

Coleman Alexander Prosser Foundation, Inc.  
5330 Executive Place  
Jackson, MS 39206



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September 9, 2023

RE: Request for Proposal (RFP) – Security Services

Coleman Alexander Prosser Foundation (CAP, Inc.) extends an invitation to you to submit a proposal in response to our Request for Proposal (RFP) for Security Services. We are excited to invite you to participate in this process and potentially collaborate on this significant project.

**Application Dates:**

- Application Due: 12:00 PM CST October 9, 2023
- Notice of Award or Denial: On or Before November 9, 2023

**Proposal Requirements:**

Please review the attached RFP document carefully, as it outlines the specific requirements for submitting your proposals. We encourage you to provide detailed information that demonstrates your expertise, experience, and understanding of the project goals.

**Vendor Selection:**

After the submission deadline, our evaluation team will review all received proposals to identify the best-fit partner for this project. The selected vendor will be notified by November 9, 2023.

**Questions or Clarifications:**

Should you have any questions or require clarifications regarding the RFP, please reach out to our team at [capcontractscommittee@gmail.com](mailto:capcontractscommittee@gmail.com).

We appreciate your interest in this project and look forward to receiving your proposals. Thank you for considering this opportunity to collaborate with Coleman Alexander Prosser Foundation (CAP, Inc.)

Sincerely,

*Tasha D. McCullar*

Latasha D. McCullar  
Coleman Alexander Prosser Foundation, Inc., President  
[capinpresident@gmail.com](mailto:capinpresident@gmail.com) | 601-259-1894

COLEMAN ALEXANDER PROSSER

CAP

FOUNDATION, INC.

**REQUEST FOR PROPOSAL**

*Security Services*

**REQUEST FOR PROPOSAL DEADLINE: 10/09/23**

**Time: 12:00 PM CST**

**Coleman Alexander Prosser Foundation (CAP, Inc.)**

**P.O. Box 16666**

**Jackson, MS 39236**

**<https://betadeltaomegachapter.wildapricot.org/CAPFoundation>**

**RELEASE DATE: 09/09/23**

**The Coleman Alexander Prosser Foundation (CAP, Inc.)** established by Beta Delta Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated, invites all interested parties to submit a formal proposal to provide security services to enhance our organization's safety and protection. We are seeking qualified vendors with the expertise and experience to fulfill our requirements. Prospective vendors may download a copy of this solicitation online at <https://betadeltaomegachapter.wildapricot.org/CAPFoundation>.

**MAILED OR HAND-DELIVERED PROPOSALS WILL NOT BE ACCEPTED.**

### **Company Background**

The Coleman Alexander Prosser Foundation (CAP, Inc.) is a non-profit charitable organization established by Beta Delta Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated. It is named in honor of three of the chapter's most distinguished charter members: L. Zenobia Coleman, former Head Librarian at Tougaloo College; Florence O. Alexander, former State Supervisor at the Mississippi Department of Education; and Dr. Inez B. Prosser, former Registrar and Director of Education at Tougaloo College. In 1934, these leaders, along with three others in the Jackson community, realized the impact a group of united, college-educated women could have upon local and civic concerns, such as the health, education, and general welfare of the African-American community in Jackson, Mississippi. This led to the chartering of the Beta Delta Omega Chapter on the campus of Tougaloo College in 1934.

The Coleman Alexander Prosser Foundation (CAP, Inc.) received its Certificate of Registration as a non-profit charitable organization from the Mississippi Secretary of State on November 7, 1996, when it became a corporate entity that includes all Beta Delta Omega Chapter members. The foundation has a commitment to "service to all mankind" and facilitates the community service efforts of the Beta Delta Omega Chapter by providing tax-deductible capability to donors. The philanthropic arm of the foundation also includes the chapter's fully endowed scholarships at Jackson State University and Tougaloo College. Additionally, in 2012, a physical facility was acquired to accommodate the needs of the Chapter for offices, storage, meeting space, and other sisterly, social, and community activities. The Beta Delta Omega Chapter is located at 5330 Executive Place, Jackson, Mississippi. It has over 8,000 square footage of usable space.

Though the Beta Delta Omega Chapter is the vehicle through which service is performed, the Coleman Alexander Prosser Foundation (CAP, Inc.) is a separate entity with its officers and Board of Directors that administers its affairs and implements its programs and policies. Regular meetings, as well as an Annual Meeting, are held. Through contributions and fundraising efforts coordinated by the Coleman Alexander Prosser Foundation (CAP, Inc.), Beta Delta Omega Chapter provides outstanding programs and initiatives that not only sustain its initial objectives but also enable it to prosper.

## **Project Overview**

Coleman Alexander Prosser Foundation (CAP, Inc.) is seeking professional security services to enhance our organization's safety and protection.

## **Vendor Qualifications**

In response to this invitation for proposals, prospective vendors must meet the following qualifications.

1. Experience:
  - A minimum of 2 years of experience in providing professional security services.
  - Demonstrated experience in providing security services for similar organizations or facilities.
2. Compliance and Ethics:
  - Adherence to ethical business practices and a commitment to treating all individuals with respect and professionalism.
3. References:
  - Provide references from at least 3 clients or organizations for whom similar security services have been provided by completing and submitting **Form A** verifying past satisfactory performance with projects similar in scale and scope.
  - Demonstrated success in maintaining a secure environment and responding effectively to security incidents.
4. Flexibility and Adaptability:
  - Ability to customize security solutions based on the specific needs and requirements of our organization.
  - Capability to adapt security protocols to changing circumstances or emergencies.
5. Communication and Reporting:
  - Strong communication skills to effectively interact with stakeholders and visitors.
  - Timely and accurate reporting of security incidents, patrols, and other relevant activities.
6. Positive Reputation:
  - A positive reputation within the security services industry, with no history of major complaints or legal disputes.

## **Vendor Scope of Services**

The prospective vendor shall provide the following building security services to the Coleman Alexander Prosser Foundation (CAP, Inc.), during operating hours: including but not limited to:

1. Provide security services during the operating hours of the building as requested.
2. Monitor the entrance to the building to ensure that all visitors have a valid purpose for entering the building.
3. Deny property and/or building access to anyone who poses a security risk or who is not authorized to enter the building.
4. Conduct regular patrols of the building and surrounding areas to detect any signs of unauthorized access, theft, vandalism, suspicious behavior, and criminal activities.

5. Conduct regular walks of the building to ensure the safety and security of all visitors present.
6. Report any suspicious activity or security concerns and keep a log of all activities and incidents that occur during the shift and report them to the appropriate individual immediately.
7. Maintain a professional demeanor at all times and communicate effectively with all individuals they encounter.
8. Other security-related tasks and services as mutually agreed upon by both parties in writing.

### **Proposal Submission Requirements**

Please submit your proposal by 10/09/23 to [capcontractscommittee@gmail.com](mailto:capcontractscommittee@gmail.com). Proposals must include the following information:

1. Company Profile:
  - A brief overview of your company, including years in business, areas of specialization, and relevant experience.
2. Qualification and Experience:
  - Details of your experiences in providing similar goods/services to other clients or organizations.
  - Verification of bonding and any relevant certifications or accreditations (if applicable).
3. Scope of Work:
  - A detailed description of the goods/services you propose to provide, including specifications and features.
4. Pricing and Cost:
  - A breakdown of all costs associated with the project, including any additional fees or charges.
5. References:
  - Contact information for at least three references from past clients or organizations.
6. Sustainability and Corporate Social Responsibility:
  - Information on your company's sustainability practices and any corporate social responsibility initiatives.
  - Vendors may be required, before awarding of the contract, to demonstrate to the complete satisfaction of the Coleman Alexander Prosser Foundation (CAP, Inc.) that they have the necessary facilities, capabilities, and financial resources requirements herein.

### **Proposal Submission Instructions**

The laws of the State of Mississippi shall govern all proposals and related documents submitted in response to this RFP. The Coleman Alexander Prosser Foundation (CAP, Inc.) reserves the right to accept or reject all proposals submitted in response to this solicitation or waive any informalities in the proposal process.

1. **Proposal Submission Method- All proposals must be submitted electronically via email to [capcontractscommittee@gmail.com](mailto:capcontractscommittee@gmail.com).** Vendors are advised to carbon copy (cc :) themselves when submitting via email and/or to request a Delivery Receipt from their email program to verify proper transmission. The Coleman Alexander Prosser Foundation (CAP, Inc.) will not send emails “Read Receipts.” It shall be the Vendor’s responsibility to ensure proper transmission of the email by the stated deadline. Only one method of submission is acceptable- by email, in no case shall a Contractor respond using mail or hand-delivered methods, as doing so will result in disqualification.
2. **Include the following information in your email SUBJECT LINE:**
  - o YOUR COMPANY’S NAME: Security Services

**Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- |  |                   |
|--|-------------------|
| • Experience and Expertise             | (40 points)       |
| • Capability to Meet Security Needs    | (20 points)       |
| • Proposal Understanding and Alignment | (15 points)       |
| • Reference and past performance       | (15 Points)       |
| • Cost Competitiveness                 | (10 points)       |
| <b>Total Points</b>                    | <b>100 points</b> |

The Coleman Alexander Prosser Foundation (CAP, Inc.) reserves the right to award the contract in whole or in part based on the circumstances. Likewise, the Coleman Alexander Prosser Foundation (CAP, Inc.) also reserves the right to accept or reject all proposals submitted in response to this RFP and to waive any minor proposal irregularities as determined by the Coleman Alexander Prosser Foundation (CAP, Inc.)

**Confidentiality:**

All information provided in the proposal will be treated as confidential and used solely for the purpose of evaluating the proposals.

**Questions and Clarifications:**

Please direct any questions or requests for clarification regarding this RFP to [capcontractscommittee@gmail.com](mailto:capcontractscommittee@gmail.com) before the proposal deadline. The Coleman Alexander Prosser Foundation (CAP, Inc.) reserves the right to extend the proposal's due date if such information significantly amends this solicitation or makes compliance with the original due date impractical. The Coleman Alexander Prosser Foundation (CAP, Inc.) shall have sixty (60) days from the proposal opening date to accept or reject the application(s).

**Awards**

A response to an Invitation for Proposals (RFP) is an offer to contract with the Coleman Alexander Prosser Foundation (CAP, Inc.) based on the terms, conditions, and specifications

contained in the RFP. Proposals do not become contracts until they are accepted and a verification email is sent. The contract shall be governed, construed, and interpreted under the laws of the State of Mississippi excluding its choice of law provisions. Contracts will be made or entered into with the lowest responsible Vendor meeting the RFP specifications specified. Where more than one item is specified in the RFP, the Coleman Alexander Prosser Foundation (CAP, Inc.) reserves the right to determine the low proposal either based on the individual items or based on all items included in a proposal, or as expressly provided in this Invitation for Proposal.

### **Proposal Contents**

Attach the following completed Forms as a PDF with email submissions:

- a. Form A – Vendor Application (signed)

### **Vendors must provide written narrative responses in up to five (5) pages maximum by adhering to the following formatting requirements:**

- 8.5" x 11" single-sided pages with 1-inch margins
- 1.15" Line spacing
- 12-point Times New Roman, Arial, or Calibri Font
- Header with the organization's name listed at the top center of each page
- Pages numbered in the lower right corner
- Any application forms requiring a signature must be signed in blue/black ink

### **Grievance Procedure:**

The Coleman Alexander Prosser Foundation (CAP, Inc.) seeks to conduct a fair competition for RFP. To this end, a competitive proposal review process will be conducted by the evaluation team utilizing the criteria set forth on pages 4 through 6 to rate each responsive proposal. Entities responding to this RFP may register a grievance or protest regarding an unsuccessful proposal outcome according to policies set forth herein, if necessary.

1. Informal Resolution:

If a vendor has concerns or questions regarding the RFP, they are encouraged to seek informal resolutions by contacting the designated RFP contact person or representative. The RFP contact person will make every effort to address the concerns promptly and provide clarifications as needed.

2. Formal Grievance Submission:

If the vendor's concerns remain unresolved after the informal discussion, they may submit a formal written grievance to the RFP issuer. The written grievance should clearly outline the nature of the concern and any previous attempts made to seek an informal resolution.

3. Grievance Review:

The RFP issuer will review the formal grievance and may conduct further discussions or request additional information as necessary to fully understand the concern. The issuer will provide a formal response to the vendor within a reasonable timeframe, outlining the findings and any actions taken to address the concern.

4. Appeal Process:

If the vendor is dissatisfied with the outcome of the initial grievance review, they may have the option to appeal the decision by submitting a written appeal to a higher authority or designated appeals committee, if applicable. The appeal will be reviewed independently, and a final decision will be communicated to the vendor promptly.

5. Fairness and Transparency:

The RFP issuer is committed to ensuring fairness and transparency throughout the grievance process and will make every effort to resolve concerns promptly and impartially. The goal is to foster positive vendor relationships and address concerns to the best of the issuer's ability while adhering to the RFP guidelines and evaluation criteria.

We look forward to receiving your proposal and working with your company to achieve our project objectives. Thank you for your interest in partnering with the Coleman Alexander Prosser Foundation (CAP, Inc.)



**Coleman Alexander Prosser Foundation (CAP, Inc.)**

**FORM A**

## Vendor Application Form

[Company Name] (Typed)  
[Address] (Typed)  
[City, State, Zip Code] (Typed)  
[Phone Number] (Typed)  
[Website (optional)] (Typed)

### Vendor Information:

1. Contact Person: \_\_\_\_\_ (Typed)
2. Title: \_\_\_\_\_ (Typed)
3. Email Address: \_\_\_\_\_ (Typed)
4. Phone Number: \_\_\_\_\_ (Typed)
5. Fax Number (optional): \_\_\_\_\_ (Typed)

### Business Information: (Typed)

1. Type of Business (e.g., Corporation, LLC, Sole Proprietorship)/If you have neither write N/A:
2. Years in Business:
3. Business Registration Number (if applicable):
4. Tax Identification Number (TIN) or Employer Identification Number (EIN)/If you have neither write N/A:

### Experience and Expertise: (Typed)

1. Describe your company's experience in providing security services:

### Capability to Meet Security Needs: (Typed)

1. Describe how your company's experience and resources uniquely position you to effectively meet the diverse security needs outlined in the project's requirements:

### References: (Typed)

Provide the contact information for at least three references from past clients or organizations:

1. Name:  
Company/Organization:  
Email Address:  
Phone Number:
2. Name:  
Company/Organization:

Email Address:

Phone Number:

3. Name:

Company/Organization:

Email Address:

Phone Number:

**Flexibility and Adaptability: (Typed)**

1. Describe how your company customizes security solutions and adapts to changing circumstances:

**Communication and Reporting: (Typed)**

1. Explain how your company maintains effective communication and provides timely security incident reports:

**Positive Reputation: (Typed)**

1. Provide any information about your company's reputation within the security services industry:

**Additional Information: (Typed)**

1. Please provide any additional information or comments that you believe may be relevant to your application:

**Submission Instructions:**

Submit your proposal via email to [capcontractscommittee@gmail.com](mailto:capcontractscommittee@gmail.com) no later than October 9, 2023. Late submissions will not be considered.

**Evaluation Criteria:**

Proposals will be evaluated based on factors such as experience, qualifications, proposed approach, cost-effectiveness, and references.

**Declaration:**

By submitting this security services application, I confirm that all the information provided is accurate and complete to the best of my knowledge. I understand that submission of this application does not guarantee engagement with the Coleman Alexander Prosser Foundation (CAP, Inc.)

Signature: [Your Name]

Date: [Date]