



Request for Letter of Interest (RFLOI) 200000009

Department of Health & Social Services Division of Juvenile Justice Ketchikan Security & Transport Services

The Department of Health and Social Services (DHSS), Division of Juvenile Justice (DJJ), is seeking letters of interest from qualified parties capable and interested in providing security guard hire and transportation services to the Ketchikan Probation Office staff on an on-call, as-needed basis. The guards must be available as needed, as available, for after-hours holds, back up support, and transportation services to a juvenile detention facility.

Service Areas and Communities: Ketchikan, Alaska

Expected Duration of Contract: July 1, 2020 – June 30, 2021, plus four (4) annual renewal options, to be executed at the sole discretion of the State. If all renewals are executed, the contract may run for 5 years total.

Submission Deadline:

Proposers must submit their response as a PDF, sent via email, by 2:00 pm (AKST) on March 31, 2020, as described in Section VI. Submission Instructions.

Bidders/Offerors with Disabilities: The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to submit a Letter of Interest should contact the Procurement Officer named below, no later than March 16, 2020.

I. About the Project

Background:

The Division of Juvenile Justice, Ketchikan Juvenile Probation Office requires assistance supervising and securely transporting youth charged with delinquent offenses to placement in the regional detention facility in Juneau, Alaska. Services are required due to low staffing numbers in the Ketchikan Juvenile Probation office, the significant length of time to conduct a transport (due to limited flight schedules and weather conditions) and the associated hardship of frequently having field officers away from the office escorting youth.

II. Scope of Work

The State of Alaska requires a contractor to provide security guard hire and transportation services to the Ketchikan Probation Offices staff on an on-call, as-needed basis. The guards will be available as needed, as available, for after-hours holds, back up support, and transportation services to a juvenile detention facility.

III. Deliverables

The successful contractor will be responsible for the following deliverables:

- 1) Provide a minimum of two (2) on-call security guards available daily, on an as-needed basis and dependent upon staffing availability.
 - a) At least one (1) male and one (1) female guard should be available on-call. The Juvenile Probation Officer (JPO) will coordinate with the agency regarding staffing.
 - b) Guards shall be available on-call and shall respond within one hour of the initial call out request.
 - c) There may be situations where only one (1) guard is required. Other situations may require two (2) guards. The Juvenile Probation Officer (JPO) may request either a male or female guard as needed. When two (2) guards are required, one guard shall be male and the other female, dependent upon staffing availability.
- 2) Accompany youth during transportation to Juvenile Detention Facilities outside of Ketchikan
 - a) The Juvenile Probation Officer (JPO) will coordinate and book all travel (flight) requirements. The contractor is responsible for making lodging arrangements.
 - b) The guard will secure and accompany the youth during the flight and during transportation to the Juvenile Detention Facility.
 - c) The contractor may transport themselves and the youth in the contractor's vehicle to the Ketchikan airport.
 - d) Upon landing in the final destination, the guard and youth will be met by an assigned DJJ staff, likely a Juvenile Justice Officer from the Johnson Youth Center. The DJJ Staff will enter through security to meet the guard and the youth. The DJJ Staff and the guard will exchange gear and the guard will be released.
 - e) If there are any flight delays that require the guard to leave airport security at any point throughout the transport, the JPO will be contacted immediately to coordinate with local law enforcement. The guard will meet local law enforcement in security and the guard and youth will be escorted to a designated location until travel can resume.
- 3) Provide guard services, as needed. Services may include:
 - a) The guard(s) will meet the JPO at an identified location, transfer gear with law enforcement, and assist with transportation to the Juvenile Probation Office.

- b) While at the Juvenile Probation Offices, the guard(s) will be present to watch over the youth and provide necessary care. Sleeping mats, blankets, clothing, feminine products, snacks, movies, games, cards, puzzles, or other items are available in the holding room for guards to provide/use if needed. Also an Emergency Kit is stocked and available in the holding room.
- c) The guard(s) will ensure that the youth is not a risk to himself/herself or to others and that he/she is compliant. Should the guard(s) require additional restraints to meet this need, ankle restraints will be available in the holding room for this purpose.
- d) Should the youth request to sleep, the guard(s) will accommodate this request with appropriate items. The guard(s) will be required to remain awake throughout the hold.
- e) Restroom breaks will be provided as needed. The youth will be assisted in the restroom by the same-sex guard. The other guard (if more than one guard is present) will stand outside the restroom door. If necessary, one of the youth's hands can be uncuffed for use while toileting. The guard will immediately recuff the youth upon completing their toileting needs and prior to exiting the bathroom. Should the youth require any changes of clothing or need to meet any other personal needs, only one hand will be uncuffed at a time. Once the need has been met, the cuffs will be properly applied to both hands.
- f) If the youth's behavior becomes unruly or out of control, the guard(s) will contact law enforcement to assist. If a medical issue arises, a guard will call 911 immediately. Should the guard(s) call law enforcement or emergency personnel for any reason, the on-call JPO will be contacted immediately.
- g) The guard(s) will not discuss the alleged charge(s) with the minor; if the minor wishes/continues to discuss the alleged charges, the guard(s) will contact the arresting officer to further discuss with the youth.
- h) If the guard(s) need to leave the premises for any reason, the guard(s) will contact the Ketchikan Police Department and the on-call JPO immediately.
- i) Upon termination of the hold, the guard(s) will be released by the JPO.

IV. Experience and Minimum Qualifications:

Respondents need to provide documentation of at least one year experience conducting secure transport services, preferably juvenile populations.

V. How to Participate:

Interested proposers must submit an electronic response, 2 pages maximum, with the following information: (PDF format is preferable)

- Proposer Name (business name or individual)
- Authorized signer
- Mailing address / Physical Address
- Phone number
- Email address
- A summary that clearly describes how the applicant meets or exceeds the experience requirements.

This Request for Letters of Interest does not constitute a formal solicitation. The purpose of the RFLOI is to determine if there are qualified offerors out there who would be interested in bidding on these services. The State will use this information to potentially develop a future solicitation.

The State of Alaska is not responsible for any costs associated with the preparation of responses. The issuance of the Request for Letters of Interest provides no guarantee that the State of Alaska will proceed with a formal solicitation.

VI. Submission Instructions:

Proposers must submit their response as a PDF, sent via email, by 2:00 pm (AKST) on March 31, 2020.

Responses should be attached and sent via email to the following:

Susan Jabal
Procurement Specialist V
Alaska Department of Health and Social Services
susan.jabal@alaska.gov