



# HELPING HANDS PROJECT ORGANIZATION

OUR MISSION IS TO EMPOWER, ELEVATE AND ENSURE  
EQUITABLE OPPORTUNITIES FOR SUCCESS

## Request for Proposal (RFP) for Security Services

Organization: Helping Hands Project Organization

Date: Dec 30th 2022

Introduction: Helping Hands Project Organization invites qualified security service providers to submit proposals for rendering security services. Our aim is to ensure a safe and secure environment for our staff, volunteers, beneficiaries, clients and assets. As this initiative is federally funded, we underscore the need for strict adherence to federal regulations, emphasizing transparency and fiscal responsibility throughout the procurement process.

### Scope of Work:

1. Provide round-the-clock security services for our facilities.
2. Monitor CCTV, alarm systems, and conduct regular patrols.
3. Manage access control to ensure unauthorized individuals do not access restricted areas.
4. Respond to emergencies and liaise with local law enforcement as necessary.
5. Train security personnel on emergency protocols.
6. Provide monthly reports on incidents, challenges, and suggestions for improvement.

### Proposal Submission Requirements:

1. Detailed company profile, including years in operation, staff strength, and references.
2. Breakdown of proposed security strategies and measures tailored to our organization's needs.
3. Detailed budget, including monthly costs, equipment costs, and any additional expenses.
4. Explanation of staff training programs and certifications.
5. Compliance plan detailing understanding and adherence to federal funding regulations.
6. Proof of insurance, licenses, and any other relevant certifications.
7. Terms and conditions for early termination or extension of the agreement.

### Evaluation Criteria:

1. Cost-effectiveness and value for money.
2. Proven experience in providing security services, especially to nonprofit or community organizations.
3. Quality of proposed security strategy and measures.
4. Robustness of the compliance plan concerning federal regulations.
5. Feedback from references.
6. Technological capabilities and equipment quality.

1314 26TH ST EVERETT, WA 98201

LANDLINE: (425) 760-8306

[WWW.HELPINGHANDS-PROJECT.ORG](http://WWW.HELPINGHANDS-PROJECT.ORG)

501(C)(3) ORGANIZATION EIN 84-3913395



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## Terms and Conditions:

- Helping Hands Project Organization reserves the right to reject any or all proposals without assigning any reason.
- All costs related to the preparation and submission of the proposal are to be borne by the proposer.
- The duration of the contract will be negotiated upon selection.
- Payments will be made monthly based on actual services rendered.
- All activities, transactions, and interactions with the organization must be documented and made available for audit by Helping Hands Project Organization or its designated representatives.

Submission Deadline: January 30th 2023

Proposal Submission Address: Helping Hands Project Organization,  
1314 26th St Everett WA 98201

Contact: Cindy Parfitt, Controller

Phone: (425)6104364

Email: [cindyp@helpinghands-project.org](mailto:cindyp@helpinghands-project.org)

We call upon dedicated and experienced security service providers to be a part of our mission. Let's collaboratively create a safe environment, ensuring that our endeavors to help the community continue without hindrance. Your expertise can make a significant difference in our collective impact.

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