

**Building Security Risk Assessment  
RFP# 23-3004-RFP05  
Bidder's Conference Questions  
June 5 & 6, 2023**

**Q. It sounds like you do not have one standardized security plan for all your locations. Are you looking for this to result in a standardized plan?**

**A. We do not have a plan and yes, we are open to that.**

**Q. Would you require the security company to do a standard operational procedure, like an SOP?**

**A. We have a security vendor which would be different from what we are currently seeking from the assessment.**

**Q. Has anyone done a Security Assessment?**

**A. Not that we are aware of.**

**Q. You mentioned in the RFP to provide (CPTED) Crime Prevention Through Environmental Design evaluation needs to be an ICA Certified Practitioner. That is a Canadian-based company, but DHS is referenced throughout the document. Would you rather have a certifying body that's based here in the U.S.?**

**A. Yes, we would like the company to be based in the U.S.A. We apologize that was an error in the RFP.**

**Q. Who is the current security vendor?**

**A. Allied Security, but we just put that out to bid, so we are expected to award in the next few weeks.**

**Q. For providing estimates for recommendations are you looking for the vendor company to do the work? Ex: add video cameras and control access.**

**A. No, they would not have to do the work, but we would look for them to make recommendations as well as provide cost estimates so we will know how to solicit and be able to evaluate those solicitations against recommendations. Like a broad, rough estimate.**

**Q. Is there value to a company that can do the security assessment, provide the services, and implement those services?**

**A. Yes. If you can do the work that is proposed, it puts you in a better position to bid on that project.**

**Q. Do your medical mobile units carry medication on them?**

**A. No**

**Q. Are there drawings or floor plans available for the centers?**

**A. Yes, we will provide those via email.**

**Q. What are the current services provided at each center?**

**A. Adult and child health, immunizations, STD screenings and treatments, family planning, BCCP, Sports physical, HIV testing, PPD, Travel medicine, dental services, and PREP presently at two locations.**

**Q. How many security guards are on post at each building?**

**A. Most Buildings have 2, except for East and Tucker.**

**Q. The RFP referenced DHS, are you looking for us to put the proposal in a DHS format?**

**A. No**

**Q. Does DHS have public insight into the DeKalb County Board of Health?**

**A. No, but we are a public entity.**

**Q. Are you looking to do levels of security throughout your buildings?**

**A. Yes, we are open to that. We would like you to give us cost ranges like level one-Low, level two-Medium, and level three -High.**

**Q. Have you had any active shooters or any major incidents that would cause security to act?**

**A. No**

**Q. Are the glass partitions that separate the client from the employee shatterproof?**

**A. They are Plexi-glass, put up for COVID-19 protection.**

**Q. Are you wanting access controls for the stairwells to keep people out?**

**A. Yes, we want to restrict client access in stairwells so they don't roam floor to floor.**

**Q. How many sets of keys are there for the buildings?**

**A. There are 5 Grand-Master Keys, and we do have sub-master keys.**

**Q. Do the smoke detectors work in all of the areas?**

**A. Yes and we have a Fire inspection service that services all fire equipment.**

**Q. Have anyone of you seen a full-blown site security assessment?**

**A. No, we don't have one for our buildings, but it has been researched.**

**Q. What are you asking for us to provide from the assessment?**

**A. We are looking for you to give us a price for completing a full security assessment for our buildings with some type of general budget. Tell us what we need to secure our facility and our people. This is not doing the work, we are wanting the**

**roadmap. For doing the actual work or implementation that part would have to be bid out separately.**

**Q. When will we get the floorplans?**

**A. These were emailed to the vendors on 6/6/23.**

**Q. Which location is the busiest?**

**A. Clifton Springs**

**Q. How many employees do you have generally working on each day?**

**A. Board of Health wide about 450 employees. The number of employees per health center varies.**

**Q. Right now if something were to “hit the fan” is there any way to hit a panic button?**

**A. Yes, we do have a panic button at each location.**

**Q. Is there only one panic button at each location? Where are they? What does the panic button do when triggered?**

**A. I don't know how many panic buttons there are or where they are. The button calls the police.**

**Q. How many cameras do you have at each facility?**

**A. Varies at least 2 per location some may have as many as 6**

**Q. Where is the video monitoring system? Is it one at all sites?**

**A. We have cameras that can record and we play back.**

**Q. Is each building going to be responsible for its monitoring? Or are you wanting to integrate it to one system to go to one person?**

**A. Yes, we would like every building to be integrated for the security guards but Internal Services will need to see everything as the central hub to disburse information if need be.**

**Q. What is the protocol when something is not working like a badge reader or door not locking or closing?**

**A. Employees or Security should report it to Internal Services, then we report it to our IT department which manages the Johnson Controls contract and they would notify the vendor.**

**Q. Do you utilize the left-door delivery door that is blocked in the warehouse?**

**A. No, that door leads to the warehouse next door and it is locked, we do not have access.**

**Q. For the guard component, will that vendor change based on the awarding for the Risk Security Assessment?**

**A. No, it would not change the security guard service.**

**Q. The RFP indicates that the successful contractor will be required to produce both a Security Risk Assessment Report AND a Security Master Plan for each property (RFP page 3, Paragraph 2.0, third item). During our discussions, it was stated that the RFP is ONLY for the Security Risk Assessments Reports for each of the seven properties visited. Are we bidding on just the Security Risk Assessment Reports for the seven properties or do we also need to include with the bid, the cost for creating a Security Master Plan for all of DCBOH?**

**A. Both are required of the vendor that is awarded the contract. This solicitation is for pricing to provide the assessment.**

**Q. During our discussions the requirement for the CPTED portion of the Security Risk Assessment to be performed by a Certified CPTED Practitioner was not intended to be specifically an ICA Certified CPTED Practitioner (Canadian Certification Organization). Does the successful contractor need to have a Certified CPTED Practitioner conduct the CPTED assessment portion of the Security Risk Assessment and does that person need to be identified by name and certification organization?**

**A. Certifications are a plus, but not required**

**Q. During our initial discussions of the requirements for the Security Risk Assessment, the cost estimates for implementation of recommendations was discussed. For clarity, will the successful contractor be responsible for identifying a security integrator to secure quotes for work that will satisfy security recommendations identified in the Security Risk Assessment reports?**

**A. They will work with the DCBOH to solicit vendors to provide the work.**

**Q. Can any estimates for mitigation of risks identified in the reports be based on historical internal data that the successful contractor has in their possession?**

**A. We will need actual estimates from the awarded vendor.**

**Q. Will the successful contractor be held to account for any estimated costs that are inaccurate due to changes in the availability of materials, increases in labor and material costs, or additional structural requirements necessary to implement security upgrades that were not evident at the time of the generation of the Security Risk Assessment or any other unforeseen reasons?**

**A. No**

**Q. Will the successful contractor be required to search for funding opportunities for all recommendations? (Task 2, Page 5, fourth item listed under "...In addition to other requirements set out in this RFP, the Physical Security Risk Assessment Report shall include:") (This is not a normal item that is included in a Security Risk Assessment Report).**

**A. No**

**Q. During our discussions it was mentioned that this RFP has to be closed by the end of June 2023 to keep the expenditures within this fiscal year. When will the Security Risk Assessments be required to be completed and when will payment for each assessment be executed? Will each Security Risk Assessment be paid individually following a line item invoice submission, or will the contract be paid in monthly installments?**

**A. While the RFP will close this FY, FY23. The contract is anticipated to be effective July 1, 21023.**

**The selected contractor will have the option of receiving payment by invoice submission for each line item of work completed or the selected vendor can submit monthly invoices for payment. Each invoice will be reviewed by the Program Manager for approval of invoice submission for payment approval.**