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Introduction

Business Information: NANA Management Services, LLC (NMS)
dba Purcell Services
5600 B Street
Anchorage, AK 99518
(907) 273-2416 Office
(907) 273-2424 Fax

Point of Contact: Ronald Otte
Vice President of Operations
(907) 273-2413
ronald.otte@nmsusa.com

Tax ID: The tax ID for NMS is 92-0065346

Response To: RFP Number 2513H023

Location of Work

NANA Management Services (NMS) hereby certifies that all work will be performed at the Ted Stevens International Airport, located in Anchorage, Alaska, USA.

Human Trafficking

NMS is not established and headquartered with, or incorporated and headquartered in any country recognized as Tier 3 in the United States Department of State's Tracking in Persons Report.

Alaska Business License and Alaska Security Guard Agency License

NANA Management Services, LLC dba Purcell Services maintains a valid Alaska Business License issued by the Alaska Department of Commerce, Community and Economic Development and an Alaska Security Guard Agency License issued by the Alaska Department of Public Safety. (See Attachment A—NMS Business License and Security License)

Bidder Status

NANA Management Services, LLC qualifies as an Alaska bidder. (See Attachment B—Signed Alaska Bidder Preference Affidavit.)

Offeror's Certification

NMS certifies we will comply with the following:

- The laws of the State of Alaska.
- The applicable portion of the Federal Civil Rights Act of 1964.
- The Equal Employment Opportunity Act and the regulations issued there under by the federal government.
- The Americans with Disabilities Act of 1990, and the regulations issued there under by the federal government.

Company Profile and Business History

NMS Security is a division of NANA Management Services (NMS) and is owned by NANA Development Corporation (NDC), the Kotzebue-based Alaska Native Corporation established by the Alaska Native Claims Settlement Act of 1971, and Sodexo USA. NDC is the majority owner at 51% and Sodexo at 49%. Sodexo USA is one of the largest facility management and food service providers in the world and adds significant depth to the NMS infrastructure.

NMS Security was originally formed in 1974 to provide security services for the Trans Alaska Pipeline and has remained an important part of the oil field security industry ever since. For nearly 40 years, NMS Security has steadily developed and diversified its staff, clients, technology, protective services and systems.

We began providing services exclusively to the oil industry, and, although it remains our largest single business segment, NMS Security has continued to expand its client base to an ever wider variety of businesses and institutions. Today we serve clients of federal, state and local governments; corporate facilities; manufacturing centers; museums and the telecommunications industry.

Outside of Alaska, we have expanded our services and are now have operations in 10 different states. Clients include; Procter & Gamble, Colgate, Henkel Dial, Education Institutions, and Invensys. (*See Attachment C—NMS Security Brochure*)

With more than 800 employees, NMS Security is proud to maintain its role as Alaska's largest and most experienced provider of security and investigative services. From the excellence of our workforce to the strength and leadership of our management team, no other security company will provide greater value to security operations at the Anchorage International Airport.

Core Values

Our company takes pride in our ethical business practices. We demand the most from ourselves and are guided by these principles:

- Safety and health are our highest priority
- Honesty and Integrity govern our activities
- Commitments made will be fulfilled
- All individuals are treated with dignity and respect
- The environment will be protected and sustained

Prior Experience

Our experience working in Alaska is second to none.

- NMS Security has been providing security services on the North Slope and in an arctic environment since 1974.
- NMS Security has provided security services to BP on the North Slope since 1977.
- NMS Security has provided security services to ConocoPhillips at the Alpine field since construction began at the site in the late 90s.

the agent been successful, FedEx could have been subjected to a fine of up to \$28,000.

- **Shell Oil:** Passenger screening at Anchorage International, Barrow and Deadhorse airports. During the year we were routinely inspected by TSA and passed each time without any negative findings or deficiencies (1 year).

At each of the above locations, we provide standard security services such as patrolling, investigations, incident reports, activity logs, and performance reviews with the client.

TSA Certification

NMS Security is a unique security provider in Alaska:

- We are the only private security service in the State of Alaska that is authorized and certified by TSA to conduct passenger screening.
- We are authorized to train new screeners at any airport or private carrier service in the USA for future contracts.
- NMS Security is now authorized by TSAIA to self sponsor for the issuance of airport badges.

References

BP

Billy Andrews, Security Manager
BP Exploration, Alaska
P. O. Box 196612
Anchorage, AK 99519-6612
(907) 564-5499
andrewbg@bp.com

ConocoPhillips Alaska Inc.

Ron Rice, Security Manager
P. O. Box 100360
Anchorage, AK 99510-0360
(907) 263-4765
r.rice@conocophillips.com

ExxonMobil

John Murphy, Security Consultant
3301 C Street, Suite 4
Anchorage, AK 99503
(907) 564-3604
john.r.murphy@exxonmobil.com

Tesoro Alaska

Jeff Kohler, Security Manager-Alaska
54741 Tesoro Rd.
Box 3369
Kenai, AK 99611
(907) 776-3572
jkohler@tsocorp.com

management will ensure that only applicants who meet the requirements of the RFP are selected.

- Prior to commencing any work under this contract, all NMS Security employees performing under this contract will undergo a security check including fingerprinting, driver's license checks and criminal background check.
- As soon as an applicant clears the screening and hiring criteria, we will facilitate the process of obtaining badges and clearing the employee through TSAIA. Note; As stated above, we have the authorization to self sponsor so the processing will be greatly sped up.
- Experienced NMS Security employees will be encouraged to consider this new opportunity.
- NMS Security management will meet with the incumbent security company in an attempt to coordinate with their exit plan.
- Employees working for the incumbent security contractor will be offered the opportunity to apply with NMS Security; however, their selection is not automatic simply because they are currently working at the Airport. Only those employees who meet all the NMS Security hiring standards and the requirements of the RFP will be selected.
- Post orders and a training syllabus covering Airport and TSA requirements for Class A and B services will be written and submitted to the Department Contract Administrator for review. Once approved, NMS Security will begin training and testing employees on the requirements for both Class A and B services.
- All security guards will be cross-trained in Class A and B Services to include on the job training listed in the RFP.
- NMS Security will provide contact information for the Manager, the Supervisor, the NMS Security Dispatch Center and at least two alternate senior management personnel assigned to oversight of this contract.

Plan for Services

Staffing Plan for the Project

NMS Security will hire and maintain employees for each post listed in the RFP in sufficient numbers designed to avoid unscheduled overtime as much as possible. We will utilize a combination of 8-hour shifts and 7-hour shifts as follows:

- Guards assigned to Checkpoints will work a standard 8 hour day.
- Rover/Leads will work 7-hour shifts.

The RFP work schedule calls for 819 hrs per week/34,692 hours per year. This comes to a Full Time Equivalent (FTE) work force of 16.7 guards, including the leads. In practice, we will hire more than 17 guards and will always maintain a trained reserve force to fill in for call offs duty, vacations, illness, training days, etc.

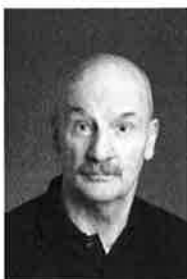


Sample Schedule

		WEEK ENDING DATE: 1/6/2013						
Week	1	MONDAY 12/31	TUESDAY 1/1	WEDNESDAY 1/2	THURSDAY 1/3	FRIDAY 1/4	SATURDAY 1/5	SUNDAY 1/6
E-21								
Shift 1	0600-1400	Guard 1	Guard 1	Guard 4	Guard 17	Guard 1	Guard 1	Guard 1
Shift 2	1400-2200	Guard 2	Guard 2	Guard 2	Guard 2	Guard 2	Guard 3	Guard 3
Shift 3	2200-0600	Guard 3	Guard 3	Guard 3	Guard 4	Guard 4	Guard 4	Guard 4
N-10								
Shift 1	0600-1400	Guard 5	Guard 5	Guard 5	Guard 5	Guard 17	Guard 6	Guard 6
Shift 2	1400-2200	Guard 6	Guard 6	Guard 6	Guard 7	Guard 7	Guard 7	Guard 7
Shift 3	2200-0600	Guard 7	Guard 8	Guard 8	Guard 8	Guard 8	Guard 8	Guard 5
C-9								
Shift 1	0600-1400	Guard 9	Guard 9	Guard 9	Guard 9	Guard 9	Guard 17	Guard 10
Shift 2	1400-2200	Guard 10	Guard 10	Guard 10	Guard 10	Guard 11	Guard 11	Guard 11
Shift 3	2200-0600	Guard 11	Guard 11	Guard 12	Guard 12	Guard 12	Guard 12	Guard 12
C-Passenger Exit								
Shift 1	0500-1300	Guard 14	Guard 13	Guard 13	Guard 13	Guard 13	Guard 13	Guard 17
Shift 2	1300-2100	Guard 15	Guard 15	Guard 15	Guard 15	Guard 15	Guard 16	Guard 16
Shift 3	2100-0500	Guard 16	Guard 16	Guard 16	Guard 14	Guard 14	Guard 14	Guard 14
Vehicle Ramp Rover								
Lead	0500-1200	Lead 2	Lead 1	Guard 17	Lead 1	Lead 1	Lead 1	Lead 1
Lead	1200-1900	Lead Supervisor	Lead Supervisor	Lead Supervisor	Lead Supervisor	Lead Supervisor	Lead 3	Lead 3
Lead	1900-0200	Lead 3	Lead 3	Lead 3	Lead 2	Lead 2	Lead 2	Lead 2

Security Officer Profile. The quality of personnel assigned to the Anchorage International Airport is critical to the security mission. In addition to the guard requirements listed in Section 5.16 of the RFP, NMS Security will assign personnel who:

- Are trained and licensed guards who are physically capable of de-escalating a situation that has the potential to become dangerous.



Security Manager—John Glass

John Glass joined the NMS team in July of 2009 as the Security Manager of North Slope Operations. Prior to his move to NMS, John was the Deputy Commissioner for the Department of Public Safety for the State of Alaska. As Deputy Commissioner, John worked with the Commissioner of Public Safety in the management of the department with six different divisions.

John served for 27 years with the Alaska State Troopers, working his way up the ranks to Colonel (Director). John also served as the Chief of Police for the City of Wasilla. John attended the Department of Public Safety Academy in Sitka, and the FBI National Academy and Law Enforcement Executive Development Seminar in Quantico.

All told, John has nearly 40 years of experience in law enforcement. His extensive experience with the Alaska State Troopers and with NMS as a security officer gives him particular insight in his position as Security Manager for Remote Site Operations with NMS.



Senior Operations Manager—David L. Dringle

Dave Dringle joined NMS Security in 1997 after retiring from the United States Navy. In 1999, Dave was promoted to Supervisor for the AT&T account. In 2001, Dave was promoted to Operations Supervisor followed by another promotion to Operations Manager in 2001. Dave manages all of our Anchorage accounts and is directly responsible for over 90 security officers at various locations throughout Anchorage.

In addition to his operational duties, Dave is the “Licensed Qualified Agent” for NMS Security and is responsible for the administration of proper licensing of all of NMS’ Security Officers. Dave is customer focused and is known for his approachability and problem resolution skills.



Operations Manager—Dan E. Cloud

After 22 years of service, Dan Retired from the United States Air Force. During his career in the Air Force, Dan worked in Safety and Security, Plans and Programs, Training. His last 3-year assignment in the Air Force was Quality Assurance. Since retiring from the Air Force, Dan has worked in private security. Dan began working with NMS Security in 2006. Prior to that he worked for another security company and spent 2 years working at the Airport as a Supervisor.

Dan is currently the Operations Manager for our Anchorage accounts and assists the Operations Manager in supervising our Anchorage based employees. Under Dan’s leadership, NMS Security exceeded TSA expectations at Kulis for Shell. He is also responsible for training new employees in basic security duties and will be the lead trainer for the airport staff. When not conducting training, Dan routinely conducts site inspections and compliance checks at our various Anchorage accounts. Dan is a TSA certified screening trainer.

- A full time, 24-hour Anchorage dispatch center located at the AT&T building on Government Hill.

Uniforms

NMS Security employees at the Anchorage International Airport will be uniformed at all times unless directed otherwise by airport officials. All uniforms have company patches and badges that clearly state the company name and are recognizable as private security. Security staff will be issued and wear:

- | | |
|------------------|--|
| ▪ Leads | ▪ Dark Blue Pants |
| ▪ Black Pants | ▪ Dark Blue Shirt |
| ▪ White Shirt | ▪ Dark Blue Coat |
| ▪ Black Coat | ▪ Appropriate cold weather gear that matched the basic uniform |
| ▪ Security Guard | |

We have included photographs of our uniforms in Attachment E.

Training and Quality Assurance Plan

Training Program

NMS Security has the ability to train security officers for virtually any security operation. We have an established basic training program for all security officers that exceeds the basic State of Alaska requirements. For site-specific training and advanced training, we have a wealth of security officers who are former law enforcement personnel with extensive training experience. We are able to draw from this expertise as needed. We also maintain close contact with law enforcement, and we have found them to be a valuable training resource when needed.

Pre-Assignment Training. The unique requirements pertinent to providing security services at the Ted Stevens Anchorage International Airport require more than a well qualified applicant. Quality training is essential for guards to carry out their duties in this highly visible and critical safety environment.

All guards will be cross-trained for both Type A and B services and will receive 16 hours of training prior to assignment.

Classroom Training—4 hours:

- Airport Orientation
- Post Orders for Ramps and Checkpoints
- Rules for Admittance
- Traffic Control
- Terrorism Awareness
- Impound Form/Warning Notice Procedures
- Radio Etiquette
- Code Adam Procedures
- Alpha and 10 Codes
- An introduction to Airport Forms
- Uniform Requirements and Standards
- Standards of behavior

On the Job Training—12 hours

All OJT training to be conducted with an experienced employee.

- 6 hours of Ramp training.
- 6 hours of Checkpoint training to include policies, procedures, and rules for admittance.

Basic Training. All airport security personnel will have completed basic training within 180 days of employment as required by Alaska State Regulation 13 AAC 60.110. For basic core training of security officers, we use a combination of classroom instructors and security officer training DVD's accompanied with workbooks and a qualified instructor.

All of the following topics are covered:

- | | |
|--|--|
| ▪ Laws of arrest | ▪ Fire prevention |
| ▪ Laws of search and seizure | ▪ First aid/CPR |
| ▪ Report writing | ▪ Patrol techniques |
| ▪ Duties and responsibilities of the employer and client | ▪ Dealing with difficult people skills |

- Guest services
- Hazmat
- High rise evacuations
- Hostage situation in a health care setting
- Information security
- Mentally ill persons
- Post orders
- Port security
- Management training
- Animal hazing
- Cultural awareness
- Professional integrity
- Reducing officer risk
- Risk management
- Special events
- Staying safe thru tactical thinking
- Supervisor communication
- Weapon retention tactics
- Laws of arrest
- Law of search and seizure
- Patrol techniques
- Fire and life safety
- Patrols and fixed posts
- Officer safety
- Duties and responsibilities of the employer and client

Driver Training. NMS Security has moved forward with our driving safety program, which we have had in place for several years. Recognizing the need for additional training, NMS Security sent 2 officers to the National Safety Council to be certified as Defensive Driver Instructors.

Quality Assurance Plan

NMS Security ensures quality assurance through formal and sometimes informal methods. We continually measure ourselves against contract requirements and constantly search for ways to add value. Some of our methods are:

- Employees, supervisors and managers are held accountable for their performance, productivity, and client interaction.
- Client Feedback is actively sought and welcomed.
- We utilize a system of inspections and checklists to ensure that our employees are performing the duties required.
- security officers keep daily logs.
- Once weekly, NMS submits a supervisor's report to the client outlining activities of the past week.
- Clients are copied with all incident reports on a daily basis.
- Employees are held accountable for client satisfaction.
- Supervisors and managers are expected to monitor performance and look for efficiencies wherever possible. Good management and supervision of employees translates into motivated employees who bring value to the contract.
- We make every reasonable attempt to provide the type of training necessary for employees to meet the needs of our clients.
- We have a low tolerance for poor performance, attitudes or an unwillingness to learn, and we will not hesitate to make changes when necessary.

Attachment A—Business and Security Guard Agency Licenses

Alaska Business License # 404857

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

NANA MANAGEMENT SERVICES, LLC

5600 B STREET ANCHORAGE AK 99518

owned by

NANA MANAGEMENT SERVICES, LLC

is licensed by the department to conduct business for the period

November 06, 2012 through December 31, 2014
for the following line of business:

56 - Administrative, Support, Waste Management and Remediation Services

This license shall not be taken as permission to do business in the state without
having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Susan K. Bell
Commissioner



Attachment B—Alaska Bidder Affidavit

**CERTIFICATE OF ENTITLEMENT TO THE
ALASKA BIDDER PREFERENCE**

AFFIDAVIT

RFP # 2513H023

I am the offeror or a duly authorized agent of the offeror and I certify that the offeror is entitled to the Alaska Bidder Preference. I know and understand that the Alaska Bidder Preference provides for substantial benefits which could be favorable to the offeror and which could affect the award of this Request for Proposal to the offeror's benefit. I am aware that falsely claiming the Alaska Bidder Preference is a violation of the State of Alaska Procurement Code (AS36.30) and may be cause for prosecution and conviction. I offer the following evidence or statements in support of my Certification Entitlement to the Alaska Bidder Preference:

1. As of the closing date of this Request for Proposal, the offeror holds a valid Alaska business license in one of the following forms (A copy of the license or suitable evidence must be included);
2. The offeror is submitting its offer under the name as it appears on the offeror's current Alaska Business License;
3. The offeror has maintained a place of business within the State of Alaska staffed by the offeror or an employee of the offeror for a period of six months immediately preceding the closing date of the Request for Proposal; and
4. The offeror is incorporated or qualified to do business under the laws of the state, is a sole proprietorship, and members are residents of the state, is a limited liability company organized under AS 10.50 and all members are residents of the state, or is a partnership under AS32.50 or AS 32.11 and all partners are residents of the state.

Signature of Offeror or Offeror's Authorized Agent

Date

Mary P. Quin, President
Printed Name

NANA Management Services, LLC.
Name of Business

Attachment C—NMS Security Brochure

The brochure is included here behind this page.

Setting the standard for security and investigative services.

NMS Security

At NMS Security, we work hard every day to ensure the safety of your people and your property. No longer are a lock on the door and a cursory door check enough to guarantee protection.

At NMS Security, our services lead the industry in comprehensive and technological advances. With more than three decades of delivering security services to some of the world's largest and most influential companies, we are skilled in meeting the needs of clients in urban, rural and remote site locations. Our security services are premium, built on systems we have refined over years of stellar performance and the highest standards of confidentiality.

Whether you need to investigate internal fraud or keep vandals away from your property, NMS Security is ready to deliver the security systems you, your people and your property deserve.

Minority Business Enterprise (MBE) certified

NMS Security is a division of NANA Management Services (NMS), LLC, Alaska's sixth largest private employer. NMS is nationally certified as a Minority Business Enterprise (MBE) through the Northwest Minority Business Council. As an MBE certified business, NMS and the NMS Security Division bring added value to the businesses they serve through both their minority supplier status and their diverse workforce. By partnering with NMS, businesses are able to fulfill both social responsibilities and governmental requirements. NMS, with its MBE status and 56% diverse workforce, enables their business partners to qualify for new business and to meet corporate diversity commitments. Additionally, the businesses that work with NMS expand their product and marketing visibility through NMS' certification.



Nothing is more important than the safety of your company's employees, guests and associates. Whether your firm is large or small, urban or remote, high-tech or hands-on, NMS Security delivers the best protection for your most important asset, your people.

- indoor and outdoor patrols
- public reception security
- switchboard operation
- badging
- escorts and bodyguards
- personal safety and loss prevention training
- alcohol and drug control
- emergency medical support

Dignitary protection, crowd control and route escorts are available to ensure the safety of your special guests and special events. For sensitive situations, NMS Security handles assessments of threats made to executives or visitors, conducts accident and incident investigations and provides secure meeting rooms and surveillance all with absolute discretion.

NMS Security delivers property security for facilities and operations of all sizes and venues. Whether you need to keep vandals away from your office equipment or intruders out of your building, NMS has the staffing and the technology to do the job efficiently and cost effectively. We offer a wide range of property protective services to ensure the safety and security of your core assets.

- access and perimeter control
- alarm system monitoring
- fire prevention
- technical surveillance
- evacuation control
- cash courier services
- lock and unlock services
- crisis response to emergencies (such as hazardous material spills, explosions and bomb threats)

Our guard services, both armed and un-armed, are available around the clock for building exteriors and interiors, providing instant contact with all police, fire and rescue services. All of NMS Security's property security services are available on a continuing, long-term basis as well as for shorter-term activities and special events.



Confidential investigations & research

The pace and complexity of many companies' operations today are often overwhelming, rendering management and core assets more vulnerable to fraud and abuse. Whether your concern is for the integrity of potential employees and business partners, the quality of operating systems, the confidentiality of information systems or the protection of property and equipment, today's business leaders cannot afford the risks of loss, liability and impaired credibility that problems in these areas can pose. Our investigative and research services address these sensitive issues for you discreetly, professionally and effectively.

When your company suspects a security problem and asks NMS Security to help, we first conduct a thorough security management audit and assessment of your firm's particular needs and situation and discuss this with management. Our audit assists us in assigning appropriate personnel and in recommending the use of equipment, hardware or software most appropriate for addressing the problem.

Following our audit, NMS assigns investigative and/or research personnel with expertise specific to the issues at hand—property loss, suspected fraud, litigation support, background searches, internal investigations, employee misconduct, etc.—to work with your company representatives. Our senior investigative staff and management report all investigation results and recommendations to your corporate management contact—all with absolute confidentiality.





www.nmssecurity.com

A NANA Development Corporation and Sodexo USA partnership.
Doing business as Purcell Security in Alaska.

Our Management

At NMS Security, we bring technology and experience to work every day. Our goal is to guarantee you have state of the art programs, outstanding people and constant innovation. Our clients are relieved of the responsibility of day-to-day operations, but retain policy control. Dedicated management and employees oversee operations on a regular basis, assisting our clients in every possible way. We never forget we are managing a finite budget: we scrutinize every recommendation and expenditure to ensure we meet our commitment of fiscal responsibility. We provide proven systems to deliver on this promise.

Through NMS Security our clients receive:

- Optimum planning and scheduling of employees
- Recruitment and reward based employee retention programs
- Management personnel development
- Employee personnel development
- Skill training
- Physical safety & loss prevention expertise

Our Commitment

The people of NMS Security touch the lives of thousands of men, women and children each day. Our customers range from the engineers of remote site oilfield operations to the medical professionals and patients of hospitals. We provide security support to corporate executives and company employees of every job description.

Regardless of the background, occupation or personal needs of our customers, our commitment goes well beyond the services we provide. We are dedicated to ensuring diversity in the work place through our human resource development and by contributing to the communities where we work. Through the training and personal development of both our management and employees, we provide leadership in security and investigative services.



Shell Offshore Inc.

3601 C Street, Suite 1000

Anchorage, Alaska 99503

Tel 907.770.3700

Fax 907.646.7142

Internet <http://www.shell.com>

December 6, 2012

Alaska State Department of Transportation

Purcell Security Services has provided Shell security-related services since 2007. That original contract was to provide ad hoc service to Shell's seismic and on-shore science operations, as well as general physical security. Since then, their scope has increased to include aviation-related passenger screening and airframe/infrastructure support security. Last summer, Shell operated and provided cargo and passenger transportation from our Kulis Terminal to our operations in Deadhorse, Barrow and Dutch Harbor. This was accomplished through charter aircraft up to a Boeing 737.

Purcell supported our aviation operations in all of these areas. This includes over 12,000 passenger and baggage screenings as well as 24 hour security at our Kulis Terminal and our chartered aircraft.

Purcell's staff and management has always been responsive. We are extremely satisfied with their services and personnel.

Should you have additional questions, or would like more information, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Geoffrey P. Mettall".

Geoffrey P. Mettall

Alaska Venture Security Focal Point

Shell Exploration and Production Co.

3601 C St., Ste 1000

Anchorage, AK 99503



QUALITY ASSURANCE PROGRAM

Purcell SERVICES

a division of
NANA Management Services

Introduction

Purcell Services recognizes its responsibility as a provider of Quality Services. To this end, Purcell Services has developed and documented a Quality Management System. This document provides comprehensive evidence to our clients and employees of the specific controls implemented to ensure Quality Service. This document also governs the creation of quality related documents. It will be revised, as necessary, to reflect the quality system currently in use.

Quality Policy

Purcell Services accepts responsibility for the complete satisfaction of its clients. We exercise this responsibility through appropriate training of our employees, adherence to proven procedures, total commitment to meeting and exceeding client requirements, and maintaining an organizational culture that fosters continuous improvement.

Mission Statement

Purcell Services' mission is to provide our clients with Professional Security Services and Personnel to enhance the safety and protection of persons and property at our contracted sites.

Company History

Established in 1974, Purcell Services provides a wide range of effective Security Services. Its first commercial contract was on the Alyeska Pipeline at all construction camps and Pump Stations north of the Yukon River. It was the prime security contractor during the Prince William Sound oil spill. Today, Purcell's client base spans a broad range in size and needs - from small and large firms in Anchorage to major industrial oil development and production corporations on the North Slope. Services also include Security Consulting, Confidential Investigations, and safety services such as Search and Rescue.

Purcell Services' current Alpine workforce has expertise in Accident Investigation, Homicide Investigation, Evidence Collection, Hostage Negotiations, Police Tactical Operations and Crime Scene Preservation. The Alpine workforce is certified as Emergency Trauma Technicians as a minimum requirement. The entire workforce is qualified with the weapons available, and maintains current State Armed Guard Licenses and Commercial Driver Licenses.

Purcell Services Quality Assurance Program

VEHICLE SEARCH PROCEDURES

Vehicles will be searched specifically for the purpose of preventing the importation of drugs, alcoholic beverages, contraband, weapons, stolen property and unauthorized persons onto the field. Explosives not used in normal field operations, or passing through the field, will be denied access until cleared by the Dispatch Officer or the Security Captain.

Searches should include but not be limited to the following:

- _____ Instructs Vehicle Driver to place vehicle in Park
- _____ Looks under vehicle seats
- _____ Looks inside glove box and consoles
- _____ Looks between seats and seat backs
- _____ Looks inside containers, bags or suitcases and packages
- _____ Looks inside toolboxes
- _____ Looks inside truck beds, box van "boxes"
- _____ Looks inside engine compartment and under vehicle (using mirror)
- _____ Observes Occupants
- _____ Identifies/Handles/Processes Found Contraband
- _____ Performs Safe Search using Proper PPE

Officer's Name: _____

Date: _____

Signature: _____

Inspector's Name: _____

Title: _____

Signature: _____

Purcell Services Quality Assurance Program

AIRPORT BUS PARKING-PASSENGER PICKUP PROCEDURES

Airport Bus Parking and Passenger Pickup Procedures - Security has the primary responsibility of transporting inbound and outbound passengers and baggage to and from the airport. Transportation of passengers is accomplished with buses driven by Security personnel who have a valid Commercial Driver's License (CDL) from the state of the driver's residence. This badge must be worn at all times when the driver is operating a vehicle within the fenced area of the Deadhorse Airport. All vehicles operating on the flight line must have a rotating beacon that is turned on.

Security Bus Driver performs the following:

- _____ Recognizes and Identifies Hazards
- _____ Performs 360 check of Vehicle
- _____ Properly positions bus on Airport Ramp
- _____ Places Bus in Neutral and applies parking brake
- _____ Activates Rotating Beacon on Bus once on Airport Ramp
- _____ Ensures passengers are seated prior to departing airport ramp
- _____ Performs Safe Bus Driving/Passenger Pickup using Proper PPE

Officer's Name: _____

Date: _____

Signature: _____

Inspector's Name: _____

Title: _____

Signature: _____

Attachment #2-3

Purcell Services Quality Assurance Program

WILDLIFE HAZING/ENVIRONMENTAL AWARENESS PROCEDURES

Wildlife Hazing/Environmental Awareness Procedures - All personnel working at Alpine will be familiar with this Bear Avoidance Plan. The purpose of the Plan is to ensure the safety of onsite personnel and to ensure that all activities will not impact the bears of the North Slope.

Security Officer performs the following:

- _____ Recognizes and Identifies Hazards
- _____ Demonstrates knowledge of reporting Wildlife/Environmental issues
- _____ Demonstrates knowledge of Wildlife Hazing procedures & techniques
- _____ Communicates Hazards to employees working in area
- _____ Takes necessary precautions to protect workers and property
- _____ Completes Wildlife Observation Forms
- _____ Properly maintains Security Officer Log
- _____ Performs Safe Wildlife Hazing Procedures using Proper PPE

Officer's Name: _____

Date: _____

Signature: _____

Inspector's Name: _____

Title: _____

Signature: _____

Purcell Services Quality Assurance Program

EMERGENCY RESPONSE PROCEDURES

Emergency Response Procedures - All emergency responses, made as part of the CPAI ERT, will be made in compliance with the Emergency Response plan. The Security Emergency Response Plan is the official Standard Operating Procedure for combined team responses and will take precedence over Post Orders, should a conflict arise between them.

Security Officer performs the following: (or demonstrates knowledge)

- _____ Recognizes and Identifies Hazards
- _____ Stabilizes Scene (traffic control and crowd control)
- _____ Establishes Safe Area
- _____ Reports all pertinent information to Security Dispatcher
- _____ Reports all pertinent information to Emergency Command Personnel
- _____ Follows directions of Emergency Command Personnel
- _____ Documents or records pertinent information in personal log
- _____ Performs Safe Emergency Response using Proper PPE

Officer's Name: _____

Date: _____

Signature: _____

Inspector's Name: _____

Title: _____

Signature: _____

Purcell Services Quality Assurance Program

FIREARMS SAFETY PROCEDURES

Firearms Safety Procedures - a uniform firearms use procedure for all CPAI North Slope facilities. This procedure applies to the Issuance, possession, use and care of firearms by contract security personnel.

Security Officer performs the following:

- _____ Demonstrates knowledge of CPAI and Purcell Policy on Firearms Use
- _____ If assigned to carry firearms, wears proper fitting holster and web gear
- _____ Demonstrates knowledge of firearm being used and ammunition
- _____ Qualifies annually
- _____ Attended annual Firearms Safety Training
- _____ Demonstrates proper clearing of firearm
- _____ Demonstrates knowledge of proper storage of firearms
- _____ Cleans Firearms after using
- _____ Demonstrates Firearms Safety using Proper PPE

Officer's Name: _____

Date: _____

Signature: _____

Inspector's Name: _____

Title: _____

Signature: _____

Purcell Services Quality Assurance Program

PRODUCTION FACILITIES SURVEILLANCE PROCEDURES

Production Facilities Surveillance Procedures – The patrol officer performs production facility surveillances on all CPAI pads observing vehicle traffic, looking for leaks/spills and anything unusual. The officer reports any unusual findings to the control room of that facility and to the Security Dispatcher.

Security Officer performs the following:

- _____ Recognizes and Identifies Hazards
- _____ Obtains proper clearance for entry onto Production Facilities pads
- _____ Maintains proper radio communications
- _____ Demonstrates knowledge of H2S sites and precautions
- _____ Ensures H2S Detector is working properly and currently calibrated if in an H2S area
- _____ Reports Discrepancies to responsible parties
- _____ Demonstrates knowledge of Spill Reporting
- _____ Travels on Production Pads within posted Speed Limits
- _____ Properly maintains Security Officer Log
- _____ Performs all assigned duties in a safe manner using Proper PPE

Officer's Name: _____

Date: _____

Signature: _____

Inspector's Name: _____

Title: _____

Signature: _____

Tasks	Vehicle Searches	Vehicle Escorts	Airport Procedures	Safety
	Conducts Vehicle Searches according to proscribed procedures in a safe manner using proper PPE. Use attachment 2-1	Provides Vehicle Escorts for Passable, Impassible and High Loads according to the CPAI Oversize Vehicle Escort Policy. Use attachment 2-2	Performs Safe Bus Driving, Parking and Passenger Pick-up procedures while on the Deadhorse Airport Ramp. Use attachment 2-3	Demonstrates knowledge of job risks and Performs all tasks in a safe manner while participating in an Employee Safety Awareness Program. Use attachment 2-4
Position				
<i>Checkpoint</i>	X			X
<i>Area Rovers</i>	X	X	X	X
<i>Expeditors</i>		X	X	X
<i>Bus Drivers</i>		X	X	X
<i>Dispatchers</i>	X	X	X	X
<i>Camp</i>				X
<i>ATAC</i>			X	X
Authority	Checkpoint Post Orders: Vehicle Inspections; Material Shipments; Contraband; Checkpoint Training Guide; Security Task Guidelines: Material Exit Pass (MEP) Procedure; Material Shipments	Patrol Post Orders: CPAI Policy - Oversize Vehicle; Security Task Guidelines: Escort Procedures for High-Wide Load Request	Patrol Post Orders: Deadhorse Airport Ramp Passenger Pickup Procedures; Security Task Guidelines: Alaska Air Terminal Parking & Passenger Pickups; Boarding Pass, Manifest & Close Out Procedures	ASH Handbook, Purcell Job Safety Analysis

Tasks	Camps	Production Facilities	Pipeline Surveillance	ATAC / Weather Observations
	Responds to Fire Alarms and takes appropriate actions in accordance to the Emergency Response Procedures. Responds to all incidents within the camps. Use attachment 2-11	Recognizes Potential Hazards while performing routine security checks on all production facility pads. Use attachment 2-12	Performs all Pipeline Surveillance duties, recognizing potential hazards and reporting procedures according to DOT Pipeline Procedures and CPAI Policy. Use attachment 2-13	Performs all ATAC and Weather Observation duties, recognizing potential hazards and reporting procedures according to FAA and NOAA Procedures and CPAI Policy. Use attachment 2-14
Position				
Checkpoint				
Area Rovers	X	X	X	
Expeditors	X		X	
Bus Drivers	X		X	
Dispatchers	X	X	X	
Camp	X			
ATAC	X	X		X
Authority	Camp Post Orders: Desk Duties, Walk through Inspections; EMS Standing Orders: Security Task Guidelines: Emergency Response, Disturbances, Investigations & Incident Report Preparation, Room Inventory Procedure - Personal Property, Lost & Found, New Camp Residents Check-in Procedures Fire Alarm Procedures	Patrol Post Orders: Purcell Procedure Security Task Guidelines:	Patrol Post Orders: -	Post Orders NOAA SAA Procedures FAA Policy and Procedures

**STATE OF ALASKA RFP # 2513H023
AMENDMENT NUMBER ONE (1)**

AMENDMENT ISSUING OFFICE:



Department of Transportation & Public Facilities
Division of Statewide Contracting & Procurement
P.O. Box 112500
(3132 Channel Drive, suite 310)
Juneau, AK 99811-2500

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: November 16, 2012

RFP TITLE:
Security Services for Ted Stevens Anchorage International Airport

RFP OPENING DATE AND TIME: December 5, 2012 at 2:30 PM

The following questions have been asked, the State's clarifications follow.

Question: "Is this person the same person or are there two separate positions?"

- 1. Page 23., Section 5.02., sub para 5., "The Contractor must provide a supervisor (also known as the Rover) whose responsibilities include..." AND*
- 2. Page 24., Section 5.03., "there should be one designated 'lead guard' within the positions to serve as an intermediary for the contractor and the State."*

Response (Clarification):

The contractor may assign the responsibilities of "supervisor" and "lead guard" to one or two of its employees.

Refer to section 5.10 Required Documentation: *After contract award but prior to commencement of work under the contract resulting from this RFP, the Contractor must:*

- 2. Contact the DCA to discuss the duties and obligations established under the contract.*

Question: "Page 27, Section 5.13, I notice there is no requirement for the guards to be CPR/First Aid certified. Can you confirm that is not a requirement?"

Response: Please refer to Page 27, Section 5.17, "Training Requirements", second paragraph: *For informational purposes only, as of the date of issuance of this RFP, 13 AAC 60.110 requires that within 180 days from the date of an individual's first day of employment as a security guard he or she must satisfactorily complete a minimum combined total of forty (40) hours classroom training, which include the following subjects:*

- *Law of arrest*
- *Law of search and seizure*

STATE OF ALASKA RFP # 2513H023
AMENDMENT NUMBER TWO (2)

AMENDMENT ISSUING OFFICE:



Department of Transportation & Public Facilities
Division of Statewide Contracting & Procurement
P.O. Box 112500
(3132 Channel Drive, suite 310)
Juneau, AK 99811-2500

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: November 30, 2012

RFP TITLE:

Security Services for Ted Stevens Anchorage International Airport

RFP OPENING DATE AND TIME: December 5, 2012 at 2:30 PM

The RFP due date is changed to December 12, 2012 at 2:00 PM

Clarification and Changes:

1. Section 1.04 Budget is changed:

1.04 Budget

Department of Transportation and Public Facilities estimate a budget of \$7,500,000 for the entire five-year term of the contract resulting from this solicitation. The department estimates paying an hourly rate of between \$27-\$35 per hour for services provided under the resulting contract. Proposals priced at more than \$35 per hour will be considered non-responsive. The proposed hourly rate must include all training, supervision, equipment, supply, administrative and overhead costs – the hourly rate must be all-inclusive as the state will not pay any other costs/charges under the contract other than the hourly rate per position.

2. Section 6.01 Proposal Format and Content is changed to increase the allowable number of pages.

The state discourages overly lengthy and costly proposals, the offerors proposal shall not exceed 25 pages exclusive of training manuals and the cost proposal. In order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested.

3. Section 6.01, item 6 is changed to define the agency license required:

6. Evidence of State of Alaska Security Guard Agency License

4. Section 6.04 Plan for Services is changed.

STATE OF ALASKA RFP # 2513H023
AMENDMENT NUMBER TWO (2)

8. **Question:** In addition to the \$19.00 per hour minimum acceptable wage does the Airport have a minimum acceptable package of benefits which must be provided?

Response: No benefit package is required.

9. **Question:** Has the airport found it necessary to increase security on temporary basis (such as holidays, heightened security measures, etc. over the past few years?" If so can you provide an approximate number of hours?

Response: Only the position of traffic guard varies. Additional hours occur during high volume airport use during the summer and the winter holidays.

10. **Question:** Do you expect at least one of the positions to be a lead or supervisory officer?

Response: It is up to the contractor to assign responsibilities.

11. **Question:** Are guards required to operate Airport vehicles? Is the vendor required to provide a vehicle?

Response: A vehicle is not required. Guards are not required to operate vehicles.

12. **Question:** What are the shift times and current staffing allocations(s)?

Response: The Scope of Work does not identify a required schedule. The contractor shall propose the schedule.

13. **Question:** How many hours per year does the current contractor bill?

Response: Approximately 40,768 hours.

14. **Question:** Please clarify the discrepancy between page 24 which prohibits officers working more than 12 hours in a 24 hour period and page 33, paragraph 1 referencing guards working more than 10 hours in a 24 hour period.

Response: Page 24 is part of the Statement of Work and a requirement to the contractor. The referenced section on page 33 is a portion of Section 6 Proposal Format and Content, which provides directions to offeror's on the preparation of their proposal. Refer to # 4 of Clarifications and Changes on page 1 of this amendment.

15. **Question:** What is the current pay rate for the Security Officers, the Security Supervisors, and the Security Manager assigned to the ANC?

Response: The current contract rate is \$26.67 per hour.

16. **Question:** In section 5.05 it stipulates that the minimum wage is \$19.00 per hour, is there any caveat where due to turnover new hires can be brought on board at a lower wage?

Response: There is no caveat. Section 5.05 Minimum Wage and Experience states.
The Contractor must pay each guard performing contract services not less than nineteen dollars (\$19.00) per hour.

17. In section 1.04 it stipulates that the hourly bill rates more than \$27.00 to \$35.00 will be considered non-responsive, will this also apply to bill rates that are below \$27.00 to \$35.00 per hour threshold?

STATE OF ALASKA RFP # 2513H023
AMENDMENT NUMBER THREE (3)

AMENDMENT ISSUING OFFICE:



Department of Transportation & Public Facilities
Division of Statewide Contracting & Procurement
P.O. Box 112500
(3132 Channel Drive, suite 310)
Juneau, AK 99811-2500

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: December 5, 2012

RFP TITLE:

Security Services for Ted Stevens Anchorage International Airport

RFP OPENING DATE AND TIME: December 12, 2012 at 2:00 PM

Clarification and Changes:

1. Page 22, Section 5.01 Introduction the final paragraph is changed. The added section is in bold and underlined.

*A time clock must be used by vehicle ramp guards to document their presence on duty. The vehicle ramp guard may serve as a rover, **however the guard shall not be away from his assigned areas for more than 2 hours.** A supervisor shall ensure that the guards assigned to each shift clock in and out at appropriate times. The supervisor shall also be responsible for maintaining the time cards and seeing that they are turned in to the TSAIA Airport Police & Fire Watch Commander every Sunday along with the Daily Officers Log.*

2. Page 23, Section 5.02 Description of Services, #5 under (Vehicle Ramps) is changed. The changed word is in bold and underlined.
5. The Contractor must **identify** a Supervisor (also known as the Rover) whose responsibilities include: monitoring guards for proper equipment (i.e. safety vest, radio, no weapons, etc.); attendance and job performance; ensuring proper training of new guards; monitoring number of impound forms and public notices for an adequate supply and notifying management when the stock is low; relieving guards for breaks; and assisting guards when necessary due to increased traffic on the ramps.

The following questions have been asked, the State's clarifications follow.

**STATE OF ALASKA RFP # 2513H023
AMENDMENT NUMBER FIVE (5)**

AMENDMENT ISSUING OFFICE:



Department of Transportation & Public Facilities
Division of Statewide Contracting & Procurement
P.O. Box 112500
(3132 Channel Drive, suite 310)
Juneau, AK 99811-2500

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: December 12, 2012

RFP TITLE:

Security Services for Ted Stevens Anchorage International Airport

RFP OPENING DATE AND TIME: December 20, 2012 at 4:00 PM

1. Question: What documents are included in the limited 25 pages allowed for the proposal?

Response: Section 6.01 Proposal Format and Content

The page limitation is removed. The State discourages overly length and costly proposals.

This is a mandatory return Amendment. Your proposal may be considered non-responsive and rejected if this signed amendment is not received [in addition to your proposal] by the date and time proposals are due.

A handwritten signature in cursive script that reads "Judy Gustafson".

Judy Gustafson
Contracting Officer
PHONE: (907) 465-8948
FAX: (907) 465-2024

NANA Management Services LLC

NAME OF COMPANY

Kathy Hawkins

SIGNATURE

December 12, 2012

DATE

Cost Proposal Worksheet

This worksheet must be completed and submitted with your proposal.

Hourly rates proposed must include all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, training, supervisory, equipment, administrative, and profit. The State will pay no other costs or charges under the resultant contract.

The State does not guarantee a maximum or minimum number of hours of service.

Type A Services (Vehicle Ramp)	\$29.98	Cost per hour/per person
Type B Services (Manned Checkpoints)	\$28.62	Cost per hour/per person
Total (Type A + Type B)	\$1,232,641	Total cost (for evaluation purposes only)

Overall, a minimum of 50 percent of the total evaluation points will be assigned to cost. The cost amount used for evaluation (Type A hourly rate + Type B hourly rate) may be affected by one or more of the preferences referenced under Section 2.12.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 2.14.