

**STATE OF ALASKA RFP NUMBER 2519H025
AMENDMENT NUMBER FIVE**

AMENDMENT ISSUING OFFICE:



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

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: November 27, 2018

RFP TITLE:

UNARMED SECURITY SERVICES FOR THE ANCHORAGE INTERNATIONAL AIRPORT

REVISED DUE DATE: December 11, 2018 at 2:00pm prevailing Alaska Time

This is a non-mandatory return Amendment and does not need to be returned to the state.

State Signature

Signature: _____

A handwritten signature in blue ink, appearing to read "Tom Mayer", written over a horizontal line.

Date: 11/27/18

Name: Tom Mayer

Title: Procurement Specialist IV

As the result of questions submitted by the vendor community, RFP 2519H025 is amended as follows.

Change 1: *Delete Section 3.19 in its entirety as seen in Amendment Four issued on November 20, 2018 and replace with the following:*

SEC. 3.19 SECURITY GUARD TRAINING REQUIREMENTS

The contractor shall ensure that all security guards have received the training required under 13 AAC 60, or its successor, to apply for, receive, and maintain a valid security guard license.

The training provided must be delivered by an instructor with at least five years of experience as a security guard agency supervisor or police supervisor. Individuals listed as instructors in an offerors proposal must be approved by the DCA in writing prior to delivering the training to employees or prospective employees.

It is the obligation and responsibility of the contractor to arrange for and ensure the required training is completed by each security guard. To ensure contractor staff are sufficiently trained, the contractor must develop and implement a process that ensures all staff have successfully completed the required training prior to providing services under this contract. Prior to assignment at TSAIA, the contractor must submit each individuals signed Qualification and Training Compliance Form to the DCA.

The following training requirements apply to all security guards:

1. **Security Guard Applicants:** All security guard applicants, before the issuance of a temporary permit by, or the submission of an application to, the Department Public Safety (DPS), must have received at least eight hours of general pre-assignment training relating to their duties and responsibilities as a guard. This training is required for all security guards per 13 AAC 60.110 and is **not billable** to the state.
2. **Licensed Security Guard Training:** Once a temporary permit is received from DPS, or upon the submission of a security guard license application to DPS, or upon the issuance of a security guard license, all security guards are required to complete satisfactorily at least 40 hours of in-service training within 180 days after the start of employment. This training is required for all security guards per 13 AAC 60.110 and is **not billable** to the state.

Training must include, but need not be limited to:

- a. Law of Arrest
 - b. Law of Search and Seizure
 - c. Duties and responsibilities to the employer and client
 - d. Fire prevention
 - e. Basic First Aid
 - f. Patrol techniques
3. **Annual Refresher Training:** The contractor shall ensure that each guard passes an annual refresher course of at least eight hours on the topics defined in 13 AAC 60.110 or its successor. Within 10 days of the completion of the required refresher training, the contractor shall update, and submit to the DCA the individuals Qualification and Training Compliance Form. This training is required for all security guards per 13 AAC 60.110 and is **not billable** to the state.
 4. **On the Job Training:** In addition to the training required above, due to the continual changes and updates to the requirements at each checkpoint and inspection site, the state is in the process of developing checkpoint specific training curriculum for the following:
 - a. Terminal Curb
 - b. Gate N10
 - c. Loading Dock
 - d. Sterile Area Exit
 - e. Vendor Inspection
 - f. Employee Inspections

It is the contractor's responsibility to ensure that each guard completes the checkpoint specific training regardless of checkpoint assignment to ensure an adequate understanding of their duties. Guards may be cross trained to perform the required services at all checkpoints as this will permit the assignment of all authorized guards to any checkpoint and will ensure the required coverage is performed in the most efficient manner possible.

This training is required by DOT&PF and the hourly billable rate for each guard attending the training is **billable** to the state for the time spent at the training. The state will not pay for instructors, course materials, or any other costs associated with the training sessions.

The curriculum for the above trainings will be developed by the state. The state will provide and deliver the training to the contractor's supervisor and designated leads under a "train the trainer". Once the contractor's supervisor and leads are trained, the delivery of training to the remainder of the security guard team assigned to the ANC is the responsibility of the contractor.

Training specific to each checkpoint should be provided at least annually, but also as needed to ensure staff are trained and up to date on changes that may occur to the requirements of each checkpoint.

Other Training:

- g. **Other:** It is also possible that other training may be required based on TSA or airport security guidance during the full term of the contract including all renewals. If additional training requirements are identified during the full term of this contract, the state and the contractor shall work cooperatively to determine the most cost effective and efficient delivery solution.

If the training is required by DOT&PF, the hourly billable rate for each guard attending the training **is billable** to the state for the time spent at the training. The state will not pay for instructors, course materials, or any other costs associated with the training sessions. If the training is required under 13 AAC 60.110 or its successor, the training is not billable to the state.

Upon completion any required training, the contractor must submit an updated Qualification and Training Compliance Form to the DCA for each individual.

Failure of the contractor to provide the required training or to ensure a proposed or current guard has been properly trained will be grounds for the issuance of an SDC. The failure of a security guard to attend and pass the any training course will be grounds for the DCA to remove that individual from performing services under the contract.

NOTE: With the understanding it is the contractors' responsibility to ensure their workforce is properly trained, a properly licensed security guard that meets or exceeds the training requirements under 13 AAC 60 at the time of contract award does not need to be re-trained unless annual refresher training is needed to ensure continued compliance with 13 AAC 60.

Prior to the contracts effective state date, the contractor must submit a Qualification and Training Compliance Form to the DCA for each licensed guard that confirms each guard has the required training.

OFFEROR RESPONSE: Offerors should include a narrative detailed description of how training will be tracked and how the contractor intends to ensure all guards are sufficiently trained.