

Notice ID: 9594CSSecurityOfficerServices

Title: Sources Sought Notice for CSOSA Security Officer Services

NAICS Code: 561612, Security Guards and Patrol Services

Small Business Size Standard: \$30M

1. THIS IS A SOURCES SOUGHT NOTICE ONLY. This is not a request for proposal and no contract action will be awarded from this notice. No solicitation, specifications, drawings are available at this time. This notice is a market research tool used for planning purposes only to determine the availability and capability of small businesses who can perform the work described herein. All information contained in this Sources Sought Notice is preliminary as well as subject to modification and is in no way binding on the Government.

2. The Court Services and Offender Supervision Agency (CSOSA) staff occupies multiple locations throughout the District of Columbia. To perform its responsibilities as a federal law enforcement agency, CSOSA must ensure the security of its operations at each of its occupied locations. In order to meet this security need, CSOSA requires highly qualified, highly skilled, uniformed, and armed security officers to work in and around agency facilities to provide a deterrent against unauthorized, illegal, and potentially life-threatening activities directed toward CSOSA facilities, property, information, employees, and the visiting public.

3. CSOSA is seeking a response to this Source Sought Notice from any small business, e.g., Small Businesses, Small Disadvantaged Businesses, Women Owned Small Businesses, Service-Disabled Veteran-Owned Small Businesses, certified HUBZone Small Businesses, etc. with current relevant qualifications, experience, personnel, and capability to meet the requirements outlined below.

a. Scope. The Contractor shall provide armed Special Police Officers (SPOs) that, at minimum, have been commissioned as SPOs by the District of Columbia with the authority to carry firearms and to execute arrest powers in the District. In addition, these SPOs shall be capable of performing the following services:

(1) Maintaining physical security programs, including field site access and key control plans.

(2) Conducting security screening (to include screening with magnetometers, hand wands, x-ray machines, and hand searches of property where x-ray machines are not employed).

(3) Responding to incidents and emergencies that occur on the interior or exterior of Agency facilities or immediately adjacent to Agency facilities.

(4) Notifying the Contracting Officer's Representative (COR), of emergency situations and, when directed by the COR, notifying Agency personnel.

(5) Assisting Agency and emergency personnel in the orderly evacuation of affected areas.

(6) Conducting preliminary inquiries into incidents and emergencies that occur in Agency facilities on a 24-hour basis.

(7) Familiarize, execute, and assist with the site occupant emergency plan (OEP) during evacuation purposes.

(8) Responding to all after-hour emergencies relative to burglar alarm activations. This duty shall be assigned to the Project Manager.

(9) Affecting arrest for incidents that occur in their presence or detaining individuals with active arrest warrants.

b. Personnel Qualifications.

(1) The Contractor shall assure that the Project Manager, Site Supervisors, and SPOs selected for assignment under this award are accountable and professionally qualified. All Contractor personnel shall:

(a) Be a citizen of the United States of America by birth or naturalization;

(b) Be at least 21 years of age. While there is no maximum age limit for the security positions, all applicants must be able to withstand physical demands of the job and be capable of responding to emergency situations;

(c) Be able to clear the Government's background investigation. (See Section C-28, Background Investigations.);

(d) Be able to fluently speak, read, write, and understand the English language;

(e) Possess or be able to obtain a valid state driver's permit;

(f) Be free from conviction of a misdemeanor crime of domestic violence in accordance with Title 18, Section 922(g)(9) of the United States Code. The term "convicted" is generally defined in the statute as excluding anyone whose conviction has been expunged, set aside, or pardoned;

(g) Commissioned as Special Police Officers (SPOs) by the District of Columbia with the authority to carry firearms and to effect full arrest authority in the District. The Contractor shall verify the staffs' commissioned status before assigning them to perform services under this contract;

(h) The contractor will ensure that at a minimum all SPO's, Site Supervisors, and Program Managers to be utilized under this award at all CSOSA locations shall be graduates of a certified federal, state, county, or local law enforcement training program, military police training program or equivalent thereto which presented the individuals with the appropriate certificate or diploma which states they were eligible for employment as officers and have served in a law enforcement capacity with arrest authority for a minimum of three years.

(i) Be deemed drug free by the Contractor before being hired to perform services under this contract; Submit to random drug testing by the Contractor and the Contractor shall provide all test results to the Government on a monthly basis.

(j) Be able to clear the background investigation mandated for SPO applicants.

(2) In addition to the qualifications outlined above, the **Project Manager** shall possess:

(a) A Bachelor's degree or have five calendar years of managerial experience with projects similar in size and scope to this entire contract;

(b) At least five calendar years of supervisory experience as a certified law enforcement officer; and

(c) At least **eight** (8) calendar years of verifiable experience as a certified law enforcement officer or its military equivalency. Correctional experience includes work performed in a residential treatment or community corrections facility.

(3) The Contractor shall ensure that no one assigned to the contract has violated the Lautenburg Amendment (Public Law 104-208 has amended Title 18 US Code Sections 921, 922 and 925, making it unlawful for any person convicted of a "misdemeanor crime of domestic violence: to ship, transport, possess or receive firearms or ammunition). Such person shall not be suitable to perform services under this contract.

(4) The contractor shall conduct a background check and favorably adjudicate all employees proposed on this contract prior to contract assignment. Upon request, the contractor shall provide the background investigation information to the government.

4. Request interested parties provide all the following information:

- Name of company and business address;
- Company point of contact, including name, phone number, and email address;
- Whether company is registered in SAM (if not registered in SAM, identify plans for completing this registration);
- Company Unique Entity Identification (if registered in SAM.gov);
- Small Business Status for the NAICS identified in this announcement, i.e., 561612, Security Guards and Patrol Services;
- If a GSA Schedule contract holder, provide the contract number, the GSA MAS schedule category/SIN under which the contract resides, and the expiration date of the contract; and
- **Provide a narrative that includes the following information regarding** one project completed or in progress within the last 5 years for Special Police Officer services:
 - Client name (i.e., name of company or agency receiving the services).
 - Client address.
 - Client point of contact (name, email address, and phone number).

- Identify whether the project includes armed Special Police Officers (SPOs) that, at minimum:
 - Have been commissioned as SPOs by the District of Columbia with the authority to carry firearms and to execute arrest powers in the District.
 - Have at least 3 calendar years of verifiable corrections experience involving security screening services, verbal de-escalation tactics, and interaction with incarcerated subjects.
- Identify whether the project includes Site Supervisors overseeing the SPOs with the following qualifications:
 - At least 3 calendar years of supervisory experience; and
 - At least 3 calendar years of verifiable experience as a certified law enforcement officer or its military equivalency.
- Identify whether the project includes a full-time Project Manager.
- Identify the ability to provide a Project Manager that meets the requirements outlined in section 3.b.(2) above, i.e.:
 - Bachelor's degree or have 5 calendar years of managerial experience with security service projects similar to the scope identified in section 3.a above;
 - 5 calendar years of supervisory experience as a certified law enforcement officer; and
 - At least 8 calendar years of verifiable experience as a certified law enforcement officer or its military equivalency.
- Identify whether Contractor personnel were subject to a background investigation prior to employment and if so, level of background investigation conducted.
- Identify whether the project includes services across multiple facilities/locations.
- Identify whether the project includes 24 hours a day/7 days a week services at some locations.
- Identify scope of the project listed and its similarities to the scope identified in section 3.a above.
- Identify what, if any, the equipment provided by the Contractor to each SPO, e.g.,
 - Weapon (identify specific weapon provided); and
 - Level 3 ballistic protection (identify specific ballistic protection provided and whether vest is in compliance with the National Institute of Justice (NIJ) threat levels standards for law enforcement officer);
- Identify whether the project includes Contractor provided gun safes/lockers for gun storage purposes.
- Identify whether the project includes drug testing requirements and if so, provide specific regarding what is tested and whether testing is performed at the following times:
 - Pre-employment testing;
 - Random testing (after employment); and
 - Reasonable suspicion testing (after employment).

Any responses to this notice must be submitted via email to Catherine.Collins@csosa.gov no later than February 1, 2023 at 11:00PM Eastern Standard Time.