

Attachment 10 – Introduction & Response

Proposers interested in responding to this RFP must submit the following written submission in the order specified below.

Contact: Name, title, address, telephone and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP.

References: Names, address, telephone and email of a minimum of five (5) clients for whom the Proposer has conducted similar services. The Court may check references listed by the Proposer. Greater weight will be given to government references. Prior work performed for the Court will be included as a Reference during evaluation.

Background: For each key staff member: a resume describing the individual's background and experience, as well as individual's ability and experience in conducting the proposed activities.

Company: State the number of employees working in the company by job description (i.e. number of managers, supervisors, guards, etc.) by County. The purpose of this request is to provide the Court an understanding of the size of the Contractor.

Experience: Describe the Contractor's experience in providing entrance security screening services to other courts or other entities. List the manufacture of the entrance security screening equipment that the guards are trained to use.

Uniforms: Provide a visual depiction of uniforms including any over coats or jackets.

Supervision: Describe your total staff supervision plan. Please include where the supervisor will be located Monday-Friday during Court hours.

Training: Include a copy of your training plan/schedule. In addition, as many court customers only speak Spanish, describe how you respond to language barriers.

Staffing: Describe how you will deal with unexpected absences of guards; caused by illness, failure to appear for work, etc. to ensure the full staffing each day. Have you ever not been able to provide coverage for an unexpected absence? Describe the escalation process to address personnel problems, including insubordination, absenteeism, poor performance, tardiness, etc.

Licenses/Registration: Copies of the Proposer's (and any subcontractors') current business licenses, professional certifications, or other credentials.

Good standing: If Contractor is a California corporation, limited liability company ("LLC"), limited partnership ("LP"), or limited liability partnership ("LLP"), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California.