



**MPS COVER PAGE**  
**(Fill out and provide under Tab A)**

**REQUEST FOR PROPOSAL: RFP 1011 for Armored Car Services (re-issue of RFP 1005)**

This Request for Proposal (RFP) consists of: this document; all attachments, appendices, schedules and exhibits; any addenda issued in the future; and the current “MPS Terms and Conditions for Requests for Proposal” found at <http://mps.milwaukee.k12.wi.us/en/District/Vendors-Contractors/Vendors/Terms--Conditions.htm>.

Milwaukee Public Schools (MPS) is soliciting competitive sealed proposals from qualified professional firms or individuals to, in accordance with all the terms and conditions of this RFP, provide Armored Car Service.

Proposals will be accepted no later than 2:00 p.m., Central Time, Thursday, April 04, 2019. Proposals must be submitted in the manner set forth in § 4.3 and in the format set forth in § 7.

By signing below, respondent’s representative certifies on behalf of the Respondent, that:

- I have the legal authority to bind the Respondent responding to this RFP and to provide the services identified herein;
- I have fully read this RFP and all incorporated documents and submit for consideration the attached proposal;
- I have read and understand the Contract Compliance Services (CCS) requirements, and that any proposed HUB and or Student Engagement participation is binding, real and substantial as defined in § 1.3 of the RFP;
- The fees in the attached proposal have been arrived at independently and have not been divulged, discussed, or compared with the proposals of other respondents. No attempt has been made, nor will be made, to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition; and
- I agree that the attached proposal will remain open and its pricing will remain firm until execution of a contract for the services which are the subject of this RFP.

\_\_\_\_\_  
Respondent

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signatory’s Full Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 1. OVERVIEW

It is expected that the successful respondent will establish a strong partnership with MPS. As a strong partner, respondent will need to become fully acquainted with the business of MPS: educating Milwaukee's children. A full description of MPS, its mission, demographics and vision can be found at <http://mps.milwaukee.k12.wi.us>.

### 1.1 Summary

Project Name: Armored Car Service  
RFP Number: RFP 1011  
RFP Release Date: Thursday, March 14, 2019  
Question Due Date: 2:00 p.m. Central Time, Thursday, March 21, 2019  
RFP Due Date: 2:00 p.m. Central Time, Thursday, April 04, 2019

### 1.2 Definitions

Contractor: the successful respondent awarded the contract resulting from this RFP.

District: Milwaukee Public Schools.

Historically Underutilized Business (HUB): a for-profit business that is 51% or more owned, controlled and managed by minority, women, disadvantaged, emerging, SBA-8A or other MPS-targeted business owners who have been certified as such by an MPS-recognized agency.

Proposal: any response provided pursuant to this RFP.

Respondent: a firm or individual submitting a response to this RFP.

Student Engagement: a method of further educating MPS students through required MPS contractor involvement in career education and employment opportunities for students.

Subcontractor: a person or entity performing, or proposed to perform, any portion of the Contractor's contract.

### 1.3 Contract Compliance Services (CCS) Requirements

#### 1.3.1 Summary

In educating the children and youth of Milwaukee, MPS is also a primary purchaser of goods and services in the Milwaukee marketplace. MPS believes it is obligated to display, in its own operations, the values of excellence, diversity and economic responsibility that it strives to teach its students. To that end, many MPS contracts require the use of HUB firms and the engagement of the Contractor in Student Employment and/or Student Career Education activities.

HUB participation must be "commercially useful"; *i.e.*, the goods or services to be provided by the HUB firm are a direct function of the scope of services described in this RFP and resulting contract. The HUB participation requirement may be met by respondent in several ways:

- (1) By identifying your firm as a certified HUB vendor that intends to perform a minimum of the required HUB participation for this RFP;
- (2) By engaging in a joint venture with a certified HUB firm;
- (3) By subcontracting with one or multiple certified HUB firm(s); or
- (4) By making second-tier purchases from one or multiple certified HUB firm(s).

Respondents are free to meet HUB participation requirements with any certified HUB vendor as long as proof of HUB certification is provided. Respondents may also contact MPS's Office of Contract Compliance Services for a list of MPS-registered HUB firms. **NO CREDIT FOR PARTICIPATION WILL BE GRANTED UNTIL MPS-RECOGNIZED HUB FIRM CERTIFICATION DOCUMENTATION IS RECEIVED.**

The Student Engagement program seeks to maximize Contractor involvement in career education and employment opportunities for students. Student Engagement has two separate components: (1) career education activities that directly involve MPS students; and (2) paid student employment hours that provide one or more MPS students with an actual, meaningful employment experience. To meet student employment hours, the Contractor-employed students must be MPS students, registered through MPS's Office of Contract Compliance Services. Once hired by the Contractor, students will be paid, at a minimum, the current Living Wage Rate as identified by the City of Milwaukee Ordinance 310-13. Under no circumstances will students work under conditions that would be considered a hazardous work environment.

Career Education activities include, but are not limited to, the following:

- (1) Classroom presentations at MPS project sites or various contractor career-specific activities.
- (2) Full classroom or small group tours of office environments. If a contractor is going to provide this type of activity, all required permission slips/arrangements must be made with the school by following normal field trip procedures.
- (3) Classroom skill development project activities in conjunction with teacher lesson plans such as math, science, reading, writing, etc.
- (4) Other CCS-approved contractor provided options.

Student Employment participation includes, but is not limited to, the following options:

- (1) Employment placement within prime contractor's establishment.
- (2) Student summer employment placement.
- (3) Student after-school and weekend placement, where appropriate.
- (4) Alternative placement. (An alternative placement arrangement is an available option for contractors with documented age restrictions or capacity and location limitations.)
- (5) Other CCS-approved provided options.

Further additional information relating to HUB participation requirement and the Student Engagement requirement can be found at <http://mps.milwaukee.k12.wi.us/en/District/About-MPS/School-Board/Contract-Compliance-Services.htm>. For any other questions related to MPS's HUB program, contact MPS's Office of Contract Compliance Services via email at [505@milwaukee.k12.wi.us](mailto:505@milwaukee.k12.wi.us).

### 1.3.2 *Requirements*

The HUB participation requirement for the contract to be awarded pursuant to this RFP is:

**0% per 12-month term.**

The Student Engagement requirement for the contract to be awarded pursuant to this RFP is:

**0 hours of Student Employment per 12-month term; and 0 hours of Career Education per 12-month term.**

These requirements are based on the projected budget for these services as a whole. Given that multiple contracts may be awarded for the services requested in this RFP, the assigned requirements are subject to change based on actual projected spend for each contract.

CCS requirements will not be enforced unless the spending on a resulting contract exceeds \$50,000 in each one-year-term of the Contract.

A respondent's status as a 501(c)(3) tax-exempt nonprofit organization does not excuse it from fulfilling these requirements.

### 1.3.3 *Forms*

Respondent must complete and return those forms checked below with its proposal or it will fail as to that minimum proposal requirement. The required forms are attached to this RFP as appendices and schedules. Fillable versions of these same forms can also be found at <http://mps.milwaukee.k12.wi.us/en/District/About-MPS/School-Board/Contract-Compliance-Services.htm> (click on Forms and Schedules, then click on Vendors). The fillable version of the forms must be printed, signed and attached to respondent's proposal.

- Appendix A - HUB Utilization Plan (If box is checked, current certification document, with NAICS code, must be submitted with RFP response.)
  - Appendix B - Prime Vendor Information Sheet
  - Schedule H1-B - Student Career Awareness/Education Plan/Commitment
  
  - Schedule H1-A - Student Employment Commitment
- OR** Either Schedule H1-A or Schedule H1-C must be returned.
- Schedule H1-C - Alternative Placement Request Student Employment

Even if there are no HUB or Student Engagement requirements identified in § 1.3.2, respondents must still fill out "Appendix B - Prime Vendor Information Sheet". The information disclosed in this form will not be used in evaluating a respondent's proposal and is solicited solely for reporting purposes to the Board of School Directors.

### 1.3.4 *Evaluation and Award*

MPS's Manager of Contract Compliance Services, or his/her designated staff, will be the sole judge of the suitability and completeness of the returned CCS forms and will assign a "pass" or "fail" determination accordingly as to that minimum proposal requirement. MPS reserves the right to award the contract to the respondent who submits a meaningful utilization plan that provides a real opportunity for HUB involvement.

Even if this RFP does not identify CCS requirements in § 1.3.2, MPS reserves the right to award up to ten additional points to respondents who will utilize a certified HUB or commit to Student Engagement hours. To be eligible to receive these points, respondent must detail in its proposal what role(s) the proposed HUB subcontractor will be responsible for in the scope of services or specify what engagement MPS students will take place within a 12-month contract term. Forms can be found as identified in § 1.3.3 and must be completed and returned with a proposal for consideration. MPS's Manager of Contract Compliance Services, or his/her designated staff, will be the sole judge of the suitability of the proposed

participation and will assign points accordingly.

Within 20 business days after a contractor receives MPS Board approval of its contract, it must submit copies of all executed HUB firm subcontracts and all supporting and associated HUB documentation to the Office of Contract Compliance Services. Falsification of any information related to a subcontract, including, but not limited to, subcontractor's name or actual work to be performed by HUB firms is prohibited. No HUB firm substitutions or scope of work reductions shall occur without the expressed written consent of MPS's Manager of Contract Compliance Services or his/her designated staff.

Failure to meet CCS requirements may result in financial sanctions up to, or exceeding, 70% of the value of the awarding contract and will be assessed against contractor invoices. Sanction dollars will be released on subsequent invoices as compliance documentation is provided.

## **2. SERVICES REQUESTED**

### **2.1 Scope of Services**

MPS seeks proposals for armored car services for the MPS schools/sites listed in **Exhibit 3** to this RFP. This list is subject to change throughout the term of the contract, i.e., schools may be added or dropped with corresponding increases and decreases in the amounts invoiced.

All scheduled schools require weekly pick-ups on Thursday, between 8:30 AM and 3:00 PM, or on Friday between 8:30 AM and 3:00 PM. Pick-ups must be in accordance with a pre-arranged schedule developed by MPS's Office of Finance. Deposits must be made the day of pick-up or the next business day. The weekly dollar volume for individual schools varies widely.

Respondent will be required to: pick up sealed deposits of money, checks, or other securities; provide proof of chain of custody; and deliver the deposits to local MPS-designated banks. All pick-ups must be made through the access door located nearest the school office. Respondent must pick up the deposits directly from school staff, i.e., Respondent will not be provided with access to locked safes, desks, cabinets, etc. Respondent's trucks will not be permitted to drive across any school playground.

Respondent's employees are required to wear easily identifiable uniforms with the name of the business and a photo ID badge. Driver identification sheets must be updated and distributed to all schools on no less than a quarterly basis.

If schools are closed due to a weather emergency, there will be no armored car service. However, Respondent must work with MPS to reschedule the missed pick-ups as soon as possible following the emergency closing, typically the first day schools are open thereafter. Similarly, if Respondent is unable to complete armored car service to all scheduled schools due to a weather-related emergency, MPS will work with Respondent to reschedule any missed pick-ups as soon as possible following the emergency, typically the next business day. Service will be required all weeks when a scheduled school is in session, approximately September 1<sup>st</sup> through mid-June, exclusive of winter and spring breaks. Service for Early Start schools (as designated on Exhibit 3), will begin approximately August 15<sup>th</sup>. Service will also be required at certain schools that have summer camps during the months of June through August. When a national or school holiday falls on a Thursday or Friday, pick-ups are to be made on the business day prior to the holiday, unless a different schedule is arranged with the Office of Finance. Respondent will be provided an official school calendar with sufficient lead times to plan pick-ups in advance.

## **2.2 Minimum Respondent Qualifications**

- a. Respondent must provide employees that are credentialed as a private security person as issued by the Department of Safety and Professional Services (“DSPS”).
- b. Respondent must provide employees that are licensed to carry firearms in the state of Wisconsin.
- c. Respondent must provide employees that holds a valid driver’s license.

## **3. MPS CONTRACT TERMS AND CONDITIONS**

### **3.1 Resulting Contract**

The successful respondent agrees to enter into MPS’s standard Professional Services Contract (PSC), a current version of which can be found at <http://mps.milwaukee.k12.wi.us/en/District/Vendors-Contractors/Vendors/Forms.htm> under “Professional Services Contract Long Form”. MPS will not sign any form or contract offered by respondent.

Any exception to the terms and conditions set forth in the PSC, or any additional terms or conditions proposed by respondent to be incorporated in the PSC, must be provided as set forth in this § 3.1 to be considered.

Only those additional contract terms or conditions specifically set forth in Tab E of a proposal will be considered by MPS. Any exception or proposed additional contract term or condition not set forth in Tab E will neither be considered nor accepted. It is insufficient for respondent to cite to a document or incorporate a document by reference. Any such citation or incorporation will be disregarded.

MPS’s Director of Procurement & Risk Management, or his/her designated staff, will review any exceptions or proposed additions to determine if their nature or extent precludes ultimate agreement on a contract between MPS and respondent and will assign a “pass” or “fail” determination accordingly as to that minimum proposal requirement.

A “pass” as to the minimum proposal requirement does not mean that all the exceptions or proposed additions will be agreed to by MPS, but merely that they will be a point of discussion should respondent and MPS enter into contractual negotiations.

### **3.2 Proposals to Remain Open**

By submitting a proposal, respondent is agreeing that its proposal will remain open and its pricing will remain firm until execution of a contract for the services which are the subject of this RFP.

### **3.3 Award**

This RFP will result in either the award of a single contract to a single contractor or no award; there will not be multiple awards made under this RFP.

Contract awards are subject to review by the MPS Administration and Board of School Directors.

### **3.4 Contract Period**

It is anticipated that a contract resulting from this RFP will be for a period of one year from July 1, 2019 through June 30, 2020 with the possibility of two one-year extensions. MPS will base its renewal decisions on the following performance metrics to be rated by MPS personnel. A contractor must attain a minimum score of 90 points to be eligible for contract renewal; however, 90 points does not guarantee renewal.

9

Performance Metrics	Points
Efficiency and Accuracy of Pickups and Deliveries	35
Customer Service	25
Responsiveness to Problem Solving	25
Invoicing and Billing Process Followed	15
Total	100

## 4. INSTRUCTIONS

### 4.1 Communication/Questions

The only permissible communication regarding this RFP with MPS staff, including any and all questions and requests for clarification, must be directed, in writing via email, to [mpsrfps@milwaukee.k12.wi.us](mailto:mpsrfps@milwaukee.k12.wi.us). The subject line of the email must be labeled “RFP 1011 - Question.” Any other communication to, or contact with, a MPS staff member regarding this RFP by respondent will be considered unauthorized and a cause for rejection of a respondent’s proposal.

Any such communications must be received by 2:00 p.m. Central Time, Thursday, March 21, 2019 or will be disregarded.

If a vendor has specific concerns regarding any aspect of the CCS process, including requirements, how requirements may be met or other, questions in writing may be submitted in writing directly to CCS at [505@milwaukee.k12.wi.us](mailto:505@milwaukee.k12.wi.us). However, the deadline for these questions remains the same. Any questions submitted to CCS must be received no later than 2:00 p.m. Central Time on Monday, March 21, 2019.

It is incumbent upon respondents to point out any possible discrepancies, omissions or ambiguities in the RFP using this question process. This includes alerting MPS that the RFP services or pricing requested are non-standard in the industry. By failing to do so, a respondent waives the right to claim any provision of this RFP is ambiguous.

### 4.2 Answers/Addendum

Answers to submitted questions, as well as any additional information or clarifications to the RFP, will be provided in the form of addenda posted at <http://mps.milwaukee.k12.wi.us/en/District/Vendors-Contractors/Vendors/Bids-RFPs.htm>. CCS may engage in vendor-specific conversations regarding requirements, but any general information relevant to all vendors generated by these conversations will be published in the addendum.

It is the sole responsibility of respondents to check that site for any addenda that may be issued. Addenda will not be otherwise communicated to prospective respondents and no other response to the emailed questions will be received by the sender.

In the event of any conflict with the RFP, addenda shall govern.

### **4.3 Submission of Proposals**

Respondent must submit one original proposal, clearly marked as such with an original signature, and 8 copies, for a grand total of 9 items. Each proposal – original and copies – must be collated and bound in a manner to make each individual proposal readily apparent and complete.

Each proposal must be clearly marked “RFP 1011”. The proposals must be collectively packaged and sealed. The package should show the following information on the outside: respondent’s name, address, and “**RFP 1011 – Armored Car Services**”. The package must be delivered to:

Milwaukee Public Schools  
Department of Procurement & Risk Management  
5225 W. Vliet St., Room 160  
Milwaukee WI 53208

Proposals are due by 2:00 p.m. Central Time, Thursday, April 04, 2019. Proposals received after this time will fail as to that minimum proposal requirement.

Proposals shall be deemed received by MPS when: (1) time-stamped in the Department of Procurement & Risk Management; or (2) delivered to the Department of Procurement & Risk Management with proof that a common carrier delivered the proposal to the central mail room at 5225 W. Vliet Street, Milwaukee, WI 53208 and it was signed for by an MPS employee no later than 2:00 p.m., Thursday, April 04, 2019.

Electronic proposals will not be accepted.

### **4.4 Clarifications**

After receipt of proposals, it may be necessary for MPS to contact respondent with clarification questions. MPS will do so via the email address of the signatory provided on the respondent’s submitted Cover Page (Tab A). Clarification questions often need imminent answers and short deadlines for response may be necessary. It is the respondent’s responsibility to monitor the contact email identified at all times during the RFP process. Failure to timely respond to a clarification question submitted to the contact email may result in the rejection of the proposal.

### **4.5 Award Notification**

Upon final approval by the Milwaukee Board of School Directors, MPS will post the results of the RFP at <http://mps.milwaukee.k12.wi.us/en/District/Vendors-Contractors/Vendors/Tabulations--Awards.htm>. No individual communications will be sent out to respondents. It is the sole responsibility of respondents to check the site for any contract award that may be issued. Respondents may not contact MPS to inquire about the status of an award prior to the posting of the results.

## **5. MINIMUM PROPOSAL REQUIREMENTS**

MPS will determine whether proposals have met the seven minimum proposal requirements set forth below. Only those proposals passing all of these minimum proposal requirements, unless waived, will be passed on for evaluation according to the criteria set forth in § 6.1.



<b>Minimum Proposal Requirements</b>	
<b>Timeliness</b> – Submitted by the due date and time. <i>See</i> § 4.3.	Pass/Fail
<b>Signed Cover Page</b> (Tab A)	Pass/Fail
<b>Cost Proposal Form</b> (Tab C) – Cost is set forth on the Cost Proposal Form provided as Exhibit 1 to this RFP.	Pass/Fail
<b>CCS Forms</b> (Tab D) – Suitability and completeness of the returned CCS forms. <i>See</i> § 1.3.4.	Pass/Fail
<b>Exceptions to Contract Terms and Conditions</b> (Tab E) – <i>See</i> § 3.1.	Pass/Fail
<b>Minimum Respondent Qualifications</b> (Tab F) – Respondent meets the minimum respondent qualifications. <i>See</i> § 2.2.	Pass/Fail
<b>Completeness</b> – The proposal otherwise complies with the format and content parameters. <i>See</i> § 7.	Pass/Fail

MPS reserves the right, in its sole discretion and if deemed in the best interest of MPS, to: waive a minimum proposal requirement; waive irregularities in any proposal; reject all proposals received in response to this RFP; accept late proposals or improperly formatted proposals; and make a partial award or not make any award.

## 6. EVALUATION

### 6.1 Criteria

The criteria below, weighed as indicated, will be used to evaluate those proposals that meet all minimum proposal requirements.

<b>Criteria</b>	<b>Description</b>	<b>%</b>
<b>Experience and Qualifications</b>	Information set forth in Section 1 of Tab B.	10%
<b>Quality of Proposed Solution and Ability to Meet MPS’s Needs</b>	Information set forth in Section 2 of Tab B.	30%
<b>Financial Stability</b>	Information set forth in Section 3 of Tab B.	10%
<b>Cost</b>	Pricing of Proposed Services.	50%

### 6.2 Process

#### 6.2.1 Committee

An evaluation committee will be established to evaluate the proposals according to the criteria identified in § 6.1. Proposals should be complete on their face. However, after opening of responses, MPS reserves the right to request supplemental information from any or all of the respondents and to factor any additional information into the evaluation. MPS may require oral presentations of a group of finalists in person or on the telephone and may request further information from those finalists.

#### 6.2.2 Best and Final Offer

MPS reserves the right to involve one or more respondents in a Best and Final Offer (“BAFO”) process. BAFO may be used when no single response addresses all the specifications, when the costs submitted by all respondents are too high, when two or more respondents are virtually tied after the evaluation process

or when all proposals are unclear or deficient in one or more areas. If BAFO is utilized, respondents may be required to submit revisions to their proposals. MPS will send out a BAFO request to invited respondents that will set forth the areas of the proposal to be covered and the date and time by which the BAFO must be returned. All respondents will be treated equally and, during the process, no information will be transmitted to any respondent about any other respondent's offer. MPS reserves the right, in BAFO, to apply additional criteria not listed in the original RFP, but any additional criteria will be disclosed to respondents in the BAFO request.

### 6.2.3 *Negotiation*

MPS will open negotiations with the highest-ranked respondent after evaluation, interviews or BAFO process. MPS reserves the right to open negotiations with the second highest-ranked vendor if negotiations with the highest-ranked vendor are not successful. MPS reserves the right to delete or add services until the final contract signing.

## **7. PROPOSAL FORMAT AND CONTENT**

Proposals are to be formatted and tabbed in the form and sequence described in this § 7. Only information provided in the tabs set forth below will be considered. Elaborate proposals, *e.g.*, expensive artwork, beyond that sufficient to present a complete and effective response are not necessary. Quality, not quantity, is desired.

### **7.1 Tab A: Signed Cover Page**

The MPS cover page must be signed by a representative of respondent authorized to bind respondent and submitted as Tab A of the proposal. Please include all contact information.

### **7.2 Tab B: Response to Request for Services**

#### *7.2.1 Section 1: Respondent's Experience and Qualifications*

With specific reference to the services identified in § 2.1, detail respondent's experience and qualifications. Provide specific descriptions of like projects Proposer has done in environments comparable to MPS.

Provide at least three specific client references, including the names and contact information of the individual(s) you would propose MPS contact. MPS reserves the right to contact or visit any party listed as a reference. MPS also reserves the right to use other sources to obtain information about respondent's experience.

#### *7.2.2 Section 2: Quality of Proposed Solution and Ability to Meet MPS's Needs*

Describe respondent's capacity to ensure that MPS will timely and competently receive all the services requested, taking into consideration all other commitments of the respondent.

Be as specific as possible in describing respondent's plan for providing the services described in § 2.1.

Detail respondent's approach to customer service and provide brief resumes of all team members or employees who would be assigned to work with MPS.

Detail respondent's approach to providing the services described in § 2.1, specific to picking up sealed deposits of money, checks, or other securities; providing proof of chain of custody; and delivering the deposits to local MPS-designated banks. Please indicate responsibilities of MPS, including any and all supplies or tasks required for the completion of services.

Supplies not required of this Scope of Services. However, do you sell supplies? If so, please provide a website link or information where to find them. If you do not sell supplies, please provide additional information on where we can purchase supplies?

In addition, please ensure that the response answers the information listed below:

- a. In describing the plan for providing services, specifically include the following information: contact person for scheduling; number of armored delivery trucks available to MPS; number of full-time drivers available; Respondent's normal business pick-up hours (Monday – Friday); number of part-time drivers available; the turn-around/wait time drivers are permitted to remain at each site and number of support and office personnel.
- b. Describe any additional processes used for background checks beyond those required by MPS (see § 3.1 Resulting Contract for a link to MPS's PSC). MPS reserves right to change the standard processes for background checks and inform the Contractor of those changes in writing.
- c. Detail the invoicing process and the process utilized for corrections that may be needed if billing is incorrect.

### 7.2.3 Section 3: Financial Stability

Describe respondent, including, at a minimum: number of employees; number of years in business; type of services provided; and legal status, *i.e.* corporation, partnership, limited liability company.

Provide documentation to verify respondent possesses adequate financial support, assets, and organization to provide the products and services required in this RFP. This may take the form of financial statements, credit ratings, a line of credit, or other financial arrangements.

### 7.3 Tab C: Cost Proposal Form

Exhibit 1, attached hereto, must be completed and submitted as Tab C of the proposal. This is the only place cost/pricing should be referenced in the proposal.

### 7.4 Tab D: CCS Forms

Complete and submit all required CCS forms, identified in § 1.3.3, as Tab D of the proposal.

### 7.5 Tab E: Contract Terms and Conditions

Pursuant to the directions in § 3.1, identify any exceptions to the terms and conditions contained in MPS's Professional Services Contract or additional proposed terms and conditions.

### 7.6 Tab F: Minimum Respondent Qualifications

Exhibit 2, attached hereto, must be completed and submitted as Tab F of the proposal.

## **7.7 Tab G: Miscellaneous**

Any additional materials, brochures or other documentation may be submitted as Tab G. Only relevant and necessary information should be included.

## **7.8 Tab H: Confidential or Proprietary Information**

If respondent wishes to designate any portion of its proposal as confidential or proprietary, respondent may fill out and submit a “Request to Designate Information as Confidential or Proprietary” as Tab H. This form is found at <http://mps.milwaukee.k12.wi.us/en/District/Vendors-Contractors/Vendors/Forms.htm>. The Board is bound by Wisconsin statutes regarding public records (Wis. Stat. § 19.21, *et seq.*) and, as such, all of the terms of the contract resulting from this RFP will be public.

## **8.0 Appeals**

Appeals regarding MPS’s procurement process are handled by the Office of Accountability and Efficiency. Details on appeals can be found at [http://mps.milwaukee.k12.wi.us/MPS-English/OBG/OAE/Policies-and-Laws/Bid\\_RFP-Appeals-Form.pdf](http://mps.milwaukee.k12.wi.us/MPS-English/OBG/OAE/Policies-and-Laws/Bid_RFP-Appeals-Form.pdf).

# EXHIBIT 1 to RFP 1011: Armored Car Services

## COST PROPOSAL WORKSHEET

**Respondent Name:** \_\_\_\_\_

DELIVERABLE	UNIT OF COST	COST
Cost of services proposed in response to Section 2.1	Vendor to quote fixed cost per stop	<input type="text"/> /per stop*

\*Cost submitted shall be all-inclusive, including but not limited to any and all anticipated supplies, travel costs, gas, uniforms, administration expenses, overhead expenses, etc.

Any modification to this form will be considered non-compliant with the format and content parameters. Any supplemental pricing information attached or referenced will not be considered.

## **Exhibit 2 to RFP 1011: Armored Car Services**

### **MINIMUM RESPONDENT QUALIFICATIONS**

1. Respondent must provide employees that are credentialed as a private security person as issued by the Department of Safety and Professional Services (“DPS”).
2. Respondent must provide employees that are licensed to carry firearms in the state of Wisconsin.
3. Respondent must provide employees that holds a valid driver’s license.

Does respondent meet, or will it comply, with all minimum respondent qualifications as identified above?

Yes       No

If “no” is checked, MPS will fail respondent as to this minimum proposal requirement.

