

Response to Questions  
Security Assessment Consulting Services  
CML 17-018

1. Would you please provide further information on the 25 facilities to be reviewed? This should include at a minimum: the physical address, approximate square footage, number of floors, number and size of any associated parking lots or garages, and nature of activities that take place within. **See Attached List**
2. Please provide clarification on when the Certificate of Insurance needs to be provided. This is normally not submitted with the proposal. **A valid COI need not be submitted with the Offeror's Proposal; however, it will be required prior to Contract award. If the Offeror elects not to include the COI, it should provide an affirming statement of its understanding of this minimum requirement. A sample COI may be submitted with the Proposal.**
3. Is there any flexibility in level of insurance coverage particularly as it relates to automobile insurance? **Listed insurance limits are CML minimum requirements; therefore, lower limits are nonnegotiable.**
4. Will you entertain language in the ultimate agreement that makes indemnification mutual and limits such indemnification to the amount of liability insurance required by contract? **CML may consider alternate language, if so submitted.**
5. Is there an incumbent that has been involved in the development of this RFP? Will they be allowed to bid this work? **There is no incumbent for this service.**
6. What is the anticipated budget for this work? **The budget for this project has not yet been established and will be determined based on a final scope of work as presented in submitted Proposals.**
7. Can a property listing, which identifies staffing/square footage/address for the 25 locations being requested? **See Attached List**
8. Scope requires development of Policies and procedures. How many should be budgeted? **The Offeror shall recommend an amount and offer pricing options for additional as needed.**
9. Can more detail be provided for the "initial response measures". What is the desired output?  
**Initial Response Measures could include, as examples:**
  - **Internal Risk: Loss of Operations (Security Operations Center)**
  - **Internal Risk: Structural Loss (Securing the Facility) Fire/Flood/Explosion/Weather/Natural Disaster**
  - **Internal Risk: Document/Information Recovery**
  - **External Risk: Disturbance/Pickers/Protest**
  - **External Risk: Executive Protection/Dignitary Visits**
  - **Internal/External: Loss of Life/Serious Injury Event/Hostage Situation**
  - **Privatization vs. Current Security Services. Cost/positives & Negatives**

- The Security Department currently operates with two shifts. A security officer is assigned as an on-call staff during non-operational hours. This staff responds from their home, in their vehicle to building alarm issues, facility issues. There needs to be a feasible plan for scheduling, on-call personnel, and development and staffing of a third shift.
10. Page 3, "25 locations throughout Franklin County": Can you provide the address to the sites that should be cover under the scope of CML 17-018? **See Attached List**
  11. Page 6, "Two Flash Drives": Can a CD or DVD be provided in place of the flash drives? (1 for Technical Proposal and 1 Cost Proposal) **We can only accept flash drives. Our laptops will not accommodate CDs or DVDs.**
  12. Page 12, "W-9 Form": Should this W 9 form be on file before contract award or after contract award? Page 16 outlines it should be returned with signed contract.  
Trying to gain clarity. **Please submit with your proposal.**
  13. Page 15, "Automobile Liability and Commercial General Liability Insurance requirements change from contract to contract. Is this amount of Automobile and General Liability required prior to award under the RFQ or is the required insurance due at contract award (if selected)? **Due at contract award.**
  14. Page 4, "Phased implementation strategies with detailed security design cost estimates for recommended measures": The project overview sections outlines "Perform a security risk assessment and assist the Library in developing a security master plan. The master plan shall include implementation and potential physical security upgrade costs for recommended improvements from the assessment."

The recommendations produced during a Risk Assessment only outline a cost estimate associated with potential recommendations. Is it the intent of the CML to have a potential vendor provide some type of "design" that would mitigate security vulnerabilities identified during the Risk Assessment with the final deliverables? This would drive up costs associated with an initial Risk Assessment.

**Yes, for example:**

- A "systems" approach including the application of security technologies, policies and procedures, assignment of personnel including Security Operations Center,
- Security Infrastructure.
- Organizational Responsibilities in support of Security Operations. How does and how the internal dynamics of CML Departments should work in support of our Security operations.

- Empowerment of Security Personnel. Example: Application of restraints, use of chemical agents (oc), detaining person(s)
- Access Control and Intrusion Detection
- Emergency Response- Notification System.
- I.T. Capabilities (As is and a desired state)
- Space-Facility evaluation. (Staff work space, accessibility, training space)
- Accredited-Certified Training Curriculum.

15. Page 17, "Cost Proposal": The Cost Proposal form outlines a Service Type by Phase box, Service Labor Rates (\$/hr., Total Hours box, Extended Cost box and Total Not-To Exceed Cost (\$) section.

Extended Cost box: Should other costs (Per Diem, etc.) be annotated in this box; or should this box be a total of the costs associated with Service Labor Rates (\$/hr. and Total hours associated with the phase? **This is the total cost for services to include all expenses such as per diem, travel, hotel, etc.**

Total Not-to-Exceed Cost: Is this the total cost that is the sum of Service Labor Rates (x Total Hours) + Extended Cost? **No. The Total Not-to-Exceed Cost is the sum of the Extended Costs. Service Labor Rate x Total hours = Extended Cost.**

Is the Cost Proposal form the only cost document that has to be submitted? **Yes**

16. Did CML or Franklin County work with a consultant or outside security resource to prepare your scope of work and list of deliverables? If so, what organization was that? **No outside consultant was used.**

17. On page 6 of the RFP the submittal package states that "Each offeror must submit one (1) original, completed and signed in blue ink, and four (4) copies for a total of four (4) technical and four (4) cost proposals in the package," Should there be 1 original and 4 copies, a total of 5 each (technical/cost) or 1 original and 3 copies for a total of 4 each? If neither of those, could you please break down the total and clarify the submission? **Should be a total of five (5) copies each; one original and 4 copies of technical and cost.**

18. How many staff interviews will be required in total? **Not known at this time.**

19. Will the presentation to library management/stakeholders to review the findings report need to be conducted in-person or is teleconference/Skype acceptable? – **In person is preferred.**

20. Can a list and/or quantity of documents to be reviewed be provided? – **Not known at this time**

21. Can we be provided a list of bidders interested in pursuing this opportunity? – **Not available**

22. Is this project funded and has a budget been set aside? – Project is funded; no budget information available.

## Facilities Vital Statistics

Location	Year Built	Expansion Year	Square Feet	Parking Spaces	Approx. Number of Staff
Canal Winchester 115 Franklin St Canal Winchester, OH 43110	2015		5,000	12	5
Driving Park 1422 E Livingston Ave Columbus, OH 43205	1972	2014	15,000	65	17
Dublin 75 N High St Dublin, OH 43017	1980	1990	20,147	124	35
Franklinton 1061 W Town St Columbus, OH 43222	1995		7,540	30	13
Gahanna 310 Granville St Gahanna, OH 43230	1991	1998	21,400	149	33
Hilliard 4772 Cemetary Rd Hilliard OH 43026	1996		20,005	185	38
Hilltop 511 S Hague Ave Columbus, OH 43204	1996		20,065	120	30
Karl Road 5590 Karl Rd Columbus, OH 43229	1988		20,006	181	30
Linden 2223 Cleveland Ave Columbus, OH 43211	2004		12,701	69	13
Livingston 3434 Livingston Ave Columbus, OH 43227	1992		12,325	88	16
Marion Franklin 2740 Lockbourne Rd Columbus, OH 43207	2014		4,000	30	6
Martin Luther King 1600 E Long St Columbus, OH 43203	1969		8,933	58	13
New Albany 200 Market St New Albany, OH 43054	2003		21,053	158	30
Northern Lights 4093 Cleveland Ave Columbus, OH 43224	1993	2016	26,100	107	27
Northside 1423 N High St Columbus, OH 43201	1990	2017	24,900	40	20
Operations Center 101 S Stygler Rd Gahanna, OH 43230	2002		55,335	156	49
Parsons 1113 Parsons Ave Columbus, OH 43206	1956	2016	19,000	64	19
Reynoldsburg 1402 Brice Rd Reynoldsburg, OH 43068	1980	1990	19,805	95	26
Shepard 850 N Nelson Rd Columbus, OH 43219	1985	2016	10,000	50	14
South High 3540 S High St Columbus, OH 43207	1992		11,577	78	17
Southeast 3980 S Hamilton Rd Groveport, OH 43125	2000		21,140	132	26
Whetstone 3909 N High St Columbus, OH 43214	1985	1998	22,729	186	32
Whitehall 4445 E Broad St Columbus, OH 43213	1959	2015	20,000	125	26
Main Library 96 S Grant Ave Columbus, OH 43215	1991	2016	255,400	378	211