



Procurement and Contracting Services

**Request for Proposals for a Qualified Vendor to
Provide The University of Arizona Department of
Intercollegiate Athletics with Professional
Security and Guest Services as Needed at
Various Athletics Department Home
Games/Special Events**

**Please mark all proposal submission
Files with the following information**

**Sealed RFP # L192401
Due on August 1, 2023 no later than 2:00PM, MST**

The following questions were received prior to the close of the Technical Question period on July 25, 2023 at 12:00 PM MST:

1. Our team had an opportunity to tour the facilities and were told that there are approximately 100 events at McKale center, 40 events at Arizona Field, and then another 110 events on campus that would require security. Would it be possible to receive a total number of events that required security in 2022-2023 and the size of each call?

We do not keep a running total. Simply call upon security as needed. The majority of the events required some element of security based on size and scope.

2. We would also like to request a staffing deployment from a football game and men's basketball game in 2022 to review.

Attached is a standard call for a football game. One does not exist for basketball.

3. Would there be a place on campus where we could park a mobile command unit when not in use for an event?

Very likely but depends on size.

4. Is there an opportunity to expand services for operational needs?

Yes, if mutually agreed upon in terms of need and cost.

5. What type of walk-through metal detectors are being used at events? Is there a person on staff in charge of maintenance & trouble shooting?

Garrett 6500i units are deployed by our staff for events as needed. That same staff is tasked with troubleshooting.

6. Is there an opportunity for the RFP terms to be adjusted to a three-year term plus two compared to the 1 year plus?

No. Terms are laid out as-is.

7. How are the evaluation criteria weighed?

Local Office/Mgmt	30
Operational Model	25
Cost of Services	25

Work Force	10
Vendor History/Exp.	10

8. On pages 23 & 24 section 4.52.2 Concepts. Is this something we need to respond to as it appears that it is IT specific?

It is applicable if you will have any access to university systems or will have access to sensitive data.

9. Is the successful vendor for these services expected to provide metal detecting hand wands or walk through metal detectors as part of this agreement?

University has walk through detectors. No expectations for wands but vendor is welcome to provide if they have and if it is helpful.

10. What is the University's requirement as it relates to the type of two-way radios? Will an analog radio with a repeater work or is a digital radio necessary?

Either should work. We can have our frequency coordinator ensure there is no overlap or interference if that is the concern.

11. Is there office space and equipment storage available to the successful vendor at the University or should the vendor plan on using their local office and bring any necessary event equipment to the site for each event?

Very little space available at this time.

12. Can you provide the staffing needs for security and guest services for home football games, men's & women's basketball and baseball games?

150-180 for Football, 75-85 for men's basketball and 7-10 for baseball on average.

13. Does the University provide parking for hourly employees working football, basketball, baseball, and other special events on campus?

Yes, although it can be limited at times.

14. What are the current bill rates of the vendor that currently provides the services outlined in this RFP?

Most recently from FY 22-23 the range was from \$21/hr - \$24/hr.

15. Is there a desired pay rate that University would like to see the successful vendor pay employees for these services?

No such rate has been established.

16. Are there any page limits to any of the sections of the proposal (pg 12, evaluation criteria)?

No limit.

17. If there are no events happening, are any services required by the Contractor?

Not usually unless it is for some sort of asset protection.

18. How will Contractor know when events are scheduled? What sort of lead time is given?

University will communicate but there is an expectation that the vendor will have a general idea of when event days and times are just as the public might. Lead time is substantial for known events however there are last minute requests where there would be an expectation for coverage.

19. Who is the incumbent?

A-Team

20. What is the budget for this service?

No budget has been established.

21. How much has been paid in the past year for this requirement?

N/A

22. What are the hourly rates on the current contract?

Most recently from FY 22-23 the range was from \$21/hr - \$24/hr.

23. What amount of transition time is anticipated if a new contractor is awarded?

Transition time would have to be quick because the fall season starts very soon.

24. Please confirm if pages 27 and 28 are to be returned with the proposal, with 5.2, 5.3 and 5.4 (5.1 References stated in the RFP) to be included in the proposal.

Please return the referenced pages, filled out, with your response.

25. Please confirm that pages 28-32 are to be returned with the proposal (Section 6.0 thru 6.4)

Please return the referenced pages, filled out, with your response.

26. Will the winning Bidder receive a schedule of events?

As much as one is available....see question #18 response.

27. How many events are typically held each year? What is the typical attendance? How many are University events, and how many are outside events?

Refer to question #1.

28. When is the first event anticipated after contract award?

End of August for a small VB event.

29. Do all guards need to have guard cards?

Yes.

30. Is there designated parking available for the guards? Does the contractor/or guards have to pay to park?

Limited parking will be available.

31. Is there an anticipated supervisor to guard ratio?

No.

32. What equipment will the awarded contractor be responsible for and what equipment will be provided?

Vendor will be responsible for personnel, expertise and uniform. Infrastructure will be provided by and large including but not limited to metal detectors, barricades, tables, ticket scanners, etc.

33. Is a vehicle and/or golf cart required?

No.

34. Please clarify where and how pricing is to be provided: (3.7.6 says Vendors shall indicate pricing and/or revenue offers in the appropriate spaces and/or areas provided in this RFP.)

Anywhere within the framework of your RFP under pricing is fine.

35. In section 3.9.5, page 11 itemizes 7 different topics – Is Offeror to provide documentation or response to each of those items?

None are required at this time but as mentioned in the meeting, references may bolster any RFP if looked upon favorably.

36. Please clarify the below (page 8) – How many files can be uploaded?

You can submit a maximum of two files. One is your RFP response and the other can be a redacted copy of your response if you choose and per the requirements in section 3.8.3.

37. Was the pre-proposal conference mandatory?

No.

End of addendum, all else remains the same.