



**ADDENDUM NO. 1**

**April 2, 2019**

RE: RFP 057.19.B5, Safety and Security Assessment Services

FROM: Purchasing Office  
 Howard County Public Schools  
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TO: PROSPECTIVE BIDDERS

This addendum modifies the Original Bidding Documents as noted below. Acknowledge receipt of this Addendum in your Proposal. Failure to do so may subject the Bidder to disqualification.

1. **INSERT** Questions and Answers – April 2, 2019

	Question	Answer
1	Where HCPSS assessments conducted during the summer of 2018 completed for all 80 facilities included in the scope of the RFP?	HCPSS confined the initial assessments to schools. This totaled 76 facilities. To date, we have not completed assessments at our support facilities.
2	AS we understand Section 4.3.2, HCPSS is requesting a gap analysis of 2018 assessments based on the TxSSC Survey and Report (Exhibit A). We understand this to mean that the Contractor shall identify inquiries included in Exhibit A that are not included in the 2018 HCPSS survey to ensure that all inquiries from Exhibit A that were not included in 2018 HCPSS will be included in the 2019 HCPSS assessments to be completed by the contractor in accordance with section 4.3.3. Can HCPSS confirm that this is correct interpretation of Section 4.3.2?	The intent of the gap analysis is to identify information from the TxSSC that was not included in the original assessments performed in 2018. Any gaps found between the 2018 assessments and the 2019 assessments will be included in the 2019 assessments.
3	Do all HCPSS schools have a LEO or SRO assigned?	HCPSS has SRO's assigned at each of our twelve high schools, two education centers, and six of our middle schools. In addition, we have a security assistant at each of our twelve high schools and two education centers.
4	Exhibit A methodology was to provide to each school included in the study (1) questionnaire for the Principal, (1) questionnaire for a teacher, and (1) questionnaire for a LEO or SRO to respond to. Does HCPSS intend for the Contractor to follow this methodology or will the	The Contractor will make the determination on the appropriate sample size based on staffing information provided by HCPSS. Design questionnaires to ensure physical, behavioral, and cultural security data points are covered.

	Question	Answer
	surveys need to be provided to a larger sampling of respondents?	
5	How will participants be identified? Who will identify participants	HCPSS intends to submit the questionnaire to all system staff; however, you may not receive responses from all system staff.
6	HCPSS intends to have assessments (questionnaires) begin on 7-22-2019 with a complete by date of 8-16-2019? If so this gives respondents more than 3-weeks to respond. The contractor is expected to submit a draft report with 1 week. Can HCPSS please confirm and clarify the required schedule for Section 4.3.3?	HCPSS will not comment on the contractor's means and methods to completing the project within the required schedule.
7	What will be HCPSS' approach be if respondents do not comply with requests to complete and return the survey's by the required date?	If the contractor does not receive responses from the minimum sample defined by the contractor, the contractor will note this in the final report.
8	To be 100% clear regarding the first part of the assignment, HCPSS requires the successful bidder to conduct a gap analysis on the 2018 assessments conducted by HCPSS.	Yes. Contractor will perform a gap analysis between the 2018 assessments and the new Texas model before conducting 2019 assessments.
9	1. Was the 2018 assessment done by HCPSS using the Texas State methodology?	No. HCPSS based it on the DHS methodology.
10	2. Was it done at all HCPSS schools or a random statistically correct sample size?	Yes, every school received an assessment.
11	3. The Texas study is a research study of safety and security practices. a) What is the gap analysis of specifically?	Contractor will determine use 2018 assessments to build 2019 assessments and ensure that we cover any gaps in 2019.
12	b) Is it the differences between Maryland practices and Texas practices?	No.
13	c) Is it the differences between the Maryland survey and the Texas survey?	Yes.
14	d) Or is it an analysis of what practices were indicated in your survey versus what are actually being practiced on a daily basis?	No.
15	And to be 100% clear regarding the second part, this section requires the successful bidder to conduct a research study on a random and statically correct sample of HCPSS schools. a) Will it be our responsibility to prepare and conduct and analysis the entire research study?	Yes.
16	b) Does this require a visit by the successful bidder to each of the 80 schools?	76 schools and 4 support facilities.
17	c) Are we required to use the same online survey tool as Texas?	The Texas model is a guide. As long as the information in the Texas model is included, HCPSS will not comment on the contractor's means and methods.
18	d) Can we enhance or expand upon the survey questions or do they have to be completely consist with Texas?	The Texas model is a guide. As long as the information in the Texas model is included, HCPSS will not comment on the contractor's means and methods.
19	e) Is less than 30 days enough time to complete the survey?	Yes.

	Question	Answer
20	Can this be submitted electronically?	Submittals must be submitted in an electronic format (in original source format such as Word or Excel) on a USB drive or disk, sealed in a packet or envelope and delivered to the Purchasing Office before the stipulated due time and date.
	Gap Analysis—	
21	a) Is there a possibility of work starting earlier than 1 July.	No.
22	b) How many assessments were performed in 2018 that should be reviewed during the gap analysis?	76 assessments were performed, one at each school.
23	c) Were the methodologies used to perform the 2018 assessments similar to that found in the Texas School Safety Center (TxSSC) Survey model?	Yes, HCPSS based the 2018 assessments on the DHS model.
23	d) Are these previous assessment reports available for review prior to proposal submission? If not, when will these past assessments be made available?	No. Successful contractor will have access to 2018 assessments shortly after award.
24	e) Is there a preferred report format for the gap analysis report?	For data analysis, preferred format is Excel. For final reporting, Word is preferred.
25	f) Are their specific safety and security standards that HCPSS would require the contractor to use in the conduct of the assessment/survey?	No.
	Annual Assessment—	
26	a) Our review of the Tx Model seems to indicate more of a Survey than a typical security assessment that will often include onsite observations and interviews. In fact, the purpose of the Tx Model survey was to determine practices being employed. b) Why would Howard County Schools prefer this method versus a conventional risk-based security assessment that would be typically performed onsite involving interviews and observations?	The State of Maryland is requiring that our 2019 assessments follow the Texas model.
27	c) Is it HCPSS decision to follow the Tx Model exactly and not perform onsite interviews and observations?	Correct.
28	d) Is the Snap Software used in the Tx Model Survey expected to be used for the HCPSS Assessment?	No.
29	e) Should questions used in the survey be vetted with HCPSS prior to the Assessment?	No.
30	f) If the Tx Model questions should be used can the contractor add to those questions?	Yes.
	General Questions—	
31	a) Are out of state businesses encouraged to submit proposals?	Out of state businesses must be qualified to do business in the State of Maryland.

	Question	Answer
32	b) Are there any onsite work requirements?	If site visits are required, the Contractor will check in at the front office and follow established HCPSS check-in procedures.
33	c) Are there any regular meeting requirements at HCPSS?	Contractor will provide HCPSS with weekly status / progress updates via email with source file attached. If face-to-face meetings are required, we will schedule accordingly.
34	d) Is there a tentative date when the decision will be announced?	May or early June 2019
35	e) Is there a tentative date for oral presentations?	No.
35	f) Regarding the assessments performed by HCPSS during the summer of 2018, are we correct in assuming that HCPSS completed one assessment per facility (i.e., 80 assessments)?	HCPSS performed 76 assessments. One at each school.
36	g) Were the 2018 assessments consistent with the Texas School Safety Center 2015-16 School Safety Survey and Report?	No. HCPSS based the 2018 assessments on the DHS model.
37	h) Will HCPSS require the use of Snap Survey for the completion of the assessment (i.e., the same survey software used in Texas)?	No.
38	i) Will you disclose the budget for this project?	No.
39	j) Does HCPSS have an incumbent vendor for school safety and security consulting?	No.

**END OF ADDENDUM**