to perform the required services, the criminal background checks shall be initiated at the time of hire. The Contractor may hire Security Officers contingent upon receiving an acceptable background check, only if an acceptable local (defined as the county or city in which the potential hire for the University resides) background check is obtained and on file prior to the Contractor's Officer performing the required services for the University.

2. Obtaining criminal background checks:

- a. The Contractor shall be solely responsible for obtaining all criminal background checks.
- b. The Contractor shall submit background check (National Crime Investigation Center-NCJC) requests to:

**Virginia State Police
7700 Midlothian Turnpike
Richmond, Virginia 23235**

- c. Criminal background checks may be accomplished either of three ways, via mail, in person, or online at <https://vsp.virginia.gov/services/criminal-background/>. The turnaround time quoted by the Virginia State Police varies, but typically takes a minimum of several weeks.

3. Guidelines for Criminal Background Checks of Security Officers:

- a. The Contractor shall not assign any Officer to perform services at the University, if the criminal background check indicates conviction for the following, regardless of when the conviction occurred:
 1. Any arrest;
 2. Any felony;
 3. Any crime involving moral turpitude

4. Criminal Background Check Fees:

- a. The Virginia State Police currently imposes a charge per background check;
- b. The Contractor shall be solely responsible for **all fees** associated with the criminal background checks (i.e.,

all criminal background check charges are the sole responsibility of the Contractor).

- c. The Contractor shall be solely responsible for verifying the charge per background check, as necessary, for each contract period.

5. Security Officers:

- a. The Contractor should be responsible for the processing of its Security Officers' criminal background check requirements. The Contractor should inform the potential Security Officer of these conditions at the time of employment.
- b. The University reserves the right to approve or disapprove whether Security Officers perform services at the University. Disapproval shall apply solely to this contract and shall have no bearing on the Contractor's employment of an individual outside of this contract.
- c. If, in the sole opinion of the University, a Security Officer of the Contractor is determined not to be qualified, competent, or acceptable for any other reason, the Contractor shall not assign that individual for further service at the University. Note: Re-assignment shall apply solely to this contract and shall not have any bearing on the Contractor's employment of an individual outside of this contract.

6. Criminal Background Check Reporting:

- a. The Contractor should provide the University's Contract Administrator with a report prior to any engagement if within two hours, or a week prior if scheduled in advance, denoting the status of the criminal background check activity for each employee available to be assigned to Mason. The Contractor should only be required to report if the background check is "Pending" or "Complete" for each individual.
- b. The Contractor shall ensure that all Security Officers perform the services in accordance with all applicable OSHA regulations.

7. Certification and Background Checks:

Regardless of the level of service provided by Contractor (and in addition to any/all other local, county, state and/or federal requirements), Contractor will;

- a. Provide and maintain at their cost the proper and valid certification And licensure provided by the Commonwealth of Virginia's Department of Criminal Justice Services ("DCJS"), Private Security Services Section ("PSS") is required.
- b. Ensure each of its individual staff member assigned to the University has and maintains the proper certification and licensure provided by the DCJS- PSS as a Campus Security Officer.
- c. Ensure each of its individual staff member assigned to the University for the Uniformed Security Personnel Level of Service has and maintains the proper certification and licensure provided by the Commonwealth of Virginia's Department of Criminal Justice Services ("DCJS"), Private Security Services Section ("PSS") as a Private Security Officer for the Uniformed Security Personnel Level of Service.
- d. Ensure each of its individual staff members are cleared for service at the University by conducting a background investigation (to include an internet search and social media inquiries) and criminal records check in accordance with University policies. As part of his/her contract with the Contractor, each employee, assigned to work on University Grounds, will agree to inform Contractor of any subsequent arrest or legal action. In some instances, an employee may not be able to work until the legal activity is positively resolved.
- e. Ensure none of its employees with felony convictions are assigned to a University facility/location. No Contractor employee with felony convictions is eligible for employment at any University facility/location. Employees with misdemeanor convictions may be considered on a case- by-case basis for suitability for employment at the University.
- f. Screen all potential staff members to ensure they meet the necessary qualifications and are capable of performing all required duties. Furthermore, the University department involved in the procurement of Contractor's services will, individually, approve all proposed staff Contractor intends to assign to the University. The University, in its sole discretion, retains the right to refuse to accept any of Contractor's staff not consider competent or suitable for the position.
- g. Some locations require significant abilities to communicate in a friendly and clear professional manner.
- h. Ensure all of their employees assigned to University facilities/locations comply with directions from University officials during emergency situations declared by the University, and cooperate fully with law enforcement and/or emergency responders when requested.
- i. Take all steps necessary to have their personnel properly trained, certified, and recertified as necessary. No individuals are "grandfathered" into the Campus Security Officer certification.

D. Uniform Requirements:

I. Contractor Supplied Uniforms.

- a. As instructed by the University, all Security Officers shall provide and wear appropriate uniform that is consistent with current Security Officer Standards. Such uniform shall include a Contractor provided

identification (ID) badge with company name/company logo and clothing which shall be appropriate for the event as instructed by the University.

- b. Security Officers/Event Staff, when required by the University and notified in advance of such a uniform requirement, shall provide, and wear professional uniform blazers/suit jackets.
- c. If security vests are required as part of the duty assignment, they will be provided by the Contractor.
- d. It is the responsibility of the Contractor to provide uniforms described, or the responsibility of the Security Officer or Event Staff to obtain, uniforms specified.
- e. The Contractor shall obtain George Mason University prior approval of all uniforms not supplied by George Mason University.
- f. Regardless of the specified uniform required for the event, all Security Officers and Event Staff shall present in a well-groomed and professional manner.

II. Communications and Special Equipment:

- a. The Contractor is responsible for providing radios or other appropriate communications equipment to Security Officers as needed.
- b. In some instances, Security Officers/Event Staff may be issued radios by the University to ensure interoperability during large events. The Contractor is responsible for any damage to the radio(s) and for the replacement cost of a radio if it is lost or stolen while in the possession of the Security Officer/Event Staff. The estimated replacement value of the radio is \$1000-\$10,000/each.

III. Weapons:

Contractor staff will neither be required nor permitted to bear any type of weapon.

7) Event Staffing:

- A. Staffing needs may be determined by the University and Contractor.
- B. For Scheduled events the University may contact the Contractor to request the number of Security Officers and Event Staff required to staff the event. Sufficient time specified is allowed for the Contractor to assign Security Officers and Event Staff to the event. If the size of the event warrants a supervisor that may be stipulated at the time of the request by the Contractor.
- C. For unscheduled events or for emergency situations the University may contact the Contractor, specifying the number of Security Officers and specific Event Staff needed, and the hours of coverage required. A determination may be made by the University or Contractor on the need for a Supervisor.

8) Site Requirements:

In addition to the above-mentioned guidelines/protocols, each unique procurement may have specialized departmental site requirements (such as, but not limited to, hours needed, uniform specifications, training standards, confidentiality, identification, equipment/communication devices, computer system software, ability to operate a computer, language ability, physical motility/ability, etc.).

Contractor and Contractor's staff assign to the specific University site/department must abide by (and be qualified for) these requirements. Additionally, for each University departmental site, Contractor must designate a primary contact ("Site Supervisor") for the specific University department. The Site Supervisor will be responsible for all aspects (such as, but not limited to, management, training, scheduling, invoice coordination, etc.) regarding this specific site management, and will be the point of contact between the University department and Contractor.

9) Specific Provisions

These line items are for as needed event staffing services for events and activities as required. These events may include, but are not limited to, academic activities and competitions, graduate ceremonies, concerts/shows, family events, collegiate or non-collegiate athletic events, and other events as necessary. In provisioning of these services contractor will provide all goods and materials necessary including, but not limited to, uniforms, training, tools and non-ancillary equipment.

Hours and scheduling of personnel will vary from event to event and requests will be made by buyer and coordinated with contractor in a mutually agreeable nature, in advance of such need.

Potential responsibilities and role descriptions are as follows, not limited to but include:

- Event Staff (Unarmed) – duties shall include, but not be limited to:
 - Access Control: Allowing/Restricting access to/from designated areas within the venue; to include barricades at large concerts and comedy shows or large event crowd control management.
 - Screening: Screen guests/material entering venue and/or designated area for safety and policy compliance to include the use of weapons detection systems, magnetometers, or other similar devices. Screening also includes visual inspection of personal bags, backpacks, purses, etc.

- Ticket Taking: Verifying access via ticket admission system for venue entry (scan/stub)
- Ticket Selling: Performing cashiering operations in ticket office for ticket transactions
- Ushering: Providing directional support to guests / Assist with seating direction and conformance with university policies and venue rules
- Parking Attendant: Provide directional support to guests within parking areas/lots
- Overnight Staff – duties shall include, but not be limited to:
 - Provide oversight and safeguarding of both contractor-owned and client-owned equipment, supplies, and material.
 - Conduct oversight as required, either stationary or patrol based as requested
- Supervisor –shall include, but not be limited to:
 - Coordinate the work of staff assigned to area of control in accordance with overall event goals
 - Supervise performance of assigned staff and ensure quality service level is maintained
 - Ensure coverage and services are delivered as requested in designated area of control
 - Receive and communicate information from Contractor Event Manager to staff as required
 - Provide Contractor Event Manager with pro-active feedback on any/all relevant items as necessary
 - This category/level personnel may also be assigned as Command/Control Room personnel
- Manager – duties shall include, but not be limited to:
 - Serve as liaison to client as primary point of on-site leadership contact
 - Ensure all necessary event information and details is disseminate to staff via Supervisor staff
 - Ensure all required “internal” Contractor Events protocols are adhered to and executed
 - Ensure business related functions (payroll, etc.) are handled in accordance with policy

Personnel Requirements:

All contractor personnel providing security related functions shall meet the qualification standards established by the Department of Criminal Justice Services (DCJS) pursuant to the Code of Virginia of 1950, as amended, Sections 9.1-138 et seq. pertaining to the requirements for registered personnel. Buyer reserves the right to request specific employee of contractor not be assigned to their venues/events based upon unsatisfactory performance.

XII. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL REQUIREMENTS:

1. **RFP Response:** In order to be considered, Offerors must submit a complete response to Mason's Purchasing Office prior to the due date and time stated in this RFP. Offerors are required to submit one (1) signed copy of the entire proposal including all attachments and proprietary information. If the proposal contains proprietary information, then submit two (2) proposals must be submitted; one (1) with proprietary information included and one (1) with proprietary information removed (see 2.d. below for details on how to submit a redacted proposal). The Offeror shall make no other distribution of the proposals.

At the conclusion of the RFP process proposals with proprietary information removed (redacted versions) shall be provided to requestors in accordance with Virginia's Freedom of Information Act. Offerors will not be notified of the release of this information.

An Offeror may not request any of the following be proprietary and/or confidential in their proposal:

- a. Pricing or any calculation used to determine pricing;
- b. A notation or footer on the bottom of every page with “proprietary and confidential;”
- c. Entire contents of company history or executive summary;
- d. A case study, social media post, or billboard already available to the public;
- e. Name of company or firm listed as a reference;
- f. Any resulting Statement of Work (SOW), Order Form, or Invoice.

ELECTRONIC PROPOSAL SUBMISSION: ATTENTION: PROPOSALS WILL NOT BE ACCEPTED VIA EMAIL, MAIL, THROUGH eVA, OR IN PERSON. Mason will only accept electronic proposal submissions via Bonfire for this Request for Proposals.

The following shall apply:

- a. You must register with Bonfire and submit your proposal, and it must be received prior to the submission deadline, by submitting through the online Bonfire portal at <https://gmu.bonfirehub.com>.
- b. The Offeror must ensure the proposals are uploaded and submitted through Bonfire sufficiently in advance of the proposal deadline. **Plan Ahead: It is the Offeror's responsibility to ensure that electronic proposal submissions have sufficient time to make its way through Bonfire's submission portal. Mason recommends you submit your proposal the day prior to the due date.**
- c. Submissions by other methods will not be accepted. Minimum system requirements: Microsoft Edge, Google Chrome, Safari, or Mozilla Firefox. JavaScript and browser cookies must be enabled.
- d. Respondents should contact Bonfire at support@gobonfire.com for technical questions related to submission or visit Bonfire's help forum at <https://vendorsupport.gobonfire.com/hc/en-us>.
- e. Submission materials should be prepared in the file formats listed under Requested Information for this opportunity in the Bonfire Portal. The maximum upload file size is 1000 MB. Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.
- f. All solicitation schedules are subject to change.
- g. Go to Mason's Bonfire Portal for all updates and schedule changes. <https://gmu.bonfirehub.com>
- h. All communication with Offerors will take place in Bonfire, to include negotiations. Mason can only message Offerors that have interacted with this specific RFP. Please ensure the appropriate person to handle negotiations and other RFP notifications has submitted the Offerors proposal in Bonfire.

2. Proposal Presentation:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in your proposal being scored low.
- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirement of the RFP. Emphasis should be on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter and repeat the text of the requirement as it appears in the RFP. The proposal should contain a table of contents which cross references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirement of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designated as additional material.

A WORD version of this RFP will be provided upon request.

- c. Except as provided, once an award is announced, all proposals submitted in response to this RFP will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. A statement simply noting "trade secret" is not a sufficient reason for redaction. The firm must also provide a separate attachment of the proposal with the trade secrets and/or proprietary information redacted.

If all of these requirements are not met, then the firm's entire proposal will be available for public inspection.

IMPORTANT: A firm may not request that its entire proposal be treated as a trade secret or proprietary information, nor may a firm request that its pricing/fees be treated as a trade secret or proprietary information, or otherwise be deemed confidential. If after given a reasonable time, the Offeror refuses to withdraw the aforementioned designation, the proposal will be rejected.

3. Oral Presentation: Offerors who submit a proposal in response to this RFP **may be** required to give an oral presentation/demonstration of their proposal/product to Mason. This will provide an opportunity for the Offeror to clarify or elaborate on their proposal. Performance during oral presentations may affect the final award decision. If required, oral presentations will be scheduled at the appropriate time.

Mason will expect that the person or persons who will be working on the project to make the presentation so experience of the Offeror's staff can be evaluated prior to making selection. Oral presentations are an option of Mason and may or may not be conducted; therefore, it is imperative all proposals should be complete.

- B. SPECIFIC REQUIREMENTS: Proposals should be as thorough and detailed as possible to allow Mason to properly evaluate the Offeror's capabilities and approach toward providing the required services. Offerors should submit the following items as a complete proposal.

1. Procedural information:
 - a. Return signed cover page and all addenda, if any, signed and completed as required.
 - b. Return Attachment A - Small Business Subcontracting Plan.
 - c. Exceptions (if any) to Mason's two-party contract, Attachment B.
 - d. Any SOW or supplemental document Mason may be required to sign. See section IV. Final Contract
 - e. State your payment preference as required in Bonfire. (See section XV.) *Choose only one option.*
2. Executive Summary: Submit an executive summary at the beginning of the proposal response not to exceed 2 pages.
3. Qualifications and Experience: Describe your experience, qualifications and success in providing the services described in the Statement of Needs to include the following:
 - a. Background and brief history of your company.
 - b. Names, qualifications and experience of personnel to be assigned to work with Mason.
 - c. No fewer than three (3) references that demonstrate the Offeror's qualifications, preferably from other comparable higher education institutions your company is/has provided services with and that are similar in size and scope to that which has been described herein. Include a contact name, contact title, phone number, and email for each reference and indicate the length of service.
 - d. A copy or brief explanation on contractors policy on uniform and appearance; i.e., tattoos/body art
4. Specific Plan (Methodology): Explain your specific plans for providing the proposed services outlined in the Statement of Needs including:
 - a. Your approach to providing the services described herein.
 - b. What, when and how services will be performed.
5. Response to Questions: Provide responses to questions outlined in Attachment C in Bonfire.
6. Proposed Pricing: Provide prices as requested on Pricing schedule in Bonfire.

 Rates must include travel-related expenses if Offeror is traveling within a 50-mile radius of Mason's Fairfax campus. If Offeror is traveling from outside a 50-mile radius of the Fairfax Campus, travel will only be reimbursed in accordance with Mason's policies, <http://fiscal.gmu.edu/travel/>, and GSA per diem rates.
7. In your proposal response please address the following:
 - a. Are you and/or your subcontractor currently involved in litigation with any party?

- b. Please list any investigation or action from any state, local, federal or other regulatory body (OSHA, IRS, DOL, etc.) related to your firm or any subcontractor in the last three years.
- c. Please list all lawsuits that involved your firm or any subcontractor in the last three years.
- d. In the past ten (10) years has your firm's name changed? If so, please provide a reason for the change.

XIII. **INITIAL EVALUATION CRITERIA AND SUBSEQUENT AWARD:**

- A. **INITIAL EVALUATION CRITERIA:** Proposals shall be initially evaluated and ranked using the following criteria:

| <u>Description of Criteria</u> | <u>Maximum Point Value</u> |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 1. Quality of products/services offered and suitability for the intended purpose | 25 |
| 2. Specific plans or methodology to be used to provide the services | 25 |
| 3. Qualifications and experiences of offeror in providing the goods/services, including references | 20 |
| 4. Price Offered | 20 |
| 5. Offeror is certified as a small, minority, or women-owned business (SWaM) with Virginia SBSD at the proposal due date & time. | 10 |
| Total Points Available: | 100 |

- B. **AWARD:** **Following the initial scoring by the evaluation committee**, at least two or more top ranked offerors may be contacted for oral presentations/demonstrations or advanced directly to the negotiations stage. ***If oral presentations are conducted Mason will then determine, in its sole discretion, which offerors will advance to the negotiations phase.*** Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Mason shall select the offeror which, in its sole discretion has made the best proposal, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one offeror. Should Mason determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. Mason is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Governing Rules §49.D.*).

XIV. **CONTRACT ADMINISTRATION:**

Upon award of the contract, Mason shall designate, in writing, the name of the Contract Administrator who shall work with the contractor in formulating mutually acceptable plans and standards for the operations of this service. The Contract Administrator shall use all powers under the contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work. All direction and order from Mason shall be transmitted through the Contract Administrator, or their designee(s) however, the Contract Administrator shall have no authority to approve changes which shall alter the concept or scope of the work or change the basis for compensation to the contractor.

XV. **PAYMENT TERMS / METHOD OF PAYMENT:**

PLEASE NOTE: THE VENDOR MUST REFERENCE THE PURCHASE ORDER NUMBER ON ALL INVOICES SUBMITTED FOR PAYMENT.

Option #1- Payment to be mailed in 10 days-Mason will make payment to the vendor under 2%/10 Net 30 payment terms. Invoices should be submitted via email to the designated Accounts Payable email address which is acctpay@gmue.edu. The 10-day payment period begins the first business day after receipt of proper invoice or receipt of goods, whichever occurs last. [A paper check will be mailed on or before the 10th day.](#)

Option #2- To be paid in 20 days. The vendor may opt to be paid through our Virtual Payables credit card program. The vendor shall submit an invoice and will be paid via credit card on the 20th day from receipt of a valid invoice. The vendor will incur standard credit card interchange fees through their processor. All invoices should be sent to:

George Mason University
Accounts Payable Department
4400 University Drive, Mailstop 3C1
Fairfax, VA 22030
Voice: 703.993.2580 | Fax: 703.993.2589
e-mail: AcctPay@gmu.edu

Option #3- Net 30 Payment Terms. Vendor will enroll in Paymode-X where all payments will be made electronically to the vendor's bank account. To sign up for electronic payments, please contact the Paymode-X Enrollment Team at 1-800-331-0974 or email enrollment@paymode-x.com. The enrollment team can assist you with any questions about the enrollment process and setting up the membership.

Please state your payment preference in Bonfire by checking yes to one option only.

XVI. SOLICITATION TERMS AND CONDITIONS:

- A. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over \$200,000, as a result of this solicitation, Mason will publicly post such notice on the DGS/DPS eVA web site (<https://eva.virginia.gov/>) for a minimum of 10 days.
- B. BEST AND FINAL OFFER (BAFO): At the conclusion of negotiations, the offeror(s) may be asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the offeror(s).
- C. CONFLICT OF INTEREST: By submitting a proposal the contractor warrants that they have fully complied with the Virginia Conflict of Interest Act; furthermore, certifying that they are not currently an employee of the Commonwealth of Virginia.
- D. DEBARMENT STATUS: By submitting a proposal, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- E. ETHICS IN PUBLIC CONTRACTING: By submitting a proposal, offerors certify that their proposal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- F. LATE PROPOSALS: To be considered for selection, proposals must be received in Mason's Bonfire Portal by the designated date and hour. The official time used in the receipt of proposals is the proposal due date and hour in Mason's Bonfire Portal. Proposals submitted after the due date and time has expired will not be accepted nor considered. Mason is not responsible for any delays related to Bonfire's website or vendor registration process. It is the responsibility of the offeror to ensure that their proposal is submitted by the designated date and hour.
- G. MANDATORY USE OF MASON FORM AND TERMS AND CONDITIONS: Failure to submit a proposal on the official Mason form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of this solicitation may be cause for rejection of the proposal; however, Mason reserves the right to decide, on a case-by-case basis, in its sole discretion, whether to reject such a proposal.
- H. OBLIGATION OF OFFEROR: It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that are not understood. Mason will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries must be in writing and submitted as instructed on page 1 of this solicitation. By submitting a proposal, the offeror covenants and agrees that they have satisfied themselves, from their own investigation of the conditions to be met, that they fully understand their obligation and that they will not make any claim for, or have right to cancellation or relief from the resulting contact because of any misunderstanding or lack of information.
- I. QUALIFICATIONS OF OFFERORS: Mason may make such reasonable investigations as deemed proper and

necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to Mason all such information and data for this purpose as may be requested. Mason reserves the right to inspect the offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. Mason further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy Mason that such offeror is properly qualified to carry out the obligations of the resulting contract and to provide the services and/or furnish the goods contemplated therein.

- J. **RFP DEBRIEFING:** In accordance with §49 of the *Governing Rules* Mason is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. However, upon request we will provide a scoring/ranking summary and the award justification memo from the evaluation committee. Formal debriefings are generally not offered.
- K. **TESTING AND INSPECTION:** Mason reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

XVII. **RFP SCHEDULE (Subject to Change):**

Go to Mason's Bonfire Portal for all updates and schedule changes. <https://gmu.bonfirehub.com>

ATTACHMENT A - SMALL BUSINESS SUBCONTRACTING PLAN
TO BE COMPLETED BY OFFEROR

Offerors must advise any portion of this contract that will be subcontracted. All potential offerors are required to include this document with their proposal in order to be considered responsive.

Small Business: "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date and time for proposals. This shall also include DSBSD certified women- owned and minority-owned businesses and businesses with DSBSD service-disabled veteran owned status when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.SBSD.virginia.gov (Customer Service).

Offeror Name: _____

Preparer Name: _____ **Date:** _____

Who will be doing the work: ☐ I plan to use subcontractors ☐ I plan to complete all work

Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete Section A of this form.
- B. If the "I plan to use subcontractors" box is checked, complete Section B of this form. For the proposal to be considered and the offeror to be declared responsive, the offeror shall identify the portions of the contract that will be subcontracted to any subcontractor, to include DSBSD certified small business for the initial contract period in relation to the offeror's total price for the initial contract period in Section B.

Section A

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification Number: _____ Certification Date: _____

Section B

If the "I plan to use subcontractors" box is checked, populate the requested information below, per subcontractor to show your firm's plans for utilization of any subcontractor, to include DSBSD-certified small businesses, in the performance of this contract for the initial contract period in relation to the offeror's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service-disabled veteran-owned status that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that this proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation dollar value or percentages may result in breach of the contract.

Plans for Utilization of Any subcontractor, to include DSBSD-Certified Small Businesses, for this Procurement

Subcontract #1

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #2

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #3

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #4

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #5

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____



Purchasing Department
4400 University Drive, MS 3C1, Fairfax, VA 22030
Phone: 703.993.2580; <http://fiscal.gmu.edu/purchasing/>

ATTACHMENT B – STANDARD CONTRACT

Note: Other documents may be incorporated into this document, either by way of attachment or by reference, but in all cases this contract document shall take precedence over all other documents and will govern the terms and conditions of the contract.

This Contract entered on this ____ day of _____, 2024 (Effective Date) by _____ hereinafter called “Contractor” (located at _____) and George Mason University hereinafter called “Mason,” “University”.

I. WITNESSETH that the Contractor and Mason, in consideration of the mutual covenants, promises and agreement herein contained, agree as follows:

II. SCOPE OF CONTRACT: The Contractor shall provide _____ for the _____ of George Mason University as set forth in the Contract documents.

During the term of this Contract, Contractor may issue Statements of Work (“SOW”) to modify the scope of the engagement or otherwise change the work to be performed under this Contract. All SOW’s must be on a form approved by Mason prior to the start of this Contract. Any SOW that does not conform to the pre-approved SOW form shall be void even if approved by Mason. Additionally, the SOW shall be limited to modifications to the scope of the engagement or other changes to the work to be performed under this Contract; any other terms contained in a SOW shall be void and have no effect even if approved by Mason. Other than changes to the scope of the engagement or the work to be performed under this Contract, Contractor may not change, modify, add, supersede, or remove any term from this Contract through a SOW.

III. PERIOD OF CONTRACT: One year from the Effective Date with four (4) successive one-year renewal options. (or as negotiated)

IV. PRICE SCHEDULE: The pricing specified in this section represents the complete list of charges from the Contractor. Mason shall not be liable for any additional charges.

Negotiated price schedule will be inserted here.

V. CONTRACT ADMINISTRATION: _____ shall serve as Contract Administrator for this Contract and shall use all powers under the Contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work. All direction and order from Mason shall be transmitted through the Contract Administrator, however, the Contract Administrator shall have no authority to approve changes which shall alter the concept or scope or change the basis for compensation.

VI. METHOD OF PAYMENT: *As selected from RFP Payment Term Options / Method of Payment.* Contractor shall submit invoices directly to acctpay@gmu.edu and copy the Contract Administrator. Invoices must reference a Mason Purchase Order number to be considered valid. Invoices will only be accepted if submitted after services rendered or goods received. All invoice will be paid Net 30 (*or as selected in Payment Terms / Method of Payment*), after receipt of invoice in the accounts payable email inbox.

VII. THE CONTRACT DOCUMENTS SHALL CONSIST OF (In order of precedence):

- A. This signed form;
- B. Negotiation Response(s) dated XXXXX (attached);
- C. RFP No. GMU-XXXX-XX, in its entirety (attached);
- D. Contractor’s proposal dated XXXXXX (attached);
- E. Contractor’s Statement of Work template (attached).

VIII. GOVERNING RULES: This Contract is governed by the provisions of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 10 (§ [23.1-1000](#) et seq.) of Title 23.1 of the Code of Virginia, and the “*Governing Rules*” and the *Purchasing Manual for Institutions of Higher Education and their Vendors*. Documents may be viewed at:

<https://vascupp.org>.

- IX. CONTRACT PARTICIPATION:** It is the intent of this Contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or affiliated corporations may access this Contract if authorized by the Contractor.

Participation in this Contract is strictly voluntary. If authorized by the Contractor, the contract will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor and shall fully and independently administer its use of the contract to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this Contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of the contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The University may request the Contractor provide semi-annual usage reports for all entities accessing the Contract. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the Contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of this Contract does not preclude any participating entity from using other contracts or competitive processes as needed.

X. STANDARD TERMS AND CONDITIONS:

- A. **APPLICABLE LAW AND CHOICE OF FORUM:** This Contract shall be construed, governed, and interpreted pursuant to the laws of the Commonwealth of Virginia. All disputes arising under this Contract shall be brought before an appropriate court in the Commonwealth of Virginia.
- B. **ANTI-DISCRIMINATION:** By entering into this Contract, Contractor certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and §§ 9&10 of the *Governing Rules*. If Contractor is a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the Contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Governing Rules*, § 36).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this Contract, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.
- C. **ANTITRUST:** By entering into this Contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter

acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under this Contract.

- D. ASSIGNMENT: Neither party will assign or otherwise transfer its rights or obligations under this Contract without both parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void.
- E. AUDIT: The Contractor shall retain all books, records, and other documents relative to this Contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Mason, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- F. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that Mason shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this Contract.
- G. AUTHORIZED SIGNATURES: The signatory for each Party certifies that he or she is an authorized agent to sign on behalf such Party.
- H. BACKGROUND CHECKS: Contractor's employees (including subcontractors) performing services on any Mason campus must have successfully completed a criminal background check prior to the start of their work assignment/service. As stated in [University Policy Number 2221 – Background Investigations](#), the criminal background investigation will normally include a review of the individual's records to include Social Security Number Search, Credit Report (if related to potential job duties), Criminal Records Search (any misdemeanor convictions and/or felony convictions are reported) in all states in which the employee has lived or worked over the past seven years, and the National Sex Offender Registry. In addition, the Global Watch list (maintained by the Office of Foreign Assets Control of The US Department of Treasury) should be reviewed. Signature on this Contract confirms your compliance with this requirement.
- I. CANCELLATION OF CONTRACT: Mason reserves the right to cancel this Contract, in part or in whole, without penalty, for any reason, upon 60 days written notice to the Contractor. Upon written notice of cancellation from Mason, Mason shall be fully released from any further obligation under the Contract and Contractor agrees to directly refund all payments, for services not already performed, to Mason, including any pre-paid deposits, within 14 days. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- J. CHANGES TO THE CONTRACT: Changes can be made to this Contract in any of the following ways:
 - 1. The parties may agree in writing to modify the scope of this Contract.
 - 2. Mason may order changes within the general scope of Contract at any time by written notice to Contractor. Changes within the scope of this Contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. Contractor shall comply with the notice upon receipt. Contractor shall be compensated for any additional costs incurred as the result of such order and shall give Mason a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Mason's right to audit Contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the Contract. The same markup shall be used for determining a decrease in price as the result of savings realized. Contractor shall present Mason with all vouchers and records of expenses incurred and savings realized. Mason shall have the right to audit the records of Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to Mason within thirty (30) days from the date of receipt of the written order from Mason. If the Parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this Contract or, if there is none, in accordance

with the disputes provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Contractors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this Contract shall excuse the Contractor from promptly complying with the changes ordered by Mason or with the performance of the contract generally.

- K. CLAIMS: Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment. However, written notice of the Contractor's intention to file a claim shall be given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.
1. The Contractor must submit written claim to:
Chief Procurement Officer
George Mason University
4400 University Drive, MSN 3C5
Fairfax, VA 22030
 2. The Contractor must submit any unresolved claim in writing no later than 60 days after final payment to the Chief Procurement Officer.
 3. Upon receiving the written claim, the Chief Procurement Officer will review the written materials relating to the claim and will mail their decision to the Contractor within 60 days after receipt of the claim.
 4. The Contractor may appeal the Chief Procurement Officer's decision in accordance with §55 of the *Governing Rules*.
- L. COLLECTION AND ATTORNEY'S FEES: The Contractor shall pay to Mason any reasonable attorney's fees or collection fees, at the maximum allowable rate permitted under Virginia law, incurred in enforcing this Contract or pursuing and collecting past-due amounts under this Contract.
- M. COMPLIANCE: All goods and services provided to Mason shall be done so in accordance with any and all applicable local, state, federal, and international laws, regulations and/or requirements and any industry standards, including but not limited to: the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act (HITECH), Government Data Collection and Dissemination Practices Act, Gramm-Leach-Bliley Financial Modernization Act (GLB), Payment Card Industry Data Security Standards (PCI-DSS), Americans with Disabilities Act (ADA), and Federal Export Administration Regulations. Any Contractor personnel visiting Mason facilities will comply with all applicable Mason policies regarding access to, use of, and conduct within such facilities. Mason's policies can be found at <https://universitypolicy.gmu.edu/all-policies/> and any facility specific policies can be obtained from the facility manager.
- N. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION: The Contractor shall ensure that personally identifiable information ("PII") which is defined as any information that by itself or when combined with other information can be connected to a specific person and may include but is not limited to personal identifiers such as name, address, phone, date of birth, Social Security number, student or personal identification numbers, driver's license numbers, state or federal identification numbers, biometric information, religious or political affiliation, non-directory information, and any other information protected by state or federal privacy laws, will be collected and held confidential and in accordance with this Contract, during and following the term of this Contract, and will not be divulged without the individual's and Mason's written consent and only in accordance with federal law or the Code of Virginia.
- O. CONFLICT OF INTEREST: Contractor represents to Mason that its entering into this Contract with Mason and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 *et seq*), the Virginia Ethics in Public Contracting Act (§57 of the *Governing Rules*), the Virginia Governmental Frauds Act (Va. Code 18.2 – 498.1 *et seq*) or any other applicable law or regulation.
- P. CONTINUITY OF SERVICES:
1. The Contractor recognizes that the services under this Contract are vital to Mason and must be continued without interruption and that, upon Contract expiration, a successor, either Mason or another contractor, may continue them. The Contractor agrees:

- a. To exercise its best efforts and cooperation to affect an orderly and efficient transition to a successor;
 - b. To make all Mason owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the Contract to facilitate transition to successor; and
 - c. That the University Procurement Officer shall have final authority to resolve disputes related to the transition of the Contract from the Contractor to its successor.
 2. The Contractor shall, upon written notice from the Procurement Officer, furnish phase-in/phase-out services for up to ninety (90) days after this Contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Procurement Officer's approval.
 3. The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after Contract expiration that result from phase-in, phase-out operations). All phase-in/phase-out work fees must be approved by the Procurement Officer in writing prior to commencement of said work.
- Q. **DEBARMENT STATUS:** As of the Effective Date, the Contractor certifies that it is not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of services covered by this Contract, nor is the Contractor an agent of any person or entity that is currently so debarred.
- R. **DEFAULT:** In the case of failure to deliver goods or services in accordance with this Contract, Mason, after due oral or written notice, may procure them from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which Mason may have.
- S. **DRUG-FREE WORKPLACE:** Contractor has, and shall have in place during the performance of this Contract, a drug-free workplace policy (DFWP), which it provides in writing to all its employees, vendors, and subcontractors, and which specifically prohibits the following on company premises, during work-related activities, or while conducting company business: the sale, purchase, manufacture, dispensation, distribution possession, or use of any illegal drug under federal law (including marijuana). For purposes of this section, "drug-free workplace" covers all sites at which work is done by Contractor in connection with this Contract.
- T. **ENTIRE CONTRACT:** This Contract constitutes the entire understanding of the Parties with respect to the subject matter herein and supersedes all prior oral or written contracts with respect to the subject matter herein. This Contract can be modified or amended only by a writing signed by all of the Parties.
- U. **EXPORT CONTROL:**
1. **Munitions Items:** If the Contractor is providing any items, data or services under this order that are controlled by the Department of State, Directorate of Defense Trade Controls, International Traffic in Arms Regulations ("ITAR"), or any items, technology or software controlled under the "600 series" classifications of the Bureau of Industry and Security's Commerce Control List ("CCL") (collectively, "Munitions Items"), prior to delivery, Contractor must:
 - a. notify Mason (by sending an email to export@gmue.edu), and
 - b. receive written authorization for shipment from Mason's Director of Export Controls.

The notification provided by the Contractor must include the name of the Mason point of contact, identify and describe each ITAR or CCL-controlled commodity, provide the associated U.S. Munitions List (USML) category number(s) or Export Control Classification Number, and indicate whether or not the determination was reached as a result of a commodity jurisdiction determination, or self-classification process. The Contractor promises that if it fails to obtain the required written pre-authorization approval for shipment to Mason of any Munitions Item, it will reimburse Mason for any fines, legal costs and other fees imposed for any violation of export controls regarding the Munition Item that are reasonably related to the Contractor's failure to provide notice or obtain Mason's written pre-authorization.
 2. **Dual-Use Items:** If the Contractor is providing any dual-use items, technology or software under this order that are listed on the CCL in a series other than a "600 series", Contractor must (i) include the Export Control Classification Number (ECCN) on the packing or other transmittal documentation traveling with the item(s) and, (ii) send a description of the item, its ECCN, and the name of the Mason point of contact to: export@gmue.edu.
- V. **FORCE MAJEURE:** Mason shall be excused from any and all liability for failure or delay in performance of any

obligation under this Contract resulting from any cause not within the reasonable control of Mason, which includes but is not limited to acts of God, fire, flood, explosion, earthquake, or other natural forces, war, civil unrest, accident, any strike or labor disturbance, travel restrictions, acts of government, disease, pandemic, or contagion, whether such cause is similar or dissimilar to any of the foregoing. Upon written notification from Mason that such cause has occurred, Contractor agrees to directly refund all payments to Mason, for services not yet performed, including any pre-paid deposits within 14 days.

- W. FUTURE GOODS AND SERVICES: Mason reserves the right to have Contractor provide additional goods and/or services that may be required by Mason during the term of this Contract. Any such goods and/or services will be provided by the Contractor under the same pricing, terms and conditions of this Contract. Such additional goods and/or services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of the Contract. Such newly introduced additional goods and/or services will be provided to Mason at Favored Customer pricing, terms and conditions.
- X. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into this Contract Contractor certifies that they do not and will not during the performance of this Contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- Y. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless Mason, the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of Mason or to the failure of Mason to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods or equipment delivered. Contractor understands and acknowledges that Mason has not agreed to provide any indemnification or save harmless agreements running to Contractor.
- Z. INDEPENDENT CONTRACTOR: The Contractor is not an employee of Mason, but is engaged as an independent contractor. The Contractor shall indemnify and hold harmless the Commonwealth of Virginia, Mason, and its employees and agents, with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to the Contractor's performance of this Contract. Nothing in this Contract shall be construed as authority for the Contractor to make commitments which will bind Mason or to otherwise act on behalf of Mason, except as Mason may expressly authorize in writing.
- AA. INFORMATION TECHNOLOGY ACCESS ACT: Computer and network security is of paramount concern at Mason. Mason wants to ensure that computer/network hardware and software does not compromise the security of its IT environment. Contractor agrees to use commercially reasonable measures in connection with any offering your company makes to avoid any known threat to the security of the IT environment at Mason.

All e-learning and information technology developed, purchased, upgraded or renewed by or for the use of Mason shall comply with all applicable University policies, Federal and State laws and regulations including but not limited to Section 508 of the Rehabilitation Act (29 U.S.C. 794d), the Information Technology Access Act, §§2.2-3500 through 2.2-3504 of the Code of Virginia, as amended, and all other regulations promulgated under Title II of The Americans with Disabilities Act which are applicable to all benefits, services, programs, and activities provided by or on behalf of the University. The Contractor shall also comply with the Web Content Accessibility Guidelines (WCAG) 2.0. For more information, please visit <http://ati.gmu.edu>, under Policies and Procedures.

- BB. INSURANCE: The Contractor shall maintain all insurance necessary with respect to the services provided to Mason. The Contractor further certifies that they will maintain the insurance coverage during the entire term of the Contract and that all insurance is to be placed with insurers with a current reasonable A.M. Best's rating authorized to sell insurance in the Commonwealth of Virginia by the Virginia State Corporation Commission. The Commonwealth of Virginia and Mason shall be named as an additional insured. By requiring such minimum insurance, Mason shall not be deemed or construed to have assessed the risk that may be applicable to the Contractor. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The Contractor is not relieved of any liability or other obligations assumed or pursuant to this Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.
 - 1. Commercial General Liability Insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury or property damage, personal injury and advertising injury, products and completed operations coverage;
 - 2. Workers Compensation Insurance in an amount not less than that prescribed by statutory limits; and, as

applicable;

3. Commercial Automobile Liability Insurance applicable to bodily injury and property damage, covering owned, non-owned, leased, and hired vehicles in an amount not less than one million dollars (\$1,000,000) per occurrence; and
4. An umbrella/excess policy in an amount not less than five million dollars (\$5,000,000) to apply over and above Commercial General Liability, Employer's Liability, and Commercial Automobile Liability Insurance.

CC. **INTELLECTUAL PROPERTY:** Contractor warrants and represents that it will not violate or infringe any intellectual property right or any other personal or proprietary right and shall indemnify and hold harmless Mason against any claim of infringement of intellectual property rights which may arise under this Contract.

1. Unless expressly agreed to the contrary in writing, all goods, products, materials, documents, reports, writings, video images, photographs or papers of any nature including software or computer images prepared or provided by Contractor (or its subcontractors) for Mason will not be disclosed to any other person or entity without the written permission of Mason.
2. Work Made for Hire. Contractor warrants to Mason that Mason will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising from the Contract and will have full ownership and beneficial use thereof, free and clear of claims of any nature by any third party including, without limitation, copyright or patent infringement claims. Contractor agrees to assign and hereby assigns all rights, title, and interest in any and all intellectual property created in the performance or otherwise arising from the Contract, and will execute any future assignments or other documents needed for Mason to document, register, or otherwise perfect such rights. Notwithstanding the foregoing, for research collaboration pursuant to subcontracts under sponsored research contracts administered by the University's Office of Sponsored Programs, intellectual property rights will be governed by the terms of the grant or contract to Mason to the extent such grant or contract requires intellectual property terms to apply to subcontractors.

DD. **NON-DISCRIMINATION:** All parties to this Contract agree to not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age (except where sex or age is a bona fide occupational qualification, marital status or disability).

EE. **NON-EXCLUSIVITY:** Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract will not restrict or prohibit Mason from acquiring the same or similar goods and/or services from other entities or sources.

FF. **PAYMENT TO SUBCONTRACTORS:** The Contractor shall take the following actions upon receiving payment from Mason: (1) pay the subcontractor within seven days for the proportionate share of the total payment received from Mason attributable to the work performed by the subcontractor under that Contract; or (2) notify Mason and subcontractor within seven days, in writing, of its intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment. b. If an individual contractor, provide social security number in order to receive payment. c. If a proprietorship, partnership or corporation provide Federal employer identification number. d. Pay interest to subcontractors on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the Institution for work performed by the subcontractor under that Contract, except for amounts withheld as allowed by prior notification. e. Accrue interest at no more than the rate of one percent per month. f. Include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

GG. **PUBLICITY:** The Contractor shall not use, in its external advertising, marketing programs or promotional efforts, any data, pictures, trademarks or other representation of Mason except on the specific written authorization in advance by Mason's designated representative.

HH. **REMEDIES:** If the Contractor breaches this Contract, in addition to any other rights or remedies, Mason may terminate this Contract without prior notice.

II. **RENEWAL OF CONTRACT:** This Contract may be renewed by Mason for four (4) successive one-year renewal options under the terms and conditions of this Contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the University's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

1. If the University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional one year shall not exceed the Contract price(s) of the original Contract increased/decreased by more than the percentage increase/decrease of the “other goods and services” category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available or 2%, whichever is lower.
 2. If during any subsequent renewal periods, the University elects to exercise the option to renew the Contract, the Contract price(s) for the subsequent renewal period shall not exceed the Contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the “other goods and services” category of the CPI-U section of the Consumer Price Index of the United States bureau of Labor Statistics for the latest twelve months for which statistics are available, or 2%, whichever is lower.
- JJ. REPORTING OF CRIMES, ACCIDENTS, FIRES AND OTHER EMERGENCIES: Any Mason Employee, including contracted service providers, who is not a staff member in Counseling and Psychological Services (CAPS) or a pastoral counselor, functioning within the scope of that recognition, is considered a “Campus Security Authority (CSA).” CSAs must promptly report all crimes and other emergencies occurring on or near property owned or controlled by Mason to the Department of Police & Public Safety or local police and fire authorities by dialing 9-1-1. At the request of a victim or survivor, identifying information may be excluded from a report (e.g., names, initials, contact information, etc.). Please visit the following website for more information and training: <http://police.gmu.edu/clery-act-reporting/campus-security-authority-csa/>.”
- KK. RESPONSE TO LEGAL ORDERS, DEMANDS, OR REQUESTS FOR DATA: Except as otherwise expressly prohibited by law, Contractor will: i) immediately notify Mason of any subpoenas, warrants, or other legal orders, demands or requests received by Contractor seeking University Data; ii) consult with Mason regarding its response; iii) cooperate with Mason’s reasonable requests in connection with efforts by Mason to intervene and quash or modify the legal order, demand or request; and iv) upon Mason’s request, provide Mason with a copy of its response.
- If Mason receives a subpoena, warrant, or other legal order, demand (including request pursuant to the Virginia Freedom of Information Act) or request seeking University Data maintained by Contractor, Mason will promptly provide a copy to Contractor. Contractor will promptly supply Mason with copies of data required for Mason to respond, and will cooperate with Mason’s reasonable requests in connection with its response.
- LL. SEVERABILITY: Should any portion of this Contract be declared invalid or unenforceable for any reason, such portion is deemed severable from the Contract and the remainder of this Contract shall remain fully valid and enforceable.
- MM. SOVEREIGN IMMUNITY: Nothing in this Contract shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia and of Mason.
- NN. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent from Mason. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Mason the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of this Contract. This paragraph applies to, but is not limited to, subcontractor(s) who process University Data.
- OO. SWaM CERTIFICATION: Contractor agrees to fully support the Commonwealth of Virginia and Mason’s efforts related to SWaM goals. Upon contract execution, Contractor (as determined by Mason and the Virginia Department of Small Business and Supplier Diversity) shall submit all required documents necessary to achieve SWaM certification to the Department of Small Business and Supplier Diversity within 90 days. If Contractor is currently SWaM certified, Contractor agrees to maintain their certification for the duration of the Contract and shall submit all required renewal documentation at least 30 days prior to existing SWaM expiration at <https://www.sbsd.virginia.gov/>.
- PP. UNIVERSITY DATA: University Data includes all Mason owned, controlled, or collected PII and any other information that is not intentionally made available by Mason on public websites, including but not limited to business, administrative and financial data, intellectual property, and patient, student and personnel data. Contractor agrees to the following regarding University Data it may collect or process as part of this Contract:
1. Contractor will use University Data only for the purpose of fulfilling its duties under the Contract and will not share such data with or disclose it to any third party without the prior written consent of Mason, except as required by the Contract or as otherwise required by law. University Data will only be processed by

Contractor to the extent necessary to fulfill its responsibilities under the Contract or as otherwise directed by Mason.

2. University Data, including any back-ups, will not be accessed, stored, or transferred outside the United States without prior written consent from Mason. Contractor will provide access to University Data only to its employees and subcontractors who need to access the data to fulfill Contractor's obligations under the Contract. Contractor will ensure that employees who perform work under the Contract have read, understood, and received appropriate instruction as to how to comply with the data protection provisions of the Contract and to maintain the confidentiality of the University Data.
3. The parties agree that as between them, all rights including all intellectual property rights in and to University Data shall remain the exclusive property of Mason, and Contractor has a limited, nonexclusive license to use the University Data as provided in the Contract solely for the purpose of performing its obligations under the Contract. The Contract does not give a party any rights, implied or otherwise, to the other party's data, content, or intellectual property, except as expressly stated in the Contract.
4. Contractor will take reasonable measures, including audit trails, to protect University Data against deterioration or degradation of data quality and authenticity. Contractor shall be responsible for ensuring that University Data, per the Virginia Public Records Act, is preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic data as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration.
5. Contractor shall notify Mason within three business days if it receives a request from an individual under any applicable law regarding PII about the individual, including but not limited to a request to view, access, delete, correct, or amend the information. Contractor shall not take any action regarding such a request except as directed by Mason.
6. If Contractor will have access to University Data that includes "education records" as defined under the Family Educational Rights and Privacy Act (FERPA), the Contractor acknowledges that for the purposes of the Contract it will be designated as a "school official" with "legitimate educational interests" in the University education records, as those terms have been defined under FERPA and its implementing regulations, and the Contractor agrees to abide by the limitations and requirements imposed on school officials. Contractor will use the education records only for the purpose of fulfilling its duties under the Contract for Mason's and its end user's benefit, and will not share such data with or disclose it to any third party except as provided for in the Contract, required by law, or authorized in writing by the University.

QQ. UNIVERSITY DATA SECURITY: Data security is of paramount concern to Mason. Contractor will utilize, store and process University Data in a secure environment in accordance with commercial best practices, including appropriate administrative, physical, and technical safeguards, to secure such data from unauthorized access, disclosure, alteration, and use. Such measures will be no less protective than those used to secure Contractor's own data of a similar type, and in no event less than reasonable in view of the type and nature of the data involved. At a minimum, Contractor shall use industry-standard and up-to-date security tools and technologies such as anti-virus protections and intrusion detection methods to protect University Data.

1. Immediately upon becoming aware of circumstances that could have resulted in unauthorized access to or disclosure or use of University Data, Contractor will notify Mason, fully investigate the incident, and cooperate fully with Mason's investigation of and response to and remediation of the incident. Except as otherwise required by law, Contractor will not provide notice of the incident directly to individuals who's PII was involved, regulatory agencies, or other entities, without prior written permission from Mason.
2. Mason reserves the right in its sole discretion to perform audits of Contractor, at Mason's expense, to ensure compliance with all obligations regarding University Data. Contractor shall reasonably cooperate in the performance of such audits. Contractor will make available to Mason all information necessary to demonstrate compliance with its data processing obligations. Failure to adequately protect University Data or comply with the terms of this Contract with regard to University Data may be grounds to terminate this Contract.

RR. UNIVERSITY DATA UPON TERMINATION OR EXPIRATION: Upon termination or expiration of the Contract, Contractor will ensure that all University Data are securely returned or destroyed as directed by Mason in its sole discretion within 180 days of the request being made. Transfer to Mason or a third party designated by Mason shall occur within a reasonable period of time, and without significant interruption in service. Contractor shall ensure that such transfer/migration uses facilities and methods that are compatible with the relevant systems of Mason or its

transferee, and to the extent technologically feasible, that Mason will have reasonable access to University Data during the transition. In the event that Mason requests destruction of its data, Contractor agrees to destroy all data in its possession and in the possession of any subcontractors or agents to which the Contractor might have transferred University Data. Contractor agrees to provide documentation of data destruction to the University.

Contractor will notify the University of any impending cessation of its business and any contingency plans. This includes immediate transfer of any previously escrowed assets and University Data and providing Mason access to Contractor’s facilities to remove and destroy Mason-owned assets and University Data. Contractor shall implement its exit plan and take all necessary actions to ensure a smooth transition of service with minimal disruption to Mason. Contractor will also provide a full inventory and configuration of servers, routers, other hardware, and software involved in service delivery along with supporting documentation, indicating which if any of these are owned by or dedicated to Mason. Contractor will work closely with its successor to ensure a successful transition to the new equipment, with minimal downtime and effect on Mason, all such work to be coordinated and performed in advance of the formal, final transition date.

- SS. UNIVERSITY REVIEW/APPROVAL: All goods, services, products, design, etc. produced by the Contractor for or on behalf of Mason are subject to Mason’s review and approval.
- TT. WAIVER: The failure of a party to enforce any provision in this Contract shall not be deemed to be a waiver of such right.

Contractor Name

George Mason University

Signature

Name: _____

Title: _____

Date: _____

Signature

Name: _____

Title: _____

Date: _____

ATTACHMENT C – REQUIRED QUESTIONS

| George Mason University | | | | | |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----|----|----|--------------------------|
| Request for Proposal GMU-SS0906-24 | | | | | |
| # | Question | Yes | No | NA | Explanation if Necessary |
| 1 | Does your company provide security services | | | | |
| 2 | How many security personnel does your company currently employ? - Provide current number in Explanation | | | | |
| 3 | Does your company subcontract security services? - If yes, provide name of subcontractor(s) in Explanation | | | | |
| 4 | Does your company have experience staffing the following events? | | | | |
| 4.A | Athletic Competitions - Provide example in Explanation | | | | |
| 4.B | Performing Arts Events - Provide example in Explanation | | | | |
| 4.C | Concerts - Provide example in Explanation | | | | |
| 4.D | Large public events - Provide example in Explanation | | | | |
| 4.E | Tailgates or outdoor festivals - Provide example in Explanation | | | | |
| 4.F | Political/campaign events - Provide example in Explanation | | | | |
| 4.G | Highschool or University events - Provide example in Explanation | | | | |
| 5 | Do your security services perform Fire Watch in accordance with NFPA 101? | | | | |
| 6 | Does your company provide building security services (e.g., unoccupied building security)? | | | | |
| 7 | With training or current training, are your security services capable operate magnetometers and weapons detection systems? | | | | |
| 8 | With training or current training, security services able to calibrate magnetometers and weapons detection systems | | | | |
| 9 | Can your security services conduct visual inspections of patrons bags, purses, etc.? | | | | |
| 10 | Do you have staff that are bi-lingual? Please indicate languages spoken | | | | |

| | | | | | |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| 11 | Are background investigations conducted on security service staff? Explain background investigation process and scope | | | | |
| 12 | Are background investigations conducted routinely? Provide frequency in Explanation | | | | |
| 13 | Are security services subject to drug testing? Provide frequency and process in Explanation | | | | |
| 14 | Are security services subject to check against Sex Offender Registry? Provide frequency and process in Explanation | | | | |
| 15 | Are security services permitted to work if they have a record/history of: | | | | |
| 15. A | Domestic Violence | | | | |
| 15. B | Sex Offense | | | | |
| 15. C | Theft | | | | |
| 15. D | Assault | | | | |
| 15. E | Criminal Record | | | | |
| 15. F | Other - Please provide explanation | | | | |
| 16 | Do you have minimum staffing level (e.g., Security services work in teams of two or more)? | | | | |
| 17 | Will a supervisor always be present on site? | | | | |
| 18 | Does your company require a supervisor to Security Officer ratio (e.g., one supervisor for every eight officers)? Provide ratio(s) in Explanation | | | | |
| 19 | Does your company provide emergency security services upon request? | | | | |
| 20 | Can your company provide emergency security services within two hours? | | | | |
| 21 | Is your company able to produce separate invoices for multiple entities under one customer? | | | | |
| 22 | Do all Security Service personnel meet the Department of Criminal Justice Services requirements for Security Officer Certification: https://www.dcjs.virginia.gov/licensure-and-regulatory-affairs/unarmed-security-officer-courier | | | | |
| 23 | Does your Security Service staff receive additional training? Provide list of trainings in Explanation | | | | |
| 24 | Does your company provide Uniforms to all Security Services? | | | | |

| | | | | | |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| 25 | Does your company require a dress code for all Security Services? | | | | |
| 26 | Does your company provide tents or other supplies to support Security Services during inclement weather? Provide list of supplies in Explanation | | | | |
| 27 | Does your company provide "dress" uniforms for high profile/formal events (e.g., suit jackets, ties, dresses)? | | | | |
| 28 | Can your Security Services provide traffic control (e.g., parking attendant, traffic control) | | | | |
| 29 | Does your company provide Security Services with the following equipment if necessary | | | | |
| 29.A | Radio | | | | |
| 29.B | High visibility vest | | | | |
| 29.C | Flashlight | | | | |
| 29.D | Flashlight traffic wand | | | | |
| 30 | Does your company have restrictions on overnight, weekend, or holiday staffing? - If Yes please explain in Explanation | | | | |
| 31 | Does your company have experience managing crowd control at large scale events of over 5000 participants? | | | | |
| 32 | What does your turnover rate look like with employee retention/attrition? | | | | |



Executive Summary

Alpha Security, Inc. (ALPHA) is pleased to provide this capability response to George Mason University, University Event Security Services, Request For Proposals GMU-SS0906-24. We have thoroughly reviewed the RFP and GMU's responses to questions and we acknowledge all amendments required in RFP GMU-SS0906-24GMU-24.

Alpha Security, Inc. (ALPHA) is a Washington, DC Certified Business Enterprise (CBE). The company is located in the historic Ward 8 District at 2019 Martin Luther King, Jr. Avenue SE, Washington, D.C. 20020 and branch office at 1802 Brightseat Rd, 6th Fl Hyattsville, MD and 7288 Hanover Green Dr, Ste A Mechanicsville, VA 23111 (RA).

Prior to becoming ALPHA's President, successfully served as Chief Procurement Officer of a multi-million-dollar security firm, landing such contracts as the U.S Department of Veterans Affairs, (Whiting-Turner) MGM National Harbor Resort and Casino, National Institutes of Health, and Federal Housing Finance Board; with an acute understanding of client needs to include project management, quality assurance and control, officer deployment and reporting. She has applied that same philosophy to Alpha Security, Inc., which has been able to triple the revenues awarded in new security contracts.

ALPHA currently employs more than 250 security personnel throughout the Washington Metropolitan Area, servicing contacts such as the Department of Corrections, EventsDC, the Department of Parks and Recreation and the Department of General Services and large construction sites with Turner Construction, Paradigm and Bozzuto Construction. ALPHA also services agencies such as the City of Fairfax, and private companies around the Metropolitan area such as the familiar Maryland landmark, National Harbor.

Alpha focuses on **"Safety is Security."** In the spirit of **"Safety is Security,"** our intent is to have an immediate economic impact in Virginia by providing jobs, careers, sourcing products and services from local small businesses that will benefit from the same. To achieve this Alpha will utilize business certified by the Virginia Department of Small Business and Supplier Diversity (DSBSD) and local companies to provide, but not be limited to: uniforms and equipment, office supplies, furniture, information technology (IT) services, vehicles and maintenance, and personal protective equipment (PPE), while also looking to establish joint ventures and mentor/protégé programs which allow our local partners to expand their services and capabilities to engage in larger contracts.

General Firm(s) Information and Data**Alpha Security, Inc. (Prime)**

| | |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Company Address | Alpha Security, Inc. 2019 Martin Luther King, Jr Ave, SE Washington, DC 20020 |
| Contact Information | 202-869-0669 (o) 202-897-1863 (f) cparks@security-alpha.com 202-277-3511 (24 hours) |
| Lines of Business | NAICS CODE: 561612, 561611, 561110 |
| Company Unique Entity Identification (SAM) | M4WQWFAL8N94 |
| Principal Contact | Chante Parks, Chief Operating Manager |
| Minimum 5 years' Experience with Security Guard Services | Alpha Security, Inc. has been in existence performing guard services since 1985 |
| License/Application to Perform Guard Service | Alpha Security, Inc. is ACTIVE with the Virginia Department of Criminal Justice Service (DCJS) License Number 11-1538 |
| Local Small Disadvantaged Business Enterprise | Certified as a LSDLBE Metropolitan Washington Airport Authority (MWAA) Certification # LD20531652 Renews 8/27/2025 |
| Certified Business Enterprise | Washington, DC CBE LSDZ63672062026 6/19/2026 |
| Woman Owned Small Business | Small Business Administration (self-certified) Woman Owned Business |
| HUD Section 3 Certified | Alpha Security, Inc. is listed on HUD.GOV as a Section 3 Certified Business |
| Fiscal Year Used for Accounting | January-December |

I. PROJECT MANAGEMENT EXPERTISE

Alpha's mandate is to establish and operate a responsive and successful physical security program focusing on customer service, safety, training, and client satisfaction while also providing superior executive management, contractual oversight and management, and staff. Emphasis is on quality oversight and execution and total compliance with the work requirements outlined in the Request For Proposal (RFP) and strictly in accordance with the terms and conditions established by the George Mason University (GMU).

ALPHA believes in a process approach to achieving desired results and provides the related resources to manage opportunities. We incorporate continuous improvement of ALPHA's overall performance which is a permanent objective of our organization. ALPHA incorporates internal metrics to continually gauge our standard of performance against industry standards and best practices in the content of providing excellent service to our customers. This continuous improvement is monitored by our Quality Control Administrator, in conjunction with the Executive Management staff.

**A.1.1 Relevant Experience and Past Performance (Firewatch)
Walter Reed Redevelopment March 2019-November 2022**

The Walter Reed Local Redevelopment Authority ("LRA") led an extensive planning process to acquire and redevelop 66.57 acres of property at the site formerly known as the Walter Reed Army Medical Center ("WRAMC") located at 6900 Georgia Avenue, NW, Washington, DC 20012. The Department of Defense deemed the site surplus in 2005, and in November 2016, for the first time in over 100 years since the installation was first opened, the District of Columbia now owns 66.57 acres of the site which Alpha secured during the construction period.



Alpha Security, Inc. was sub-contractor to Paradigm Construction and provided security guard and fire-watch services with 3 security guards on site from 1600-0600 five days a week and 24 hours on the weekend to protect historic property, new structures and equipment.

A.1.2 Relevant Experience and Past Performance (Events, Buildings, Screening, Parking Lots)

Department of Parks and Recreation 3/2023-present

ALPHA was afforded the opportunity to work on two Emergency Security Contracts awarded by the Department of General Services (DGS). ALPHA was required to provide Protective Officers and Special Event services to the Department of Parks and Recreation at over 16 recreational locations throughout the District of Columbia. ALPHA provided Protective Officers -Armed Special Police Officers at locations Monday – Saturday as the hours deemed necessary. Security personnel were tasked with securing and protecting the patrons, employees, and visitors (especially children and families) who visit these locations. ALPHA was able to provide services, without incident, to the following DPR Locations:

Department of Parks and Recreation

| Location | Services | Days of Operation |
|------------------------------------------------------------|---------------------|-------------------|
| Brentwood 2311 14 th St, NE Washington, DC | Armed Guard Service | Monday-Friday |
| Columbia Heights 1480 Girard St, NW Washington, DC | Armed Guard Service | Monday-Saturday |
| Edgewood 301 Franklin Street, NE Washington, DC | Armed Guard Service | Monday- Saturday |
| Fort Davis 1400 41 st Street, NE Washington, DC | Armed Guard Service | Monday- Saturday |
| Harry Thomas 1743 Lincoln Rd, NE Washington, DC | Armed Guard Service | Monday-Friday |
| Kenilworth 4321 Ord Street, NE Washington, DC | Armed Guard Service | Monday-Friday |
| Ferbee Hope 700 Yuma Street, SE Washington, DC | Armed Guard Service | Monday-Saturday |
| Riggs LaSalle 501 Riggs Rd, NE Washington, DC | Armed Guard Service | Monday- Saturday |
| Rosedale 1743 Lincoln Rd, NE Washington, DC | Armed Guard Service | Monday- Saturday |
| Turkey Thicket 1100 Michigan Ave, NE Washington, DC | Armed Guard Service | Monday- Saturday |
| Woody Ward 5100 Southern Ave, SE Washington, DC | Armed Guard Service | Monday- Saturday |
| Langdon 2901 20 th St, NE Washington, DC | Armed Guard Service | Special Events |
| Location | Services | Days of Operation |
| Oxon Run 501 Mississippi Ave, SE Washington, DC | Armed Guard Service | Special Events |
| Emery Heights 5701 Georgia Ave, NW Washington, DC | Armed Guard Service | Special Events |
| Banneker Rec 2500 Georgia Ave, NW Washington, DC | Armed Guard Service | Special Events |
| Kennedy 1401 Seventh Street, NW Washington, DC | Armed Guard Service | Special Events |

DGS and DPR also requested that ALPHA provide Protective Officers at schools, basketball tournaments, football games and other special events around the city to support the mission: to provide DC residents equitable access to high-quality recreational programs, services, and facilities- across all 8 Wards. ALPHA's goal was to accomplish this mission with a professional, safe, and civil outcome at the end of every day our Protective Officers were deployed, which was organized successfully by our management team and supervisory support staff.

A.1.3 Relevant Experience and Past Performance (Screening, Magnetometers) Department of General Services 3/2023-present

The second contract awarded to ALPHA by the Department of General Services (DGS) is for security services at various Government Buildings (leased or owned) in the District of Columbia. ALPHA is tasked with providing Armed/Unarmed Protective Officers throughout the city. ALPHA officers' man 11 (eleven) posts and 6 buildings. The



buildings secured are government and mixed-use retail. Three buildings require screening and visitor processing, to allow access to the site. The contract requires multiple levels of security, to include;

- Foot Patrols
- Mobile Patrols
- Access Control
- Emergency Response and evacuation

| Location | Services | Days of Operation |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------|
| Reeves Center 2000 14 th St, NW Washington, DC | Armed Guard Service | Sunday-Saturday |
| DGS Headquarters 3924 Minnesota Ave, NW Washington, DC | Armed Guard Service | Sunday -Saturday |
| Child and Family Services Agency (CFSA) - Human Support 3350 9 th Street, NW Washington, DC | Armed Guard Service | Monday - Friday |
| Child and Family Services Agency (CFSA) - Human Support 3351 9 th Street, NW Washington, DC | Unarmed Guard Service | Monday -Friday |
| Office of Public Records 1300 Naylor Court, NW NW Washington, DC | Armed Guard Service | Monday-Friday |
| Department of Parks and Recreation (DPR)1250 U Street, NW Washington, DC (Discontinued Service- client offices moved) | Armed Guard Service | Monday -Friday |

ALPHA worked in close collaboration with the DGS Contracting Technical Representative (COTR) to ensure the successful opening of the new 258,500 square foot six-story commercial building with ground-floor retail; the office component is fully leased to the Washington, D.C., Department of General Services (DGS) for its headquarters. The Department of Corrections also has its new headquarters there.

A.1.3 Relevant Experience and Past Performance (Screening, Magnetometers) District of Columbia Department of Corrections 11/2022-present



ALPHA provides 35-38 full-time unarmed security officers at the DC Department of Corrections (DOC's) Central Detention Facility (CDF) and Central Treatment Facility (CTF) seven days a week and loading docks 5 days a week. The DOC (CDF and CTF) is a LEVEL IV FACILITY- which includes magnetometers and x-rays at public entrances. ALPHA's Unarmed Protective Officer force are vigilant every day, directing the occupants and visitors through the screening process to minimize queuing and to check for prohibited items, including food, illegal drugs, weapons and contraband. This process applies to all employees, contractors, and visitors. ALPHA officers are required to follow the same rules and regulations as the Correction Officers, which includes in-depth training and criteria set the by the DOC.

Relevant requirements to the RFP contract requirements include:

- Security Control Center
- Access Control
- Screening
- Quality Control Monitoring
- Training
- Refresher Training
- In-depth Background Clearance (two-tier background)
- Fitness/Medical/Background Determination
- National Weapons Detection Training
- Time and Attendance Tracking

The DOC did not have contract security prior Alpha Security, Inc. and the transition was a challenge for both the agency and the Alpha Management Team. However, ALPHA's Director of Field Operations along with the DOC Chief Security Operations Team Contraband and Interdiction Team Commander worked tirelessly to stand this contract up to DOC Standards and then to surpass the expectations of the Warden. In November 2023, DOC awarded ALPHA additional locations to secure to support the Agency mission.

A.2 Matrix to Size Scope and Complexity

Our chart below identifies the requirements of the current RFP and compares the size scope and complexity to the current work being performed by ALPHA.

| MATRIX TO SIZE SCOPE AND COMPLEXITY | | | | | | |
|-------------------------------------|-------------------------------|----------------------|------------------------|------------------------------|----------|------------------------|
| | George Mason University (GMU) | Dept. of Corrections | National Harbor Events | Metropolitan Protective Svc. | Paradigm | DGS Emergency Contract |
| Total Guards | 3 | 35 | 40-112 | 30 | 3 | 31 |
| Annual Est. Productive Hrs. | 8760 | 65,470 | 74,000 | 56,926 | 13416 | 61,149 |
| Est. Supervisor Hrs. | 2080 | 6,240 | 12,720 | 6,240 | 2,080 | 1780 |
| Armed | NO | NO | NO | YES | NO | YES |
| Unarmed | YES | YES | YES | NO | YES | YES |
| Security Control Ctr. | TBD | YES | YES | YES | NO | NO |
| Roving Patrol | YES | YES | YES | YES | YES | YES |
| Entrance/Exit Control | YES | YES | YES | YES | YES | YES |
| Parking Lot Mgt. | YES | YES | NO | YES | NO | YES |
| Less than 30 day phase- in | YES | NO | YES | YES | YES | YES |
| 30-day phase - in | NO | YES | NO | NO | NO | NO |
| On-going QC | YES | YES | YES | YES | YES | YES |
| Basic & Refresh Train | YES | YES | YES | YES | YES | YES |
| Emergency Response Cap. | YES | YES | YES | YES | YES | YES |



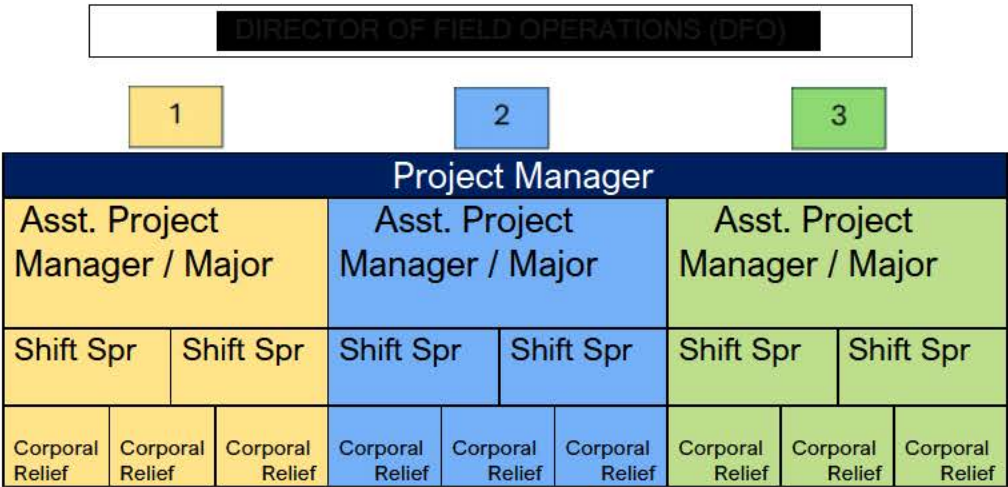
Factor B Contract Management Structure

A. INDICATE YOUR ORGANIZATION’S MANAGEMENT STRUCTURE, LINES OF AUTHORITY AND HIERACHY

B.1 Management Structure

Alpha Security, Inc. proposes to provide a skilled level of management, supervision and staffing to provide 100% performance standards of all service requirements and exceed the contract requirements outlined in the RFP. Our Directors, Project Managers, and Shift Supervisors have been vetted and proven to possess the skills and experience necessary to manage this contract. Our management has been selected specifically for this contract and will only be dedicated to the efforts of this contract.

Alpha divides its contracts into sectors to give our contracts, oversight, structure and clear lines of communication. Each Sector is managed by an Assistant Project Manager/Major, who reports the Project Manager for the contract. The Project Manager oversees the contract and interfaces with the client and communicates directly with GMU or whomever the client deems appropriate as the counterpart to Alpha’s Project Manager.





Factor C - Organizational Management Plan

C.1 Staffing Plan

The requirement is for security to be vigilant and visible throughout the locations outlined or required by your agency. Alpha will provide unarmed security guards and vehicles (if required) to successfully execute the requirements of the contract. Alpha’s plan is to maximize our management team to organize and supervise the employees, which in turn is cost-effective for the GMU.

Guards will be licensed to the requirements of the Virginia Department of Criminal Justice Services and Alpha will be able to deploy officers 24 hours a day.

C.1.1 Scheduling Plan

| Day | Officers | Time | Hours |
|-----------|----------|-----------|-------|
| Sunday | TBD | 0000-2400 | 24 |
| Monday | TBD | 0000-2400 | 24 |
| Tuesday | TBD | 0000-2400 | 24 |
| Wednesday | TBD | 0000-2400 | 24 |
| Thursday | TBD | 0000-2400 | 24 |
| Friday | TBD | 0000-2400 | 24 |
| Saturday | TBD | 0000-2400 | 24 |

Compliance is the cornerstone for success. We will ensure we are providing quality service by checking and tracking our personnel as they perform their duties. To this end, ALPHA has invested in a real-time officer tour tracking system, Geolocation®, by Paychex® to reduce the risk of having unfilled posts, improper personnel, ensure proper breaking procedures and help ensure that our officers are attentive to their duties and are performing comprehensive patrols of our clients’ facilities. In addition to our supervisors and managers being able to monitor the officer activity in real-time, we also provide this same ability to our customers. Just as our supervisors monitor our officers throughout the day using the tour tracking system, our customers can monitor as well.

C.2.1 Tour Tracking System

The ALPHA Officer tour tracking system provides our customers with the ability to generate reports that show exactly when, where, and what our officers inspected while on patrol. Our system is built around three (3) distinct technologies:

- 1) A Mobile Tour Tracking Application
- 2) Quick Response (QR) Code Technology®
- 3) Global Positioning System



Sample of QR technology officer tracking software

Geolocation only records employee locations when employees are on the clock. If geofencing is enabled, the Geolocation application must always have access to employees' locations. GPS data received when employees are off the clock or on break will never be accessible by employers, admins, or Paychex.



Mobile Tour Tracking Application

When our officers are doing their patrols, they use the **OfficerReports.com** Mobile Tour Tracking Application to scan QR codes that we place throughout the client's facilities. These QR codes are placed in the key areas, both inside and outside, that the officer should be monitoring. This technology is especially useful for the locations at GMU.

In accordance with the scheduled times and locations provided in the solicitation. ALPHA will develop schedules and compliance checks to support the requirement using QR codes which is a type of two-dimensional barcode system first used in the automotive industry. We use this same technology to mark and identify specific areas of a facility that should be checked by our officers (i.e. Main office, rear stairwell, etc.). When the officer checks these areas, he/she also uses the Mobile Tour Tracking Application to scan the QR code that was placed in that location. When the officer scans the QR code, that scan is instantaneously uploaded to our account where we can see it in real time. Additionally, as a part of the facility inspection process, our officers also use the Global Positioning System (GPS) described below:



GPS is a space-based satellite navigation system that provides location and time information in all weather conditions anywhere on the planet. By using GPS not only are we able to see a list of the locations that the officers patrolled and checked based on the Post Orders and schedules provided, we can also visually verify that they are in the correct location as seen in this image below...again in real-time. The GPS is available at fixed locations, at our Command Center, on mobile devices, resident PC, etc. This security guard software includes real-time electronic reporting, GPS based tour tracking and guard scheduling all in one application.

Commented [C5]:

| ID | Date/Time | Number | Breakdown ID | Client | Site | Incident Type | Other Type | Approved |
|-------|---------------------|--------|---------------------|----------|------|-----------------------|------------|----------|
| 33372 | 10/20/2015 10:30 AM | | 10/20/2015 10:30 AM | Customer | Site | Broken Window | | N/A |
| 33371 | 10/20/2015 10:20 AM | | 10/20/2015 10:20 AM | Customer | Site | Broken Window | | N/A |
| 32445 | 11/02/2015 9:50 PM | 1458 | 8/16/2015 4:35 PM | Customer | Site | Pierced Glass in Site | | N/A |
| 18770 | 4/17/2015 8:57 PM | | 4/17/2015 9:08 PM | Customer | Site | Broken Glass | | N/A |
| 18769 | 4/17/2015 8:55 PM | | 4/17/2015 8:55 PM | Customer | Site | Fights | | N/A |
| 18768 | 4/17/2015 4:35 PM | | 4/17/2015 4:35 PM | Customer | Site | Broken Door | | N/A |
| 18767 | 4/17/2015 4:35 PM | | 4/17/2015 4:35 PM | Customer | Site | Broken Window | | N/A |
| 18766 | 4/17/2015 4:33 PM | | 4/17/2015 4:33 PM | Customer | Site | Broken Door | | N/A |

Guard tour tracking software monitors the time and activity of security personnel while performing patrols at all sites. The benefits are:

Guaranteed Complete Patrols/Rovers – The Guard Tour Tracking Software helps ensure contract compliance and prevent costly losses from vandalism, theft, and avoidable accidents by ensuring that security personnel are doing complete patrols.

View Guard Patrols in Real Time – The Guard Tour Tracking Application uses GPS and QR Code technology to help observe personnel in real time. Reports are generated that show exactly when, where, and what guards inspected while on patrol.

C.3 Post Relief

Reserve Force (RF) personnel will be used for post breaks and relief, in addition to performing tasks during emergencies and manpower shortages due to Call Outs. ALPHA will provide transportation for all post relief and break activities. All relief guards will be fully qualified/trained to perform duties required for the post they are relieving.

C.3.1 Call Out, Abandon Post and Scheduled Leave

C.3.1.1 Call Outs – Security personnel are required to notify their supervisor a minimum of four hours prior to a Call Out/Off. ALPHA Supervisors will then replace the employee with security personnel from the ALPHA Reserve List.

C.3.1.2 Abandon Post – Security personnel that Abandon Post will be replaced initially with the Immediate ALPHA Supervisor or one of the ALPHA Roving Supervisors. The Immediate ALPHA Supervisor or ALPHA Roving Supervisor will fill the Abandon Post with security personnel from the ALPHA Reserve List. (No Post will be left open!)

C.3.1.3 Scheduled Leave – ALPHA security personnel will schedule and have their leave approved by their ALPHA Supervisor at least two weeks in advance. The ALPHA Supervisor will schedule security personnel from the ALPHA Reserve List to replace any security personnel on Scheduled Leave.

C.4 Quality Control Plan (QCP)

In a climate of increased threats to Government personnel and property, procedures for ensuring a quality of security services has become increasingly important. From our employees' working environment, to our client's experience with every project, to the individual officer on post, our goal is to provide the highest quality services. ALPHA's past performance and experience shows that quality starts with hiring the best people and properly training them, not just upon initial hire, but regularly, throughout their employment. Maintaining high quality standards continues with employee performance reviews. ALPHA's management provides ongoing QC oversight, and recognizes and rewards innovative thinking.



C.4.1 Types of Inspections

ALPHA uses inspection forms, individual notes and any specific form that may be required by the client to conduct scheduled and unannounced inspections. These inspections are conducted through several methods including ALPHA Guard Mount, Individual Inspections, Document Review and Equipment Inspections. We begin with the security contract employees' general knowledge, duties, roles, responsibilities, requirements, and procedures. Upon contract award, as with other contracts, ALPHA corporate will support the Project Manager (PM) in reviewing, monitoring and developing additional specific checklists and inspection reports to test each security personnel's knowledge of requirements. Sector Commanders and Supervisors may inspect sites other than their own. The QC Plan will be periodically reviewed with the client to ensure the needs of the contract are being met.

C.4.2.1 Areas to be Inspected (Scheduled/Unscheduled)

Through our inspection process we will visually check daily, weekly and monthly status reports for accuracy and completeness. Using checklists specially designed for this effort, we provide a measurement of performance of the requirements. The checklists will serve as objective evidence that the QC function was performed properly. ALPHA recognizes through experience that quality cannot be inspected or audited into the service; rather, it must be built in at the source. Our QC approach will provide the policies and procedures to quantitatively and qualitatively measure the performance of personnel and resources and to ensure data and services provided meet specified quality standards.

Alpha will conform to the Post Orders and Security Plan outlined and developed by GMU. Any suggestions to those Post Orders will be brought by our Project Manager and a request to be signed off and acknowledged by the designated GMU manager. Alpha's security personnel will:

1. Monitor the assigned locations
2. Monitor all Access to Buildings, Apartments, Doors, Roofs and Terraces outlined in the contract
3. Maintain key control
4. Maintain a property contact list for reporting via, phone or email
5. Complete a daily and hourly communication with pictures and or updates



Factor D References

D.1 Department of General Services

Domonique Banks
Supervisory Contract Specialist, Contracting Officer
Division of Contracting & Procurement
Department of General Services
3924 Minnesota Avenue, N.E. | 5th Floor | Washington, DC 20019
(202) 719-6544 Direct
(202) 365-6721 Mobile
domonique.banks@dc.gov

D.2 City of Fairfax

Stacey Sommerfield
Director
Parks & Recreation
City of Fairfax
10455 Armstrong Street Fairfax, VA 22030-3630
703-385-7853O 703-246-6321F

Natalie M. Hinesley
Commander, Patrol Operations Division
City of Fairfax Police Department
3730 Blenheim Blvd. image014.jpg Fairfax, VA 22030
703-385-7925 O image015.jpg 703-246-6303 F

D.3 Department of Corrections

David L. Burrus
Chief, Security Operations Team
Contraband Interdiction Team Commander
DC Department of Corrections
1901 E Street SE
Washington DC, 20003
phone 202.438.5889|david.burrus@dc.gov

ATTACHMENTS

1. Security Guard Business License
2. Certificate of Insurance
3. W-9

ATTACHMENT A - SMALL BUSINESS SUBCONTRACTING PLAN
TO BE COMPLETED BY OFFEROR

Offerors must advise any portion of this contract that will be subcontracted. All potential offerors are required to include this document with their proposal in order to be considered responsive.

Small Business: "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date and time for proposals. This shall also include DSBSD certified women- owned and minority-owned businesses and businesses with DSBSD service-disabled veteran owned status when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.SBSD.virginia.gov (Customer Service).

Offeror Name: _____

Preparer Name: _____ **Date:** _____

Who will be doing the work: ☐ I plan to use subcontractors ☐ I plan to complete all work

Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete Section A of this form.
- B. If the "I plan to use subcontractors" box is checked, complete Section B of this form. For the proposal to be considered and the offeror to be declared responsive, the offeror shall identify the portions of the contract that will be subcontracted to any subcontractor, to include DSBSD certified small business for the initial contract period in relation to the offeror's total price for the initial contract period in Section B.

Section A

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification Number: _____ Certification Date: _____

Section B

If the "I plan to use subcontractors" box is checked, populate the requested information below, per subcontractor to show your firm's plans for utilization of any subcontractor, to include DSBSD-certified small businesses, in the performance of this contract for the initial contract period in relation to the offeror's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service-disabled veteran-owned status that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that this proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation dollar value or percentages may result in breach of the contract.

Plans for Utilization of Any subcontractor, to include DSBSD-Certified Small Businesses, for this Procurement

Subcontract #1

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #2

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #3

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #4

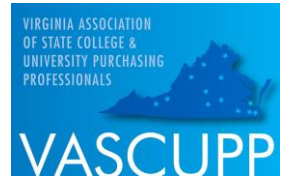
Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #5

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____



Purchasing Department
4400 University Drive, MS 3C1, Fairfax, VA 22030
Phone: 703.993.2580; <http://fiscal.gmu.edu/purchasing/>



REQUEST FOR PROPOSALS GMU-SS0906-24

ISSUE DATE: October 31, 2024

TITLE: University Event Security Services

PRIMARY PROCUREMENT OFFICER: Sara Siddall, Strategic Sourcing Manager

SECONDARY PROCUREMENT OFFICER: James F. Russell, Director

QUESTIONS/INQUIRIES: Submit all inquiries through [Mason's Bonfire Portal](#), no later than 4:00 PM Eastern Time (ET) on **November 7, 2024**. **All questions must be submitted through Mason's Bonfire portal.** For assistance with technical questions related to Bonfire, contact Support@GoBonfire.com or visit Bonfire's help forum at <https://vendorsupport.gobonfire.com/hc/en-us>. Responses to questions will be posted to Mason's Bonfire portal and by 5:00 PM ET on **November 13, 2024**.

PROPOSAL DUE DATE AND TIME: **November 22, 2024 @ 2:00 PM ET**. ATTENTION: PROPOSALS WILL NOT BE ACCEPTED VIA EMAIL, MAIL, THROUGH eVA OR IN PERSON. SEE SECTION XII.A.1 FOR DETAILS ON ELECTRONIC PROPOSAL SUBMISSION.

IMPORTANT! All communication with Offerors will take place in Bonfire, to include negotiations. Mason can only message individuals at your organization that have interacted in Bonfire for this specific RFP. Please ensure the appropriate person to handle negotiations and other RFP communication has individually logged into the system and either downloaded documents, submitted your proposal or asked a question.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

Name and Address of Firm:

Legal Name: _____

Date: _____

DBA: _____

Address: _____

By: _____
Signature

FEI/FIN No. [REDACTED] _____

Name: _____

Fax No. _____

Title: _____

Email: _____

Telephone No. _____

SWaM Certified: Yes: _____ No: _____ (See Section VII. SWaM CERTIFICATION for complete details).

SWaM Certification Number: _____

☐ Check box to confirm your proposal contains all terms and conditions or subsequent Statements of Work that could apply over the life of any resulting contract. See section IV. Final Contract for additional information.

This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules*, § 36 or against a Bidder/Offeror because of race, religion, color, sex, national origin, age, disability, or any other prohibited by state law relating to discrimination in employment.

Question Set 1: 1

| # | Question | Response | Comment | Status |
|--------|--------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1 | | | | |
| 1.1.1 | Does your company provide security services | Yes | Alpha Security, Inc.provides security services to Fairfax City Govt and Police Department and other agenciesin and around the metropolitan area. | Complete |
| 2 | | | | |
| 1.2.1 | How many security personnel does your company currently employ? | 202 | | Complete |
| 3 | | | | |
| 1.3.1 | Does your company subcontract security services? - If yes, provide name of subcontractor(s) in comment | No | Alpha Security, Inc. does not sub-contract services. | Complete |
| 4 | | | | |
| 1.4.1 | Does you company have experience staffing the following events: | Yes | Alpha Security ,Inc.provides security staffing special eventsto Fairfax City Govt National Harbor, and DC Depart of Parks and Recreation | Complete |
| 4.A | | | | |
| 1.5.1 | Athletic Competitions - Provide example in comments | Yes | Alpha Security, Inc. has extensive experience at Athletic Compeitions to include, basketball games, football games and community events for the DC Depart of Parks and Recreation | Complete |
| 4.B | | | | |
| 1.6.1 | Performing Arts Events - Provide example in comments | Yes | Performing Arts Events in and around the National Capital Region, references will be provided | Complete |
| 4.C | | | | |
| 1.7.1 | Concerts - Provide example in comments | Yes | Alpha Security, Inc. has a security contract with EventsDC and is contracted provide security services at concerts at the CapitalOne Arena and many events throughout Washington, DC | Complete |
| 4.D | | | | |
| 1.8.1 | Large public events - Provide example in comments | Yes | Alpha Security, Inc. has a security contract with Fairfax City to provide event security at ALL Events including the annual Large Fireworks Display. Alpha also has a EventsDC and is contracted provide security services at concerts at the CapitalOne Arena and many events throughout Washington, DC | Complete |
| 4.E | | | | |
| 1.9.1 | Tailgates or outdoor festivals - Provide example in comments | Yes | Alpha Security, Inc. is the premier contractor at National Harbor to provide services at outdoor festivals and outdoor festivals and large events for Fairfax City | Complete |
| 4.F | | | | |
| 1.10.1 | Political/campaign events - Provide example in comments | Yes | Alpha Security, Inc. provides security services for the Board of Elections in Washington, DC. Alpha Security, Inc. supports National Harbor for the annual Conservative Political Action Conference (CPAC) a large event held at the Gaylord National Harbor. | Complete |
| 4.G | | | | |
| 1.11.1 | Highschool or University events - Provide example in comments | Yes | On Alpha's contract with the Department of General Services (DC) -security secures games at High Schools we also secure events at Fairfax High School. | Complete |
| 5 | | | | |

| | | | | |
|--------|----------------------------------------------------------------------------------------------------------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1.12.1 | Do your security services perform Fire Watch in accordance with NFPA 101? | Yes | Alpha Security, Inc. provides security and firewatch services in accordance with NFPA 101 currently for construction companies and management companies such as Bozzuto Construction, Paradigm Cos., MCN Build, and Hamel Builders. Reference can be provided. | Complete |
| 6 | | | | |
| 1.13.1 | Does your company provide building security services (e.g., unoccupied building security)? | Yes | Alpha Security, Inc. is a preferred security provider for many construction companies in and around the Washington, DC area from ground breaking to ribbon cutting or or occupancy. | Complete |
| 7 | | | | |
| 1.14.1 | With training or current training, are your security services capable operate magnetometers and weapons detection systems? | Yes | Alpha Security, Inc. is the security provider at the District of Columbia Department of Corrections' Central Detention Facility (CDF) and Central Treatment Facility (CTF) which is a Facility Level IV where we provide screening services, which include magnetometers and weapons detection systems and x-rays at public entrances. | Complete |
| 8 | | | | |
| 1.15.1 | With training or current training, security services able to calibrate magnetometers and weapons detection systems | Yes | The magnotometers are tested on a daily basis at the Department of General Services (DC) and the Department of Corrections (DC) and although security has been trained to calibrate magnetometers and weapons detection systems, the Government generally does the calibrations to ensure accuracy and because the equipment is (GFE) Government Furnished Equipment | Complete |
| 9 | | | | |
| 1.16.1 | Can your security services conduct visual inspections of patrons bags, purses, etc.? | Yes | Alpha Security, Inc. screens and conducts visual inspections of bags, purses, jackets, coats and other items. | Complete |
| 10 | | | | |
| 1.17.1 | Do you have staff that are bi-lingual? Please indicate languages spoken | Yes | Spanish and French | Complete |
| 11 | | | | |
| 1.18.1 | Are background investigations conducted on security service staff? Explain background investigation process and scope | Yes | All of Alpha Security, Inc. personnel must go through the NACI (National Agency Check with Inquiries) they also must go through othe levels of security checks depending on the agency or location where they are assigned. Security officers must also complete the background checks provided by the licensing state and or municipality. Some of Alpha's officers must complete more in-depth police check and may also require a facility clearance or secret level security clearance. | Complete |
| 12 | | | | |
| 1.19.1 | Are background investigations conducted routinely? Provide frequency in comment | Yes | Alpha completes investigations prior to hiring and investigations are an essential part of our hiring process. Alpha conducts a review of national and local criminal databases to check for any felony or misdemeanor convictions, pending charges, or history of arrests. We check for any criminal activity that could indicate a risk to safety or security. We also confirm previous employment, including dates of employment, job titles, responsibilities, and reasons for leaving. We also partner with licensed third-party agencies who perform thorough and comprehensive background checks. Background checks are conducted annually after hire and if a need warrants while within our employment. | Complete |
| 13 | | | | |
| 1.20.1 | Are security services subject to drug testing? Provide frequency and process in comment | Yes | No officer can be assigned to work at Alpha Security, Inc without completing a ten panel drug test. All candidates are required to undergo drug testing before being hired. Once hired, employees are subject to random drug tests throughout their employment -random selection is performed to ensure fairness.We also conduct drug testing on Reasonable Suspicion (based on observed behavior or performance). | Complete |
| 14 | | | | |

| | | | | |
|--------|----------------------------------------------------------------------------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1.21.1 | Are security services subject to check against Sex Offender Registry? Provide frequency and process in comment | Yes | Alpha Security, Inc. secures 17 (seventeen) day cares with the Office of Early Learning in Washington, DC and we take drug testing, back ground investigations, and previous history seriously. During the hiring process applicants are required to provide consent for this specific check as part of the overall background investigation process which is conducted through the appropriate state and federal databases, including the National Sex Offender Public Website (NSOPW) and other relevant local registries. Additionally, not only do we check against the Sex Offender Registry, our employees must have a favorable clearance with the Child and Family Services Agency (CFSA). | Complete |
| 15 | | | | |
| 1.22.1 | Are security services permitted to work if they have a record/history of: | - | Alpha Security, Inc. will follow the guidelines of our clients request first and foremost. Although, the licensing agency may allow a security guard to obtain a license based on general and/or basic requirements, we prioritize ensuring that all security staff are fully vetted and meet the highest standards of integrity and trustworthiness to maintain a safe and secure environment for all. | Complete |
| 15.A | | | | |
| 1.23.1 | Domestic Violence | No | Any officer found guilty of Domestic Violence in the Pre-Employment stage or while in employment will not be permitted employment with Alpha Security, Inc. It is our job to ensure that all security personnel are screened to confirm that they do not have any history of offenses that would pose a risk to the safety and security of the environment they are tasked with protecting. | Complete |
| 15.B | | | | |
| 1.24.1 | Sex Offense | No | Any officer found guilty of a verified Sex Offense in the Pre-Employment stage or while in employment will not be permitted employment with Alpha Security, Inc. It is our job to ensure that all security personnel are screened to confirm that they do not have any history of offenses that would pose a risk to the safety and security of the environment they are tasked with protecting. | Complete |
| 15.C | | | | |
| 1.25.1 | Theft | No | Any officer found guilty of a verified theft in the Pre-Employment stage or while in employment will not be permitted employment with Alpha Security, Inc. It is our job to ensure that all security personnel are screened to confirm that they do not have any history of offenses that would pose a risk to the safety and security of the environment they are tasked with protecting. | Complete |
| 15.D | | | | |
| 1.26.1 | Assault | No | Any officer found guilty of a verified assault in the Pre-Employment stage or while in employment will not be permitted employment with Alpha Security, Inc.even if the licensing Agency approves a security license. It is our job to ensure that all security personnel are screened to confirm that they do not have any history of offenses that would pose a risk to the safety and security of the environment they are tasked with protecting. | Complete |
| 15.E | | | | |
| 1.27.1 | Criminal Record | Yes | It is ou goal to adhere to the requirements of the client. Criminal records are reviewed | Complete |
| 15.F | | | | |
| 1.28.1 | Other - Please provide explanation in comment | - | no additional inomation | Complete |
| 16 | | | | |

| | | | | |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1.29.1 | Do you have minimum staffing level (e.g., Security services work in teams of two or more)? | Yes | Alpha maintains a minimum staffing level to ensure that security services are delivered effectively and safely. The minimum staffing requirements depend on the requirement of the assignment, the scope of duties, and the specific security needs of the client. 1 Standard Operations: For most security operations, we typically assign teams of two or more security personnel. This ensures that there is sufficient coverage for safety, response coordination, and the ability to manage potential situations effectively. 2 Larger or High-Risk Events: For high-risk or large-scale events such as concerts, public gatherings, or large facilities, the staffing levels will be increased based on the size of the venue, the expected crowd, and any identified risks. In these cases, teams may include supervisors or specialized roles to ensure adequate coverage. | Complete |
| 17 | | | | |
| 1.30.1 | Will a supervisor always be present on site? | Yes | Yes Alpha Security, Inc will provide a supervisor. | Complete |
| 18 | | | | |
| 1.31.1 | Does your company require a supervisor to Security Officer ratio (e.g., one supervisor for every eight officers)? Provide ratio(s) in comment | Yes | It is our professional opinion to have one supervisor for every 10 officers if a lunch relief is not required (for example if it is a five hour or less tour). If it is a 5 hour or more tour and lunch reliefs are required, we recommend 2 supervisors for every 10 officers, if it is not a sel-breaking post) | Complete |
| 19 | | | | |
| 1.32.1 | Does your company provide emergency security services upon request? | Yes | We are flexible in adjusting staffing levels to meet emergency situations or backup: In emergency requirements, additional personnel will be dispatched immediately to maintain proper coverage, ensuring a quick and coordinated response. Depending on the situation, we can provide flexible staffing to meet any increased demand for security. | Complete |
| 20 | | | | |
| 1.33.1 | Can your company provide emergency security services within two hours? | Yes | Because we service contracts in Northern Virginia we have licensed officers on stand-by | Complete |
| 21 | | | | |
| 1.34.1 | Is your company able to produce separate invoices for multiple entities under one customer? | Yes | Yes, for example Alpha Security, Inc. has approximately 4 separate contracts under the Department of General Services (DC) with separate agencies, separate puchase orders and separate contract number but billed to one entity. | Complete |
| 22 | | | | |
| 1.35.1 | Do all Security Service personnel meet the Department of Criminal Justice Services requirements for Security Officer Certification: https://www.dcjs.virginia.gov/licensure-and-regulatory-affairs/unarmed-security-officercourier | Yes | Alpha Security, Inc. owner is a Department of Criminal Justice Services, DCJS Complainece Agent and ensures that all security personnel are licensed to the requirements of the Agency. | Complete |
| 23 | | | | |

| | | | | |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1.36.1 | Does your Security Service staff receive additional training? Provide list of trainings in comment | Yes | 1.Trauma Informed Care Plan 2.Ethics & Professionalism 3.Principles of Communications 4.Professional Public Relations 5 Understanding Human Behavior 6.The Law, Legal Authorities, Jurisdiction & 7.Responsibilities 8 Crimes & Offenses 9 Crime Scene Protection 10.Rules of Evidence 11 Contractor Client Protocol 12.Post Duties 13.Patrol Methods & Patrol Hazards | Complete |
| 24 | | | | |
| 1.37.1 | Does your company provide Uniforms to all Security Services? | Yes | Alpha Security, Inc. equips our officers according to the services required. | Complete |
| 25 | | | | |
| 1.38.1 | Does your company require a dress code for all Security Services? | Yes | All security personnel must be well groomed and of neat appearance. We prefer male and female officers report with no jewlery (only wedding rings) or facial jewlery. Hair above the collar, nails neat and trim. No facial tattoos or offensive tattos. Alpha Security, Inc. has three uniforms that we can provide a picture of: 1. soft uniform; which is a suit company logo on blazer 2. hard uniform; with uniform pants unifom shirts, insignia, epaulets, baseball cap and boots. 3. event staff unifom (easily identifiable); with bright shirt, khaki pants and identifying uniform numbered shirt. | Complete |
| 26 | | | | |
| 1.39.1 | Does your company provide tents or other supplies to support Security Services during inclement weather? Provide list of supplies in comment | Yes | 1.Tents/Canopies 2.Rain Gear 3 Cold weather gear 4.Radios/Communication Equipment 5.First Aid Kits 6.AED/Defibrillators (for trained supervisors only) | Complete |
| 27 | | | | |
| 1.40.1 | Does your company provide "dress" uniforms for high profile/formal events (e.g., suit jackets, ties, dresses). | Yes | Alpha Security, Inc. has three uniforms that we can provide a picture of: 1. soft uniform; which is a suit company logo on blazer 2. hard uniform; with uniform pants unifom shirts, insignia, epaulets, baseball cap and boots. 3. event staff unifom (easily identifiable); with bright shirt, khaki pants and identifying uniform numbered shirt. | Complete |
| 28 | | | | |
| 1.41.1 | Can your Security Services provide traffic control (e.g., parking attendant, traffic control) | Yes | Alpha Security, Inc. can provide traffic control and our staff can be trained and equipped to manage traffic flow in both on-site and public roads. Alpha can direct vehicles during peak times, guiding traffic through entrances and exits, and ensuring safe and smooth transitions between different zones of a property or an event area. Alpha currently assists with event parking, ensuring that traffic is directed efficiently to minimize congestion and maximize space utilization for events in Fairfax, Virginia. | Complete |
| 29 | | | | |
| 1.42.1 | Does your company provide Security Services with the following equipment if necessary | Yes | | Complete |
| 29.A | | | | |
| 1.43.1 | Radio | Yes | All radios and or direct connect phones. | Complete |
| 29.B | | | | |

| | | | | |
|--------------|--------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------|----------|
| 1.44.1 | High visibility vest | Yes | yes reflector and construction grade reflector vest | Complete |
| 29.C | | | | |
| 1.45.1 | Flashlight | Yes | yes we provide personnel with flashlights when necessary. | Complete |
| 29.D | | | | |
| 1.46.1 | Flashlight traffic wand | Yes | yes if and when directing traffic. | Complete |
| 30 | | | | |
| 1.47.1 | Does your company have restrictions on overnight, weekend, or holiday staffing? - If Yes please explain in comment | No | Alpha has no night, weekend or holiday restrictions | Complete |
| 31 | | | | |
| 1.48.1 | Does your company have experience managing crowd control at large scale events of over 5000 participants? | Yes | Yes as a contractor of EventsDC Alpha Security, Inc. has this expereince. | Complete |
| 32 | | | | |
| 1.49.1 | What does your turnover rate look like with employee retention/attrition? | 3 percent | | Complete |
| 49 Questions | | | 100.00% Complete | |

Responses

Success: All data is valid!

| | | | | Numeric | Text | | |
|------------------------------|------|-------------------------------------------------------------------------|-------------------|-------------|--------------------------|------------|-----------|
| Status | # | Personnel Services (pricing listed hourly, with four (4) hour minimum): | Quantity Required | Hourly Rate | Hourly Rate (OT/Holiday) | Total Cost | |
| Success: All values provided | #0-1 | Event Staff | 1 | \$ 33.85 | 43.85 | \$ 33.85 | |
| Success: All values provided | #0-2 | Supervisor | 1 | \$ 38.07 | 50.57 | \$ 38.07 | |
| Success: All values provided | #0-3 | Parking Staff | 1 | \$ 33.85 | 43.85 | \$ 33.85 | |
| Success: All values provided | #0-4 | Overnight Staff | 1 | \$ 33.85 | 43.85 | \$ 33.85 | |
| Success: All values provided | #0-5 | Event Manager | 1 | \$ 47.12 | 47.12 | \$ 47.12 | |
| Basket Total | | | | | | | \$ 186.74 |
| Grand Total | | | | | | | \$ 186.74 |