

REQUEST FOR PROPOSAL
FOR
Access Control and Video Security

RFP # FY2122-Security-001

Responses due 3:00 p.m. on October 15, 2021 to:

Embrace Families, Inc.

Attn: Michelle Johnson, Business and Property Manager

901 N. Lake Destiny Rd., Suite 400,

Maitland, FL. 32751



Embrace Families, INC.**Request for Proposal to Provide Security (Access Control and Video) Services****ORGANIZATION HISTORY**

Embrace Families, Inc. is the parent company of Embrace Families Community Based Care (EFCBC), the Community-Based Care Lead Agency in Judicial Circuits 9 and 18, serving Orange, Osceola and Seminole Counties. EFCBC is the fourth largest child welfare agency in the State of Florida serving approximately 2,500 at-risk youth and their families. Services include foster care, adoption, case management, prevention, transitional youth, diversion, mental health and a number of other community related programs.

Embrace Families, Inc. (EFI), a Florida not-for-profit operating under the provisions of IRS Code 501 C (3) and located at 901 N. Lake Destiny Rd., Suite 400, Maitland, FL. 32751. Embrace Families is requesting bids to establish a contract to Furnish and Deliver, Install, Repair and Maintain an Integrated Access Control and Camera Management System for Embrace Families' service centers. Systems will be ordered on an "as needed" basis as requirements arise during the contract period. It is anticipated 3 service centers (Orange East, ASC, and Osceola) will initiate between October 2021 and January of 2022. The other service centers (Orange West, Seminole, Seminole 2, and CAC) will be budgeted for fiscal year 22/23.

Embrace Families, Inc. will accept bids from security vendors to provide equipment and/or services for Access Control and Video Security at the following locations:

- **Administrative Support Center:** 901 N. Lake Destiny Rd., Suite 400, Maitland, FL. 32751
- **East Orange County Service Center:** 4001 Pelee St. Orlando, FL 32817
- **Osceola Service Center:** 3600 Commerce Blvd, Kissimmee, FL 34741
- **Additional Service Centers would be budgeted into FY2223:** Children's Advocacy Center – 110 W. Neptune Rd., Kissimmee, FL. 3474, Seminole Service Center (main suite #150 and annex #126) – 2921 S. Orlando Dr., Sanford, FL. 32773 and West Orange County Service Center – 5749 Westgate Dr., Orlando, FL. 32835

Consider this communication a formal request for proposal, quotes and qualifications (RFP), responses to which will be used to determine the best-qualified vendor for these services and will be the basis for negotiating a contract/agreement.

Embrace Families, Inc. encourages participation by smaller businesses and organizations, minority firms, women owned business enterprises and labor surplus area firms certified as such by the State of Florida, if possible. Anyone is eligible to submit a proposal for contracted services and Embrace Families, Inc. is committed to an open, competitive and fair procurement process. Embrace Families, Inc. shall not discriminate against a potential provider for service on the basis of race, creed, sex, religious orientation, or affiliation.

DELIVERABLES

Embrace Families, Inc. is seeking to replace the multiple Integrated Access Control and Camera Management System (IACCMS) in the agency that are outdated with one ACS capable of managing all sites. We are looking for an Integrated Access Control and Camera Management System (IACCMS) that will cause the least interference with user behavior yet provide the security controls the agency requires. Embrace Families, Inc. expects a recommendation for an IACCMS that is specific to location/building/room function, facility and door type. Any recommended system components should provide the agency with maximum flexibility for expansion now and in the future. The components should be upgrade-able and swappable without requiring mass replacement for all components or fragmented system control. Cards or other keying devices should offer maximum flexibility, ease of use and access management for users and system administrators. Cameras and electronic door locking components (such as card readers) should be durable, exchangeable without causing system fragmentation, failures partial or otherwise, and agnostic to other system components such as cards, fobs, program software and key-ways. Once in place, the system should provide the agency administrators with multi-platform access management that provides system status, door status, simple access programming capabilities, scheduling, remote programming, locking and unlocking, and detailed reports. The IACCMS must accommodate the current and future requirements of all the agency's operations. Additionally, the new IACCMS must provide the agency with an advanced system that is 99.9999% reliable and should be cloud hosted.

SCOPE OF WORK AND SPECIFICATIONS

Embrace Families, Inc. is requesting bids to furnish, deliver and install an Integrated Security Management System fully incorporated with the existing door lock systems. The integrated security management system will include CCTV, card access, door monitoring and full integration with the campus network system.

It is the intent of the agency to award the bid to Primary vendor. In the event that a Primary and Secondary vendor are awarded, the primary vendor will receive first opportunity to quote projects and schedule. The secondary vendor will be given an opportunity if the primary vendor is unable to meet the requirements or timeline of the project or is currently involved in a project. Project timelines will be set for each project when quotes are submitted.

The successful vendor will provide all necessary wiring, cable, labor, tools, equipment, ancillary materials, transportation and any other expenses necessary to meet the requirements to furnish, deliver and install a complete and operational security control system as described in the bid requirements. In the event the current electric door hardware is not compatible or available, the successful vendor will provide and install all electric door hardware, egress devices, associated lock power supplies with backup batteries as needed, CCTV cameras, door monitoring contacts, card readers and wiring for monitored doors. The successful bidder will be responsible for installing all cabling from the security equipment to the electrical source supplied by Embrace Families, Inc.

The successful vendor is required to place the entire system into full and proper operation as designed and specified, verify all hardware components are properly installed, connected, communicating and operating correctly. The successful vendor will be the primary contact and respondent for all installations, training and service: officially certified and able to produce Certification Documents by the integrated security management system manufacturer.

It is our intent that multiple purchase orders may be issued as a result of this bid.

VENDOR QUALIFICATIONS AND STANDARDS

Due to the importance of installing and maintaining the equipment in a continuous and safe operating condition, it is important that the successful bidder meet certain minimum qualifications that will guarantee the successful bidder is qualified to install, service and repair the equipment required in the bid. In order for bidders to qualify, the following requirements must be fulfilled.

All bidders must be factory authorized to install, service, and repair the equipment being quoted. **All installation, maintenance and repair service must be provided by the successful bidder with factory trained service personnel, who have completed the appropriate level of both hardware and software training offered by the manufacturer for the products/ equipment required in the bid.** A letter from the manufacturer verifying the successful vendor's status as factory authorized for install, service and repair of system must be provided within forty-eight (48) hours after the request. The documentation should include training by employee.

All bidders must have the appropriate state / local license to complete the installation process.

Security systems, including surveillance cameras and access control, shall make up a majority of the contractor's business.

The contractor must be experienced in the installation and service of the following security hardware with a minimum of five (5) years' service: electrified locks, electrified panic hardware, electrified gate hardware, turnstiles, pin readers, proximity readers, biometric readers, intrusion systems, video analytic cameras, POE injectors, analog camera products and IP based cameras and products. The successful bidder will need to be experienced in fiber and fiber-based equipment.

Contractor must provide "Project Management" (PM) staff to coordinate with other trades and contractors on projects. Include documentation of Security Project Management or NICET II certification at a minimum. Contractor must provide name and supporting resume of PM as part of the bid evaluation. If chosen, this PM will be assigned as "Point of Contact" (POC) for the duration of the contract.

The Access Control System must accommodate the current and future requirements of all the agency's operations. Additionally, the new Access Control System must provide the agency personnel and operations with an advanced system that is 99.9999% reliable.

The Access Control System must accommodate the current and future requirements of all the agency. Additionally, the new Access Control System must provide the agency and operations with an advanced system that is 99.9999% reliable.

A select team of staff will evaluate all proposals submitted. A group of up to five proposals will be selected for further review and analysis. The vendors selected MAY be scheduled to interview/demo before a staff panel. Bidders would have 60 minutes to preview their systems and demonstrate those aspects of their products that they believe will be most beneficial to the agency. The panel would have 30 minutes to ask questions based on the proposals.

GENERAL ATTRIBUTES:

The following is a list of attributes or functions Embrace Families desires to be part of the selected system. Embrace Families understands that some attributes requested MAY be functionally replaced with new technologies. Proposals that provide an alternative approach to an attribute listed must include a specific statement that Embrace Families-requested attribute “Y” is replaced with “X” due to “X” ability to perform “W” and detail the reason.

Access Device – Current technology used is touch card readers. Proposed device should be easy to replicate as changes are required and new users added. Ease of use is also important. Consideration may be made to re-use existing infrastructure (Card Readers, wiring, door devices etc.) at those locations that are currently serviced.

Timers – Some exterior doors that allow public access must have the ability to be scheduled for periods of open vs. secure.

Individual Accessibility Restrictions – System must allow for individual accessibility restrictions for each access point as well as by each user AND/OR group.

Assignment of Administrative Authority – Each building location has a building manager assigned. Each building manager will need to be able to access the system in order to view and report for their specific location.

Access Logs – System should log each activation of an access point. Log should include date/time of activation and user information (ID # and Name).

Remote Administration – Access administration should be available from mobile device/ desktop

Power Outage – Access points should fail to lock position during power outages. Doors must open from secure side.

Camera data should be saved up to 60 days.

SCHEDULE OF EVENTS AND DEADLINES

ACTIVITY	DATE	TIME	COMMENT
RFP Released	September 20, 2021	5 pm	Prospective Providers (embracefamilies.org)
Written inquiries must be received by EFI	September 30, 2021	3pm	Email: michelle.johnson@EmbraceFamilies.org

Written Response to Inquiries	October 5, 2021	3pm	Prospective Providers (embracefamilies.org)
Onsite Walk-through	October 12, 2021	8am	Will meet at new Osceola Location, then follow to each site for walk through.
Sealed Quotes Submitted	October 15, 2018	3pm	4001 Pelee St., Orlando, FL 32817
Posting of Selection	October 29, 2018	3pm	Prospective Providers (embracefamilies.org)
Protest Period	72 Hours after Posting		

Time and locations are subject to change and will be posted at [Prospective Providers \(embracefamilies.org\)](http://Prospective Providers (embracefamilies.org))

SOLICITATION PROCESS

Those vendors interested in submitting an RFP, please include the following information in your response:

- A. Vendor's philosophy for providing services:
 - a. Provide a brief description of your organization.
 - b. Describe the engagements your organization currently has in the Child Welfare line of business, nonprofits, and any agencies alike.
- B. Scheduling and staffing of engagement
 - a. Identify the engagement team which will be our point of contact for the account.
 - b. Comment on the impact of transition to our organization and any charges for start-up.
- C. References: References are required with your bid response.
 - a. Provide a listing of clients we may contact. Clients listed should be of similar size and nature to our organization and be serviced by the same manager to be assigned to Embrace Families, Inc. account.
 - b. Disclose any disciplinary action taken within the last three years or other applicable entity. If your company has not been subject to disciplinary action, state "We have not been subject to disciplinary action within the last three years."
 - c. References must include at least three (3) installations of similar scope to the project specified and for which similar equipment has been successfully maintained by the bidder for the past three (3) years in terms of manufacturer, size installation and features. Photos of installed hardware and head-end equipment should be included.
- D. Other Information
 - a. Include any additional information not already requested that you consider essential to your response. If there is no additional information to include, state, "There is no additional information we wish to present."
 - b. Responses should note that the issuance of this solicitation does not require Embrace Families, Inc. to enter into an agreement with any party. Further, Embrace Families, Inc. reserves the right to withdraw or change this request for qualifications at any time when doing so is in the best interest of Embrace Families, Inc.
- E. Format and Submission
 - a. Respondent(s) shall submit to Embrace Families, Inc. one (1) electronic copy of the response submitted as PDF files viewable in Adobe Acrobat Reader. The original application (**Attachment**

- A) and supporting documents should have the name of the respondent, and the designation "Original" clearly marked on the outside cover.
- b. To be considered for evaluation, a respondent's must conform to the content and format requirements described herein.
 - c. All supporting documents must directly relate to the Application being submitted. Proposals may not exceed 20 pages, excluding mandated signed documents and/or certifications).
 - d. Please submit your response to this RFP **no later than 3:00pm on October 15, 2021** to:

Embrace Families, Inc.,
 Attn: Michelle Johnson,
 Business and Property Manager
 4001 Pelee Street,
 Orlando Florida 32817

Responses received after 3:00pm on on October 15, 2021 will not be considered.

F. Point of Contact

- a. The point of contacts for purposes of this RFP are:
 Michelle Johnson, Business and Property Manager
 Email: Michelle.Johnson@EmbraceFamilies.org
Or
 Mark Monn, MIS Director
 Email: Mark.Monn@EmbraceFamilies.org
- b. All inquiries regarding this solicitation must be in writing electronically. Facsimiles will not be accepted. Inquiries (via email) must be received by the date on the Schedule of Events section. Telephone inquiries will not be accepted. Responses to questions will be posted on [Prospective Providers \(embracefamilies.org\)](https://www.embracefamilies.org)
- c. Respondents are prohibited from contacting Embrace Families, Inc. staff or Board members regarding this solicitation other than the contact person identified in this section. Any occurrence of a violation may result in the disqualification of the respondent.

G. Cost of Preparation of Proposal

- a. Embrace Families, Inc. is not liable for any costs incurred by a Vendor in responding to this RFP.

H. Special Provisions

- a. Immigration and Nationalization Act. The Embrace Families, Inc. shall consider the employment by any Vendor of unauthorized aliens a violation of section 274A (e) of the Immigration and Nationalization Act. Such violation shall be cause for rejection of the Quote or, if subsequently discovered, for unilateral cancellation of the Contract.
- b. Any Quote received from a person or affiliate who has been placed on the convicted vendor list shall be rejected by Embrace Families, Inc. as an unresponsive bid or Quote/ and shall not be further evaluated.
- c. Warranty of Authority. Each person signing the attachments and subsequent contract(s) warrants that he or she is duly authorized to do so.

INFORMATION WILL NOT BE PROVIDED BY TELEPHONE. Any information received through oral communication shall not be binding on Embrace Families, Inc. and shall not be relied upon by any respondent.

Attachment A

APPLICATION COVER SHEET

Embrace Families, Inc.

RFP# FY2122-Security-001 for Access Control and Video Security

Total Number of Pages _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax Number: _____

Email Address: _____

Website Address: _____

Date Entity/Business Established (Mo/Year): _____

Type of Respondent:Private, For-Profit Corporation: ☐Private, Not-for-Profit Corporation: ☐

Other (specify): _____

Public/Government: _____ Federal I.D. #: _____

Name/Position of Person Completing Application: _____

Email Address: _____

Attachment B
CERTIFICATIONS and ASSURANCES
RFP# FY2122-Security-001

Embrace Families, Inc. will not award a Contract where the prospective Contractor has failed to review and sign the CERTIFICATIONS contained in this section. In performing its responsibilities under this Contract, the Contractor hereby certifies the following:

A. Drug free Workplace Certification (29 CFR Part 98 and 45 CFR Part 82)

B. Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 37 and 45 CFR Part 80)

C. Trafficking Victims Protection Act of 2000

A. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS.

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 C.F.R. 98, Subpart F. I, the undersigned Vendor, attest and certify that the Vendor will provide a drug-free workplace by the following actions:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Vendor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - a. The dangers of drug abuse in the workplace.
 - b. The policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the resulting contract be given a copy of the statement required by paragraph C.1 of this certification.
4. Notifying the employee in the statement required by paragraph C.1 of this certification that, as a condition of employment under the contract, the employee will:
 - a. Abide by the terms of the statement.
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying the Embrace Families, Inc. in writing ten (10) calendar days after receiving notice under subparagraph 4.b. from an employee or otherwise receiving actual notice of such conviction. Provide such notice of convicted employees, including position title, to every Contract officer on whose Contract activity the convicted employee was working. The notice shall include the identification number(s) of each affected Contract.

6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4.b., with respect to any employee who is so convicted.

a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.

b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement, or other appropriate agency.

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification. The following are the sites for the performance of work done in connection with the specific contract including street address, city, county, state, and zip code:

Check () if there are workplaces on file that are not identified here.

Check () if an additional page was required for the listing of the workplaces.

The Vendor will inform Embrace Families, Inc. of any changes in work sites within 24 hour of such a change.

B. NON DISCRIMINATION & EQUAL OPPORTUNITY (29 C.F.R. PART 37 AND 45 C.F.R. PART 80).

As a condition of the Contract, the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA), (Pub. L. 105-220), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity;

2. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45, C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Respondent receives Federal financial assistance from the Department.

3. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112) as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act, and the Regulation, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Respondent receives Federal financial assistance from the Department.

4. The Age Discrimination Act of 1975 (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Respondent receives Federal financial assistance from the Department.

5. Title IX of the Educational Amendments of 1972 (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F. R. Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Respondent receives Federal financial assistance from the Department.

6. The American with Disabilities Act of 1990 (Pub. L. 101-336), prohibits discrimination in all employment practices, including, job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities, and;

7. Executive Order 11246, as amended by Executive Order 11375, requires that Federal contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the contractor/subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.

C. TRAFFICKING VICTIMS PROTECTION ACT OF 2000

In accordance with the Terms and Conditions of the Health and Human Services Administration for Children and Families Child Care and Development Fund, the Vendor shall comply with section 106(g) of the Trafficking Victims Protection Act of 2000. In each awarded contract, under which funding is provided to a private entity, section 106(g) of the Trafficking Victims Protection Act of 2000, as amended, requires the Embrace Families, Inc. to include a condition that authorizes the Embrace Families, Inc. to terminate the contract, without penalty, if the Contractor (a) Engages in severe forms of trafficking in persons during the period of time that the contract is in effect; (b) Procures a commercial sex act during the period of time that the contract is in effect; or (c) Uses forced labor in the performance of the contract. By signing below, the Contractor, through the duly appointed undersigned representative, certifies and assures that it will fully comply with the applicable assurances outlined above.

Name and Title of Authorized Representative

Date

Print Name

Vendor Name

Date



Attachment C

CONFLICT OF INTEREST DECLARATION

for _____

If you

	YES	NO
1. Do you, your immediate family, or your business partner have financial or other interests in Embrace Families, affiliated entities or the recipient(s) of the proposed services?		
2. Have gratuities or anything of monetary value been offered or exchanged between your immediate family, or your business partner and any employee of Embrace Families or affiliated entities?		
3. Within the last 24 months, have you been employed by, or do you plan to seek or accept future employment with Embrace Families, affiliated entities or the recipient(s) of the proposed services?		
4. Are there any other conditions which may cause a conflict of interest?		

checked "yes" after any of the above questions, please explain your answer below. Please attach additional sheets as necessary.

I declare that my answers and any related explanation(s) are true, correct and complete to the best of my knowledge.

Name

Date

Title

Company

Reviewed by Embrace Families:

Name _____

Date _____

Attachment D
FLOORPLANS
RFP # FY2122-Security-001

First Attachment:

East Orange County Service Center: 4001 Pelee St. Orlando, FL 32817

Total square footage: 20,001

Second Attachment:

Administrative Support Center: 901 N. Lake Destiny Rd., Suite 400, Maitland, FL. 32751

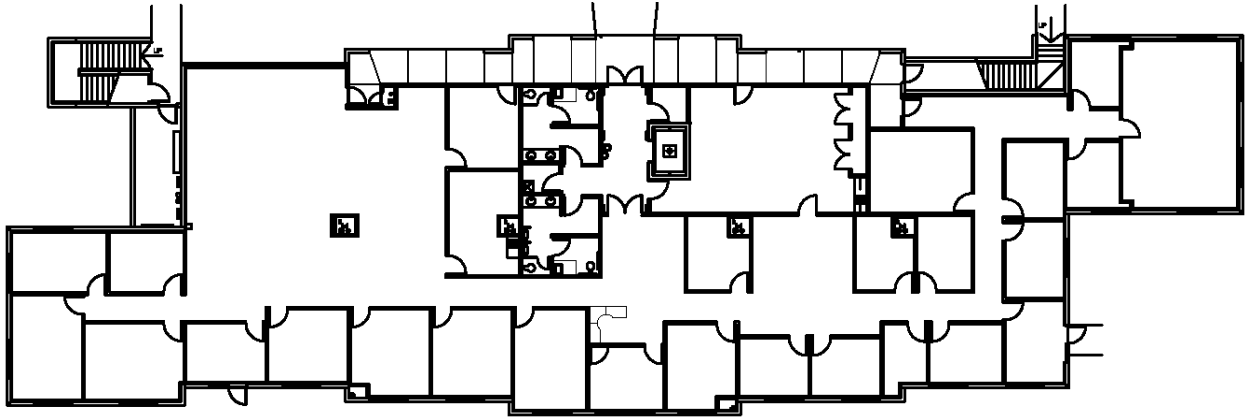
Total square footage: 28,646

Third/Fourth Attachment:

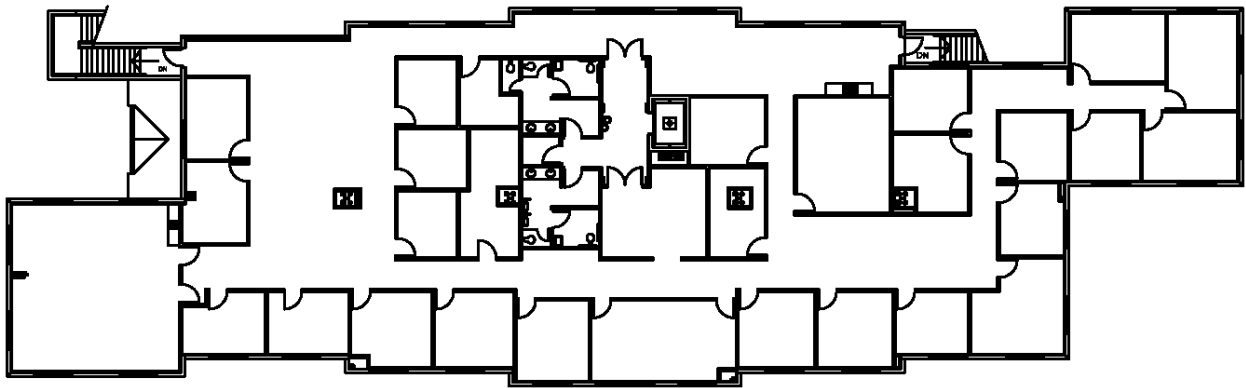
Osceola County Service Center: 3600 Commerce Blvd., Suite 101, Building B
Kissimmee, FL. 34747 (approx. usable – 1st floor: 8,420sf. and 2nd Floor:
13,536sf.)

Total square footage: 22,508

East Orange County Service Center

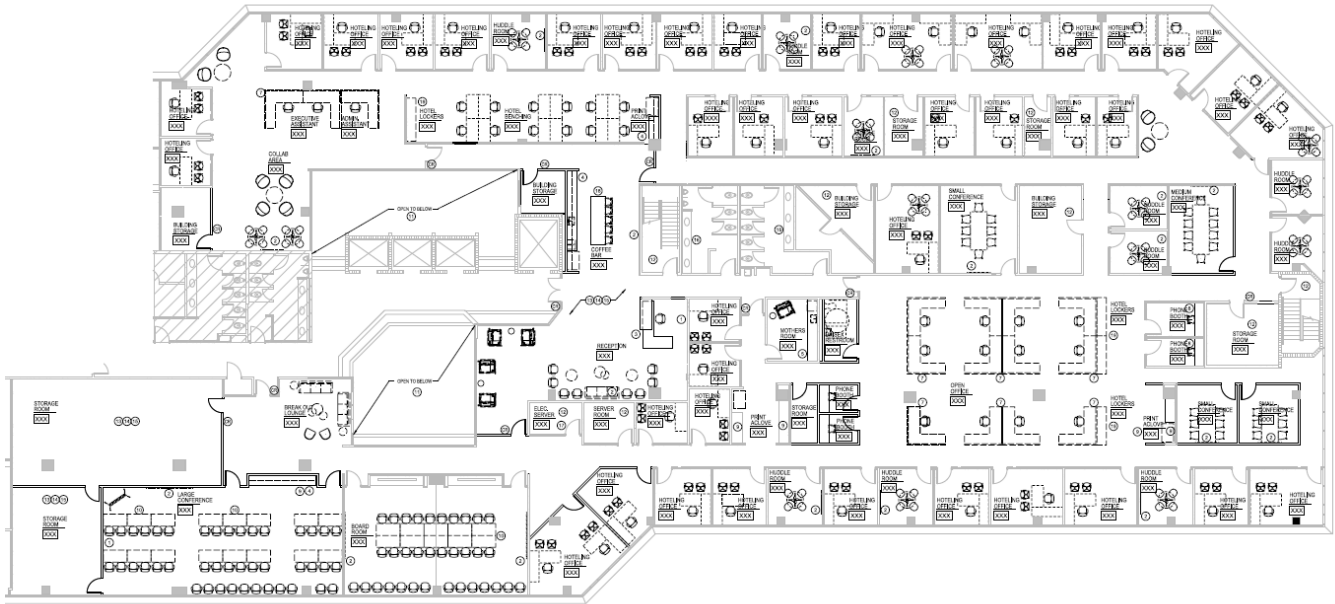


1ST FLOOR PLAN
1/32" = 1'-0"

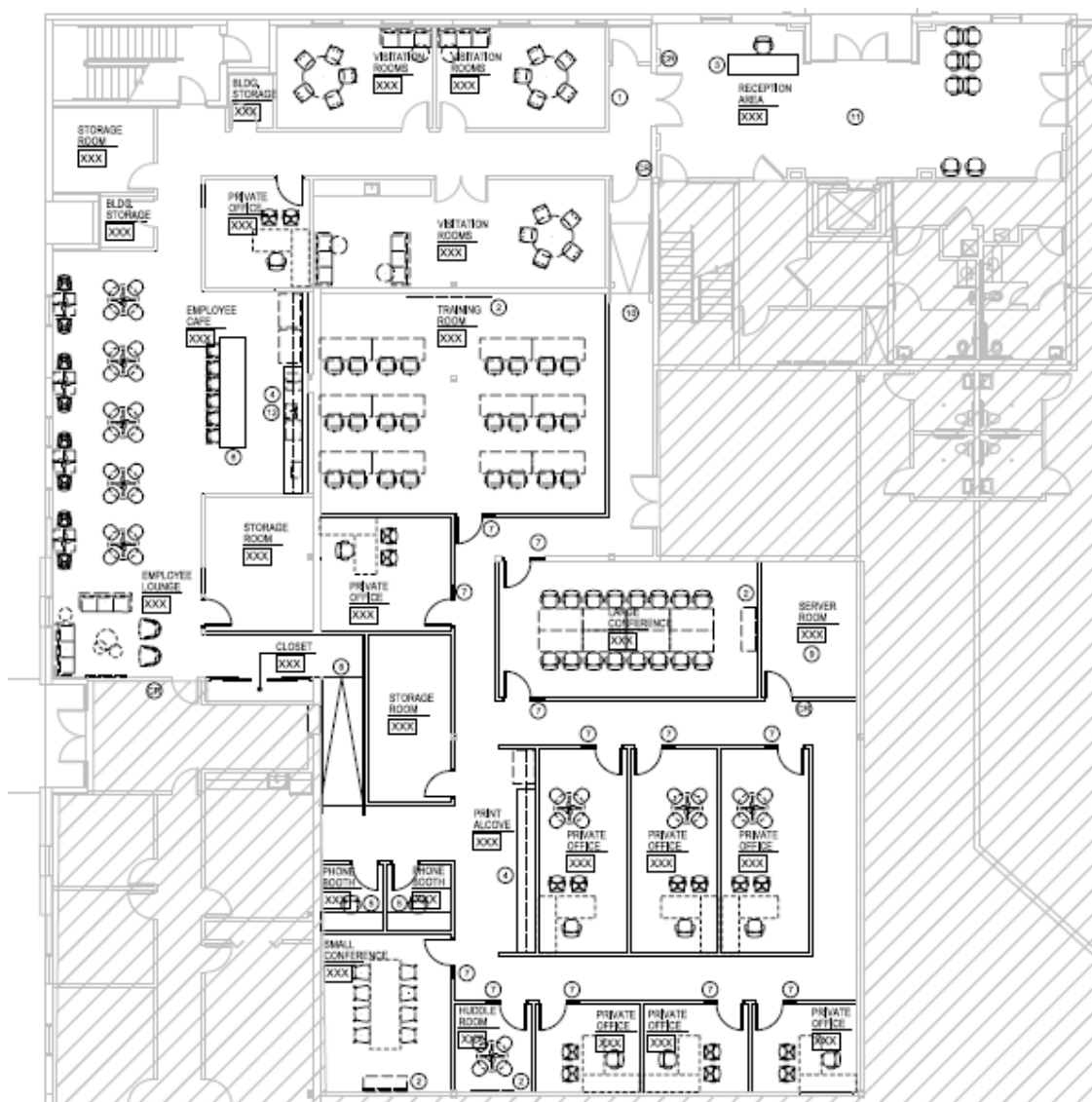


2ND FLOOR PLAN
1/32" = 1'-0"

Administrative Support Center



Osceola Service Center

1st Floor

Osceola Service Center

2nd Floor

