

Request for Proposals

United States Institute of Peace

Kabul Office Security Assessment

August 22, 2019

Project Name: Kabul Office physical security assessment

Response Deadline: Tuesday September 10, 2019

I. General Instructions

- A. The United States Institute of Peace (USIP) requests proposals for a thorough security assessment of the office and guesthouse.
- B. The response must be submitted by email to info-kbo@usip.org by COB Kabul time September 10, 2019.
- C. The Institute is not liable for any costs incurred by the responding firms prior to issuance of an executed agreement with the Institute.
- D. Submissions must be typed or printed and must follow the organization of the requests for information in the Submission of Proposals section below. No changes or corrections to a response will be allowed after the deadline.
- E. Any questions concerning this Request for Proposals should be directed to inquirykbo@usip.org. Pertinent responses will be made available to all proposers by e-mail. No inquiries will be accepted, or responses given after August 31, 2019.
- F. Proposed schedule:
Insert schedule of dates developed to review and award contract. See procurement to discuss schedule.

August 22, 2019– Issue Request for Proposals

September 10, 2019– RFP submissions due by COB Kabul time

September 17, 2019 – Complete review submissions and selection of evaluation firm

October 15, 2019 – Full performance of contract begins.

II. Scope of Work

The assessment should include USIP's office and guesthouse. More specifically, the construction of the entry control point: gates, walls, guard placement (both primary and secondary), and search techniques. The assessment must also include a thorough evaluation of firefighting equipment (fire extinguishers, other fire suppression equipment, etc.), fire safety, safe room locations and construction, window integrity, communication means & methods, and access to power during crisis, primary entry and egress routes, as well as suggestions for secondary and tertiary emergency/immediate egress routes, items to support immediate evacuation, suggestions for primary and secondary rally point where the staff would gather, fighting positions (primary and secondary), internal risk mitigation measures for intruders, CCTV placement and monitoring, weapons assessment, and overall assessment of KBO's location and construction, including guesthouse. The assessment should identify any gaps in physical security as well as technological gaps such as CCTV monitoring and weapons. Upon completion of the assessment, USIP requests a written report analyzing any gaps and recommendations for further security enhancements. This should include specific recommendations for evacuation plan and a draft KBO Security plan

Deliverable	Date Due
Complete Physical Security Assessment for KBO and guesthouse	October 20, 2019
Presentation to USIP Team	October 27, 2019
Written assessment with recommendations and cost estimate for any enhancements	October 28, 2019
Draft KBO Security Plan	October 31, 2019

E. Level of effort (Example below provided as example and to develop independent cost estimate)

It is estimated that for the assessment and report, the level of effort will be as follows.

- 2 days preparation for assessment.
- 2 days for physical assessment.
- 5 days report writing.
- 3 days presentation and consultations with USIP.

III. Submission Requirements:

To be considered under this RFP, please submit the following:

Technical Proposal for security assessment (no more than 3 pages)

The narrative proposal should include the following sections:

- A. Past Experience: Describe at least two projects of similar scope and complexity you have worked on previously. Provide a point of contact with telephone number and email address at the client of each of described projects.

- B. Specific Expertise: Describe your level of knowledge and (other elements that will be used in evaluation of the proposals)

- C. Key Personnel and Staffing Describe the key personnel as well as information on the overall staffing plan for the project.

Curriculum Vitae

For each of the key personnel, please provide a CV of no more than three pages. CVs will not count as part of the 3 pages of the technical proposal.

Cost Proposals

The cost proposal should include a budget summary, a detailed budget, and a budget narrative. The budget should include detailed travel costs for work.

IV. General Terms and Selection Process

- A. The Selection Committee will review all submissions received on time using the selection criteria established for the project.

- B. The Selection Committee reserves the right to reject any submission or to reject all submissions in the best interests of the Institute. The Institute may cancel this Solicitation at any time prior to contract award if it is in the best interests of the Institute.

- C. The successful firm shall not discriminate against any person in accordance with Federal, state, or local law.

- D. The submission of any materials to USIP in response to this RFP will constitute
 - (i) a representation that the submitting party owns or has unrestricted license to use and license such materials and all intellectual property expressed therein; and
 - (ii) the grant of a non-exclusive license to USIP to use such materials and intellectual property for any purpose, including specifically the evaluation, negotiation and documentation of an agreement with any party.

E. Proposals will be judged as follows:

- a. Technical Proposals will be judged on the following factors in descending order of preference (or other method discussed and approved by the Procurement office):

Factor 1. Expertise and Knowledge

Factor 2. Past Experience

Factor 3. Key Personnel and Staffing

- b. Cost Proposals are a determinate factor whose value is (weighted value of cost will be determined by Program along with input from Procurement office) equal to that of sum of the elements of the technical proposal.

USIP TERMS AND CONDITIONS MUST BE ATTACHED