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**Request for Proposal:**

**Submission Guidelines & Requirements**

- Any qualified, licensed, and insured contractor or vendor with relevant past performance/experience on projects such as listed below should submit bid proposals in response to this Request for Proposal.
- A detailed proposal must provide the following:
  - Proposals should be on vendor letterhead with company information, such as your name, contact information, proposal number, date, and be addressed to our name, address, and contact information.
  - Proposals must be signed and dated by a representative that is authorized to commit the bidder's company.
  - Proposals should be detailed and broken down to include the following for each project:
    - o Item(s)
    - o Location(s)
    - o Quantity
    - o Unit cost
    - o Total cost
    - o Grand Total
  - Proposals should not include any equipment disallowed under Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019
  - The company may not be banned from receiving Federal funds. They must be willing to sign a debarment statement attesting to this, or provide their active SAM.gov registration showing their qualified status.
  - The organization is on a limited budget and timeline. The vendor must be able to meet the deadlines in a reasonable timeframe.

**Determination Guidelines:**

The Organization will review and rate proposals based on factors including, but not limited to, the following, with cost being a major but not most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Professional goods and services offered
3. Pricing and availability
4. Relevant past performance/experience
5. Technical expertise/experience of bidder and bidder's staff

The Organization reserves the right to award to the bidder that presents the best value to the Organization as determined solely by the Organization in its absolute discretion.

The description of the project is as follows (Scope):

**Security Personnel (armed)**

- Looking for an additional armed security guard for our facility for high traffic times and holidays/special events.
- Provide hourly cost and hourly overtime cost.
- Provide total cost for 50 hours a week, per year.

Proposals must be submitted before the closing date published in the ad. If your proposal is selected, you will be notified.