



**TOWN OF STRATFORD  
RFP #2013-004**

**REQUEST FOR PROPOSAL**

**School Security and Emergency Management Audit**

This audit is solicited to provide an assessment of the school district's relative safety, and to provide a gap analysis with accompanying recommendations for areas of improvement regarding potential emergencies. The audit process will assess the school district's strengths and potential vulnerabilities, in an effort to ensure that students achieve their learning potential within a safe and secure environment.

**1. Security Audit**

1.1 The aim of the audit is to identify and cost recommendations to reduce the likelihood and impact upon the school district of: Death and/or injury of staff and students through natural disaster, accidental causes, or human action; destruction or significant damage of facilities; intruder access; theft; and vandalism. The audit will seek to build upon security-related investments made by the school district, as well as emergency protocols already in place.

**2. Service Description**

2.1 The outcome of this school security audit process should be a report that makes those capital and operating recommendations necessary to avert or reduce personal injury and property damage risks. The report should provide sufficient detail to assist school administrators in budgeting for and implementing the recommendations, and to enable others to understand the issues and the associated solutions that are recommended. The school district is responsible for implementing report recommendations regarding capital, operating, and procedural changes.

2.2 While individual providers will have their own methodology – which should be described as part of the response to this RFP – the following is a basic breakdown of the expected services:

- a. Meet school district staff and/or board members on-site and discuss current concerns or problems.
- b. Interview Town of Stratford Mayor, Emergency Management Director, Police Chief, Fire Chief, and EMS Director (or their designees) to discuss current concerns or problems regarding school safety and security.
- c. Conduct an audit of each school site, including a night audit and audits at varying times during the school day.

d. Provide a report to the Stratford Mayor, the Superintendent of Schools, and Emergency Management Director that includes, but may not be limited to, the following:

- A description of each school and its environment, including detailed floor plans for all BoE facilities, and maps or aerial photos (i.e., Google) with line topography, parking, line of sight, and traffic flow for each facility.
- Detailed description of each school's specific security issues
- An analysis of district administration planning and protocol for security and safety emergencies
- The audit methodology
- Details of the completed audit
- Resulting recommendations and cost estimates in descending order of importance
- Digitized documentation of relevant details and areas, including detailed floor plans containing all recommendations/options/proposals for each school facility.

2.3 Prior to completion and presentation of the Final Audit Report, a draft audit report will be made available simultaneously to the Mayor, the Superintendent of Schools and the Town of Stratford Emergency Management Director.

### 3. **Performance and Selection Measures**

3.1 A timetable describing the estimated time to complete the report, from initial inquiry to the presentation of the Final Audit Report, should be provided as part of the tender response.

3.2 In tendering a response, interested and qualified firms/individuals should identify municipalities and/or school districts for which they have previously conducted school security audits and the dates of same; outline relevant experience that may mitigate a lack of prior audit experience; and detail the projected cost for this proposed audit.

### 4. **Security and Emergency Management Audit Components**

4.1 School District serves 7,320 students with 842 employees in a total of nine elementary schools, two middle schools, two high schools and two sites with alternative programs. Remaining demographics – including general makeup of the population, student populations and demographics, and staffing – will be supplied by the school district.

4.2 Document Review to include the following

a. Emergency management policies and protocols regarding:

- Existing school district crisis management or contingency plan; school district crisis communication plans; and school crisis response manual.
- Evacuation routes and designated “safe” areas
- Search and rescue routes
- Family reunification facilities
- Incident command post(s)
- Procedures for shutting off utilities
- Inventory of emergency supplies, fire extinguishers and master keys

- Documentation of staff acknowledgements of emergency procedures, dates of all emergency training and drills, and schedule for updating all emergency policies and protocols
  - b. Data Collection and review of all student-related disciplinary issues and concerns.
- 4.3 Examination of School Characteristics and Buildings
  - a. Note all specific areas of concern regarding building exteriors, including
    - Grounds and outdoor play areas
    - Parking and bus drop off areas
  - b. Detail concerns about each school building and interior, such as
    - Building access and procedures
    - Interior safe areas
    - General non-structural earthquake or evacuation hazards
- 4.4 Monitoring and Surveillance
  - a. Adequacy of security cameras
  - b. Monitoring of cameras from school interior and/or remote safe location
  - c. Maintenance of security camera recordings
  - d. Security presence on school grounds
  - e. Reporting protocol and follow-up re suspicious persons/items
- 4.5 Emergency Operations Planning & Response
  - a. Evaluate maps of schools' layouts for the inclusion of room numbers, evacuation routes, utility shut offs, location of first aid kits, and other relevant information
  - b. Identify assembly areas for students outside of sight of parents
  - c. Review school district plan for sustaining school occupants for at least 72 hours
  - d. Evaluate communications strategy for disseminating public information for at least 72 hours, including the school district's designation of principle and secondary spokespeople and outside subject matter experts.
- 4.6 Information Exchange and Communication – inter-school and intra-school, as well as with first responders via telephone, internet, panic buttons, etc.
- 4.7 School District Climate and Culture
  - a. Staff and student training and drills
  - b. Identify potential obstacles – both physical and attitudinal - to implementing recommendations to enhance safety and security.

**RESPONSE DEADLINE: 3:00pm on January 30, 2013** Any proposals received after the date and time specified shall NOT be considered.

Proposals are to be submitted **(FOUR COPIES)** in a sealed envelope/box and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Proposals must be delivered to:

Purchasing Department  
 Stratford Town Hall – Rm 202  
 2725 Main Street  
 Stratford, CT 06615

**Addendums:** All addendums will be posted on the town website, [www.townofstratford.com](http://www.townofstratford.com). It is the responsibility of the proposer to check the website for any addendums before submitting their proposal.

**Conflict of Interest:** No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

**REVIEW PERIOD:** One week from response deadline