

## **REQUEST FOR PROPOSAL SECURITY SERVICES**

### **Section I     INTRODUCTION**

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[Company] is seeking proposals from qualified Contractors to provide uniformed security service for [Company] facilities at [Location(s)]. This document is a Request for Proposal (RFP) for the services described below and does not obligate [Company] to accept responses from eligible Contractors. The RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration as well as information to be included in the Contractor's bid response.

Carefully examine the specifications, conditions and limitations.

The selection of the successful Contractor will be made based on [Company] evaluation and determination of the relative ability of each Bidder to deliver quality service in a cost-effective manner.

The following specific criteria will be evaluated and must be addressed in the proposal:

- 1        Company History and Organization
- 2        Management Approach
- 3        Personnel Selection Process
- 4        Development and Retention of Personnel
- 5        Total Quality Management Program
- 6        Cost Proposal and Invoicing
- 7        Training Programs
- 8        Computer Management System
- 9        Value Added Features
- 10      Insurance
- 11      Benefits Program
- 12      Employee Recognition Programs
- 13      Transition Plan
- 14      References

[Company] is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project. All of the Bidders must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

# Sample Service Proposal Template

**Jeremy T. Miner, Kelly C. Ball-Stahl**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the authors' names.

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