



The Colombo Plan, Kabul Field Office

RFP for Security Services & Static Guards

Release Date: 07th -February-2019

Proposals Due: 31st - February-2019

General Information

Introduction:

This Request for Proposal ("RFP") is intended to solicit information and proposals from qualified Security Static Guard Services suppliers capable of meeting The Colombo Plan, Kabul and/or its affiliates and subsidiaries needs for its various facilities outlined Pricing. The Supplier selected by The Colombo Plan will have significant expertise in the areas necessary to meet the needs and requirements set forth in this RFP, including, without limitation, the ability to provide innovative solutions and introduce The Colombo Plan to opportunities. Critical criteria in The Colombo Plan's evaluation process will include the Provider's ability to share data and jointly develop services that meet our mutual needs. Through this RFP process, The Colombo Plan desires to enhance service efficiency and minimize costs and risk, while at the same time providing the Supplier with the incentive to successfully perform based upon pricing, the operational parameters set forth herein, the negotiations between the parties and a formal written agreement documenting the parties' relationship.

The COLOMBO PLAN Organization Information

The Colombo Plan, Kabul, Afghanistan

Information & Data

Suppliers are invited to submit proposals for armed security guard services to The Colombo Plan, Kabul in connection with its facilities located Kabul as detailed in Section 18 within this RFP. This RFP is being provided to Suppliers so that they may develop a comprehensive cost and performance proposal for meeting some or all of The Colombo Plan's needs, but is not intended to limit proposal content. Suppliers are encouraged to provide proposals which include alternative service methods or operations. The information provided by The Colombo Plan, Kabul in this RFP is the most accurate and quantifiable data presently available to us, and is provided solely for the purpose of assisting you in submitting a proposal. In addition, all information contained in this RFP is confidential and proprietary to The Colombo Plan, and:

- (i) Shall not be used for any purpose other than in your preparation of a proposal.

(ii) may only be disclosed to your company's principals, directors, officers and employees on a need-to-know basis relating directly to your proposal, and only after they have been made aware of and agreed to the confidential nature and restrictions on such information.

(iii) May not be disclosed to any third party for any reason, except as is provided for herein or as is approved by The Colombo Plan in advance in writing.

I agree to the above conditions in Section 1.3 Information and Data.

Evaluation and Selection Process

The Colombo Plan will evaluate and analyze Suppliers' responses to this RFP utilizing multiple criteria including, without limitation:

- Experience and depth of organization.
- Demonstrated successful experience in implementing services similar to those requested in this RFP.
- Ability to meet the contractual requirements set forth in this RFP and Service Agreement sample in Section 3.6.1.
- Ability to meet all requested specifications.
- Provisions of other value added services.
- Process improvement/cost savings ideas presented by supplier
- Licensing
- Membership in industry related professional organizations
- Safety record.
- Employee Training.
- References
- The proposal's completeness, thoroughness, accuracy, compliance with instructions, timeliness, and the organization and conciseness of the text materials
- Any other criteria that The Colombo Plan in its reasonable discretion deems applicable to the evaluation of proposals In addition to the requirements and qualifications identified above, the evaluation process will include a review of the Supplier's breadth of knowledge of the Security Guard Service industry, as well as their stability and organizational structure which will be demonstrated through their response to this RFP and the following information:
 - Company history
 - Company philosophy
 - Overview of services
 - Unique company strengths
 - Major customers and services provided
 - Organizational chart
 - Management Strengths
 - Technology Capabilities
 - Personnel qualifications

Key Deliverables.

Suppliers shall provide The Colombo Plan with a solution that addresses the following general areas, many of which may be discussed in greater detail elsewhere in this RFP:

- Ability to provide a full spectrum of services
- Solid results-oriented organizational structure
- Organizational abilities
- Relationship philosophy
- Competitive advantages
- Innovative programs
- Value added services
- Regional capacities/capabilities
- Customer service tools

Rights of The Colombo Plan

The Colombo Plan reserves the right to select the bid which we feel best meets our business requirements. This also means that we reserve the right to select or not to select any proposal, re-bid this business, negotiate with one (1) or more Suppliers for services at a given facility before awarding the bid to a Supplier, or manage the security guard services internally.

Formal Agreement

Supplier will be required to enter into an Agreement with The Colombo Plan which incorporates the terms specified in the RFP and any other normal and customary or additional terms at The Colombo Plan's discretion. As such, this RFP is not an offer capable of being accepted.

Costs Incurred

This RFP does not commit The Colombo Plan to pay any costs incurred in the preparation or submission of any proposal or any costs incurred by a Potential Supplier in connection with the negotiation and execution of a contract.

Ownership

All proposals submitted in response to this RFP will become the sole property of The Colombo Plan and shall not be returned to the Supplier. All supporting material and other documentation submitted with any proposal will also become the property of The Colombo Plan, unless otherwise requested by the Supplier in writing at the time of proposal submission. All information not already known to The Colombo Plan, or not considered to be in the public domain, will be considered confidential.

Business Objectives

COLOMBO PLAN is seeking a supplier who will provide:

- 8 static Guards (4 each shift one Radio Operator 24/7 and one Female Guard for Day only)
- Two Security Supervisor for the whole contract one supervisor each shift.
- Quick Reaction Force, (QRF) Guards, While in Emergency.

- Evacuation should be provided to the Colombo Plan staff, safe Zone while in Emergency or requested by Colombo Plan.
- Metal Detector should be provided by the contractor for the body search.
- Foot Patrolling facility.
- Daily, Weekly and Monthly report should be provided and daily threat/ Spot reports as well.
- Security Information about Afghanistan Provinces for the staff Field Office.
- First Aid Specialist and CPR (Certified) should be among the Guards or Supervisor.
- First Aid Kits, contractor should provide for their Security and site
- One set of trauma Kits.
- Key Box and Key Logs.
- Tidy uniform and Safety Gears Should be provided to Security by the contractor.
- VHF Radio towers should be established by the contractor to cover whole Kabul.
- Periodic range training should be given to Security Guards.
- Incident and accident report keeping should be kept by the Security Supervisor for Guards.
- One Armored Vehicle (24/7). (Full equipped optional)

General Procedures

RFP Administration

Any questions and/or communications pertaining to this RFP and your proposal must be directed only through kamal.malla@colomboplan.org using the attached Frequently Asked Questions template. Download this document, save the document using the following nomenclature the Colombo Plan enter your questions and attach the document to a message. The questions will be addressed and all questions and answers will be submitted to all suppliers through the messaging system. Suppliers may not contact any other The Colombo Plan employee or representative to discuss this RFP or any information relating thereto. Such contact may subject your company to disqualification from this RFP process. Suppliers will be informed of the status of their written proposal upon the completion of The Colombo Plan evaluation and selection process.

RFP Schedule

Suppliers' responses to this RFP must be sent electronically to be received by COLOMBO PLAN before on **31 February 2019** and it should be valid at least for 3 months. Any proposals that are received late or are not in compliance with the instructions and/or requested elements found in this RFP may be rejected and eliminated from consideration. In addition, Suppliers may be required to present their proposal to COLOMBO PLAN personnel. You may be contacted concerning such presentations once your proposal has been received and reviewed. We request that you review the RFP and submit your initial questions by, DATE. Additional questions will be accepted and responded to throughout the RFP schedule. The following

is a planned schedule of activities related to this RFP and selection of a Supplier: DATE Issue RFP to Suppliers DATE Initial Questions must be submitted by 15th February 2019

Answers will be provided by 12 Noon DATE Receipt of electronic proposals from Suppliers 01st May-2019
Projected commencement of service date All dates are subject to change at COLOMBO PLAN' sole discretion.

RFP Terms and Conditions Applied to the Agreement

The terms and conditions of the RFP, including any specifications and the completed proposal, may become, at COLOMBO PLAN's sole discretion, part of the Agreement. If you fail to object to any term or condition in this RFP, it shall conclusively mean you agree with and will comply with all such terms and conditions. All objections must be submitted to COLOMBO PLAN in writing as a part of your response to this RFP. Suppliers must clearly set forth any restriction within their proposals where they are unable to meet the COLOMBO PLAN specification. Unless expressly indicated, COLOMBO PLAN will assume that the supplier's proposal meets the required specifications. Any restrictions will be considered during the evaluation phase and may influence the RFP awards.

Indemnification

The supplier agrees to indemnify, defend and hold harmless The Colombo Plan, its affiliates, officers, directors, employees, and agents (each an "Indemnified Party" from and against any losses, costs, damages, actions, suits, demands, fines penalties, judgments, and expenses (including reasonable attorneys' fees and costs) arising out of

(i) a breach or alleged breach of this Agreement; (ii) death, personal injury or property damage cause, directly or indirectly, by [Supplier] and any subcontractor, if applicable, and any of their respective officers, employees or representatives, or (iii) any matter that [supplier] is required to insure against under this Agreement. Upon receipt by an Indemnified Party of notice of a claim, action or proceeding in respect of which indemnity may be sought hereunder; The Colombo Plan shall within a commercially reasonable time notify the [Supplier] in writing with respect thereto. [Supplier] shall assume and control the defense of any litigation or proceeding in respect of which indemnity is sought hereunder with counsel reasonably acceptable to The Colombo Plan.

I have read the Indemnification language and my company agrees.

Confidentiality

"Confidential Information" shall mean all non-public information of The Colombo Plan or its affiliates, subsidiaries, customers, vendors, and contractors (whether oral, written or electronic), including any analyses, compilations, studies, notes or other documents which contain or otherwise reflect such information. Confidential Information includes but is not limited to financial, commercial, and technical data, analysis and information; strategies, projections, forecasts, assumptions and results; inventory; procurement practices; customer, supplier, vendor, contractor and pricing lists and information; management structure and organizational needs; methods of production, distribution, or operation; technology in any stage of development, trade secrets, techniques, processes, concepts, ideas, inventions, know-how, and all copies, compilations and derivative works thereof and any visual observations or conversations overheard by the Company or its Personnel.

Codes and Compliance

Supplier shall be responsible for performing all work in accordance with all applicable federal, state and local laws, regulations, codes, ordinances and other applicable governmental requirements, including obtaining applicable permits (hereinafter "Legal Requirements"). In addition to the Legal Requirements described above, Supplier shall comply with all applicable The Colombo Plan safety requirements while on The Colombo Plan premises. Supplier shall manage, transport and dispose of any hazardous or universal waste generated in performing the work, in accordance with all Legal Requirements. Supplier shall ensure that all materials utilized in performing the work similarly meet all Legal Requirements. Supplier shall ensure that any third party utilized to perform the services described in this RFP, if such use of third parties is allowed and approved in advance by The Colombo Plan, shall similarly meet all Legal requirements in performing the work and in the materials utilized in performing such work.

Assignment

Supplier shall not assign or subcontract any portion of its obligations under the Agreement without the prior written consent of The Colombo Plan. Assignment or subcontracting shall in no way relieve the supplier of any of its obligations under this Agreement.

Representations and Warranties of Supplier

The Supplier represents and warrants the following in connection with the Services: it and its employees possess the requisite skill, knowledge, background, and experience to perform the Services in a good and workmanlike manner; (ii) it shall and it shall cause its employees to perform the Services in accordance with all applicable federal, state, and local laws, rules, codes, and regulations; (iii) it has and it shall maintain in good standing during the term any and all necessary licenses, permits and permissions required (if any) to perform the Services; (iv) it has verified and will verify on an on- going basis that all employees used to perform the Services are United States citizens or legally authorized to work in the United States; and (v) it shall and it shall cause its employees to comply with any and all security, health, safety, and other

Operational policies or procedures of The Colombo Plan, which are made known to the Supplier, while on the premises of The Colombo Plan or any of its affiliates or subsidiaries.

News Release

The Supplier shall not issue any press release, publicity statement or other public notice relating to this RFP and shall not use on The Colombo Plan name, logo, or service marks without the prior written approval of The Colombo Plan, Kabul.

Contract

Supplier shall be required to sign a Services Agreement with The Colombo Plan in substantially the same form as is attached. Supplier must clearly set forth any specific objections to the terms and conditions of the Agreement as a redlined agreement. The Colombo Plan shall assume that the Supplier agrees to the terms and conditions of the Agreement.

Attach your redlined Security Guards Services Agreement to this section.

RFP Certification

All proposals must include a cover letter on company stationery that is signed by an officer, managing member or partner authorized to bind the Supplier.

Service Specifications

General Service Specifications

These requirements will be incorporated into the contract for Security Guard Services. Proposal responses will be considered acceptance of these requirements unless expressly stated otherwise as a redline to the Security Guard Service Agreement. Suppliers must be capable of meeting or exceeding the following service level specifications:

- All contract Guards will be for officer level guards.
- Supplier will provide supervision for all guards and who will serve as a liaison between the Supplier and The Colombo Plan with respect to any and all issues, concerns, and relevant information including communicating The Colombo Plan policies and procedures to the other guards and enforcing those policies and procedures with respect to its guards.
- Guards will need to be equipped with uniforms that foster a professional consistent appearance
- Uniforms will be provided by the supplier
- The Colombo Plan will reserve the right, at its sole discretion, to require the Supplier to remove any guard for any lawful reason and request a suitable replacement from the Supplier.
- Supplier will be responsible for the hiring and training of all guards, including any replacement of existing guards
- The COLOMBO PLAN will not pay for training costs.
- To the extent permitted by law, and at Supplier's sole cost and expense, Supplier shall be responsible for conducting criminal background checks on all guards used to perform any services for COLOMBO PLAN and for certifying to COLOMBO PLAN that there is nothing revealed by such background checks of said guards that would create a reasonable doubt about the utilization of same for the services in a safe manner and with proper regard for the security of COLOMBO PLAN and its employees, affiliates, subsidiaries, customers, vendors and other third parties.
- Supplier shall be responsible for certifying that any and all guards whose background checks indicate the following convictions shall not be assigned to The Colombo Plan or any of its affiliates or subsidiaries: -any felony conviction -any conviction resulting in time spent in jail -more than one misdemeanor of any kind (excluding traffic violations) -any sex offense -any offense involving a weapon -any offense involving violence -any crime against a previous employer -and any crime involving fraud -theft -deception, etc.
- Supplier shall be responsible for ensuring that its guards strictly comply with The Colombo Plan's drug-free workplace policies, as the same may be amended by COLOMBO PLAN in its sole discretion.

Guard Responsibilities/Duties

The responsibilities and duties of the guard may include but are not limited to:

- Provide assistance, directions, answer questions and otherwise serve as a central or visible source of information for employees, customers, visitors and vendors.

- The inspection of personal vehicles as they are entering and exiting the COLOMBO PLAN facilities according to The Colombo Plan procedures.
- Maintain Log out tag out procedures.
- Capturing and maintaining accurate data on all Vendor and Contractor and their related contents per the bills of lading being entered into the COLOMBO PLAN provided in Log systems.
- The inspection of people and property when deemed necessary according to The Colombo Plan procedures.
- Notify the COLOMBO PLAN of any hazards, safety violations or other conditions that warrant an unsafe condition.
- Perform additional duties unique to specific posts as required by The Colombo Plan.
- A majority of the duties will be stationary, but occasionally walking and/or driving may be required.
- Guards will carry weapons all the time and use their PPE gear 24/7 while on Duty.

Employment Requirements

Shifts In addition to ensuring strict compliance with all applicable laws governing the hours of work and wages no guard shall:

- Work longer than a 12 hour shift without at least an 8 hour break
- Work more than 12 hours in any 24 hour period.

Does your company agree to this requirement?

Job Descriptions

The following job description is used at COLOMBO PLAN internally and provided as reference. Please attach a copy of your job description in the Section below and comment where there are gaps between your company's job descriptions which most closely reflect the COLOMBO PLAN requirement.

Security Guard – Officer

Shift: Multiple Percent of Travel: Zero Weekly Hours: Average 40 hours Recommended Education: GED or High School Diploma required. Recommended Experience: 6 - 12 Months Required Certificates: Where applicable by law, must maintain security certifications and/or valid driver's license Position Summary:

- Secure and protect all company property including buildings, equipment and product inventory as well as all associates by maintaining control of traffic flow and access to the facility.
- Respond to emergency situations with a sense of urgency and maintain open communication flow with management staff.
- Essential duties following other duties may be assigned.
- Log inbound deliveries and direct trucks to proper receiving door.
- Record all vehicles entering and leaving facility. Verify seals and sign off on trip sheet of all fleet vehicles.
- Inspect vendor trucks exiting facility for product or pallets and sign off on gate pass.
- Inspect trunks on all vehicles before entering and exiting

- Check employee ID's before allowing access to facility and check all packages or coolers before employees exit the facility.
- Log in all visitors and notify department before access is given to visitor.
- Deny access of unauthorized individuals/vehicles Perform facility rounds, door seal checks, pilferage checks,
- Complete all paperwork and reports as necessary Other duties as assigned

Physical Requirements:

- Constant- Seeing and hearing; frequent- feeling, standing, walking, and sitting
- Occasional- reaching, stooping, climbing, balancing, driving, bending, twisting, handling of paperwork. Carrying, lifting, pushing, pulling and gripping of objects ranging in weight from under 20 lbs. to over 60 lbs.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Competencies: Communication

Skills, Quick thinking, Interpersonal Understanding, Team Player, Adaptability, Self-Driven, Use of technology

Please attach a copy of your job description which most closely reflects the COLOMBO PLAN requirement.

Supplier Proposal Requirements

Additional Proposal Elements

If you wish to provide any additional information or propose alternative solutions you may do so in the form of materials submitted IN ADDITION TO THE REQUIRED DOCUMENTS. Additional materials are not required, but will be considered in the proposal evaluation. Please attach additional proposal elements in below.

Attach additional proposal elements here.

Insurance Requirements

Vendor, at its sole cost and expense, shall at all times during the term of the Agreement, carry and maintain the following insurance coverage with insurance companies authorized to do business within the Kabul with a minimum A.M.

Best rating of A. Before commencing work, Vendor shall furnish Owner with certificate(s) of said insurance policy or policies and shall assume responsibility for placement and renewal of all such policies.

(a) Commercial general liability insurance, on an occurrence form, adequate to protect the interest of the parties hereto, which shall name Owner and Manager as additional insureds; shall waive all rights of subrogation against Owner and Manager; and shall be the primary liability insurance, and not excess over any liability policy carried by Owner or Manager, for all claims or liabilities arising from, or incidental to this Agreement. General liability risks and key exposures to be covered shall include, but not be limited to, the Property and Vendor's operations in connection with the Property, blanket contractual, personal

injury, and completed operations. The limits of each policy shall not be less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage;

(b) Automobile liability insurance, including bodily injury and property damage combined; in an amount not less than

\$500,000 each occurrence; which shall name the Owner and Manager as additional insureds as to the liabilities arising from the actions of the Vendor, or its agents, employees or subcontractors; and shall be primary and not excess over any liability policy carried by Owner or Manager;

(c) Workers' Compensation insurance in full compliance with all applicable state and federal laws and regulations covering all employees of Vendor. Coverage shall include employer's liability insurance. Such policy shall contain a waiver of subrogation as to the Owner and Manager.

(d) Umbrella liability insurance written on an occurrence form; providing coverage in an amount of not less than \$1, 000, 00. Such insurance shall be in excess of all liability coverages required herein; and shall name the Owner and Manager as additional insureds, and shall waive all rights of subrogation against Owner and Manager.

To the extent that the Vendor employs, utilizes or contracts with subcontractors and/or independent contractors for some or all of the services to be provided hereunder and pursuant to the Agreement, the Vendor shall require such subcontractors and/or independent contractors to comply with the same insurance requirements as set forth in this Section 7.

All insurance policies shall be issued by companies in forms satisfactory to Owner and Manager and shall expressly provide that the insurance company or companies shall notify Owner and Manager in writing at least thirty (30) days prior to any alteration or cancellation thereof. Vendor will forthwith provide Owner and Manager with current certificates of such insurance upon issuance.

I have read the insurance requirements and will provide insurance at the level designated by COLOMBO PLAN.

Supplier Overview

General Information

Company Information

Legal Company Name

Parent Company Name

Street Address

City

State

Zip Code

Country

Are visits to your site(s) available by appointment?

Contact Information

Primary Contact Name: Phone: Fax: Email:

Secondary Contact Name: Phone: Fax: Email:

Senior Management Contact Name: Phone: Fax: Email:

Legal Contact Name: Phone: Fax: Email:

Technical Service Contact Name: Phone: Fax: Email:

Ownership Information

If public, where does your company trade, and under what stock symbol?

If private, who are the top three principle owners, and what is the related ownership percentage of each?

Are you certified in any of the following?

Attach Certificate(s).

Please give a brief overview of your company including commodities and / or services provided.

What business segments do you service?

Please list your affiliates.

Which year was your company established?

What is your state of incorporation?

What is your web URL?

SIC/NASIC#

DUNS/DB#

Federal Tax ID#

Do you have any local, state, and/or national industry/professional affiliations?

If "yes" please list the industry/professional affiliations.

Do you have any local, state, and/or national industry/professional licenses?

If "yes" list industry/professional licenses

Customer References

Please provide 3 customer references.

Has your company provided product or services to COLOMBO PLAN or its affiliates in the past 5 years?

If previously, when?

If yes, what companies, locations and dates.

COLOMBO PLAN shall have the right to audit supplier, providing reasonable prior notice, to inspect pertinent records to confirm compliance with its agreed obligations at time of business award. Do you agree to allow COLOMBO PLAN to inspect those records?

Legal

Has your company ever filed bankruptcy?

If "Yes", when?

Is your company currently contemplating mergers or acquisitions?

Are you currently going through any litigation that may impact services?

What Geographic Locations do you service?

The following is a list of COLOMBO PLAN locations. Please check all those locations you can service.

Safety & Regulatory

Do you have a formal/written safety program? If yes, please attach.

Do you have an Emergency plans in place? If yes, please attach policy plan.

Human Resources

Recruiting

Outline the recruiting procedures used to meet the qualifications for each position being staffed at COLOMBO PLAN.

Describe how you establish compensation and benefit levels for geographic areas where you are placing employees.

BACKGROUND CHECK: Supplier shall be responsible for conducting background checks on all guards deployed to perform services for The Colombo Plan, Kabul and for certifying to The Colombo Plan that guards whose background checks reveal/indicate the following convictions shall not be assigned to COLOMBO PLAN or any of its affiliates or subsidiaries: felony conviction, any conviction resulting in time according to country Law, more than one misdemeanor of any kind (excluding traffic violations), any sex offense, offense involving a weapon, offense involving violating a crime against a previous employer, or any crime involving fraud, theft, etc. I have read and understand this requirement.

Tenure

What is your company turn-over rate?

How many guard service employees were on your payroll as of January 1, 2014?

How many of your current guard service employees have been employed by your company longer than twelve months?

Describe the performance measurement methods, compensation system and incentive programs to reward and retain competent employees.

Benefits

How soon after employment is an employee eligible for vacation?

How soon after employment is an employee eligible for paid holidays?

How soon after employment is an employee eligible for medical / dental coverage?

Are employees charged for uniforms? If yes, describe.

Are employees charged for uniform maintenance? If yes, describe.

DRUG TESTING: The contractor shall perform drug testing on all employees being placed at a COLOMBO PLAN or any of its affiliates or subsidiaries.

Have you won any industry or customer quality/service awards? If yes, please provide details.

What percentage (%) of the employee healthcare benefit is the employee responsible for pay? Single coverage? Family Coverage?

Customer Relationship Management

Account Management

Describe your new Colombo Plan account set-up process.

Describe your processes for escalating issues to your Colombo Plans

What provisions does your organization have in place to supervise your employees at the Colombo Plan's location? (Supervision includes but is not limited to performance management, conduct, schedules, hours worked, etc.)

How does your company define, measure and improve customer satisfaction?

Customer Service Center

Does your company maintain a 24/7 customer service center?

If your company does not maintain 24/7 availability, provide the hours below that it maintains for its customer service center.

If your company does not maintain 24/7 availability, describe how you would handle issues after hours.

Do you have a call center?

If you have a call center, what are the hours of operation?

Quality & Training Program

Describe your management and internal control processes for assuring quality security service delivery

Can your company customize training programs based on COLOMBO PLAN requirements?

Does your organization provide any training in the following areas to potential guards? (Please check all that apply)

Please provide details on the certification/licensing of your employees and any state specific requirements for any of the locations you are including in your proposal. You may attach copies of certifications or license samples here.

Please provide details on training (or attach training documents to this section) that you provide to your employees to prepare them to be placed on a customer's site.

Issue Resolution

Outline your training program for each level of employees, including pre-placement and on-site.

How are requests/feedback handled at the local level and then communicated to the corporate level within your organization?

Technical Overview

What current technologies do you use that promote efficient and smooth operations? (Check all that apply)

How does your company keep up with the latest advances with technology and methods in your industry?

How would you introduce these changes to COLOMBO PLAN?

Invoicing

Do you offer electronic billing and remittance processing capability?

COLOMBO PLAN requires weekly invoicing for proceeding week, does your organization agree to comply with this requirement?

COLOMBO PLAN minimum invoice requirements include, but are not limited to:

- Location Serviced
- Name of Guard
- Rate Charged
- Type of Pay (Regular, Holiday, Overtime)
- Date of Service
- Number of Hours Worked

Does your organization agree to comply with this requirement?

Invoice will be done once approved from The Colombo Plan management team.

Reporting

Can your company provide the following reports on demand? (Check all that apply)

Security Guard Service - Questions

Describe the processes/agreements necessary to deliver additional emergency staffing when provided with a 24 hour notice?

Are you capable of providing more than 10 staff members on a 24 hour notice?

In the Pricing Table you will be provided with the number of hours required by facility. How do you determine the number of staff required to fulfill the service requirement

Currently one facility requires that the Supplier provide a vehicle on site for the guards to use as part of their Services to COLOMBO PLAN. Do you have any limitations to provide a vehicle? If you do, please explain those limitations.

Implementation

Pricing

Discount Terms

The Colombo Plan, Kabul requires Net 45 day terms, does your organization agree to comply with this requirement?

Payment Terms Discount

Proposals and Submission Instructions

The proposal narrative, budget and timeline must be complete, clear and concise. It is the sole responsibility of the applicant to ensure that its proposal is complete, meets minimum threshold requirements and is properly submitted to CP Security. The proposal must demonstrate firm commitments.

The following items must be submitted to CP Security Department and received by February 31, 2019 as part of a proposal

Package: • Two electronic copies of the Proposal Package (narrative, timeline and budget), one copy in

Microsoft Word format and one copy in PDF file format. Please save attachments with the file name of your organization and the name of the attachment. Electronic proposals should be emailed to

Kamal. Malla@ColomboPlan.org

Proposal Timeframe and Evaluation Process Due Date

Request for Proposals, posted to website 02/07/19

Submission of Written Questions 02/15/19

Final Questions and Answers Posted to Web Site 02/21/19

Full Proposal (due by midnight EDT) 02/31/19

Anticipated decision & selection of vendor 04/01/19

Estimated Contract Start Date 05/01/19

Mid contract review 03/15/19

Final website due 05/01/19

This RFP will be posted to the ACBAR website under All RFQ/RFP.

By February 31, 2019 applicants may submit questions which reference this solicitation to

kamal.malla@ColomboPlan.org, which will be posted to the Colombo Plan website under Job Vacancies.

Answers to questions will be posted at the same location no later than February 21, 2019. Only answers

Any changes to the RFP will be posted on the website. Applicants are responsible for checking the website to assure that their proposals are responsive to the latest version.

Completed proposals must be received by CP Security Department no later than midnight EDT, March 31, 2019.

Only Complete, timely responses will be considered.