



Request for Proposals Issued: September 1, 2011

Deadline for Submittal of Proposals: September 30, 2011

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Request for Proposals for Conducting Vulnerability Assessments and  
Developing the Safe School Plan; Critical Issues in Campus Safety Training

The Sacramento City Unified School District is seeking proposals from qualified firms to assist the District in Conducting Vulnerability Assessments and Developing the Safe School Plan; Critical Issues in Campus Safety Training.

Interested firms are invited to submit one original signed proposal and four (4) copies. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on Friday, September 30, 2011 to the following address:

Sacramento City Unified School District  
Contracts Office  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

The sealed envelope shall be marked on the outside lower left corner with the words [Conducting Vulnerability Assessments and Developing the Safe School Plan RFP] closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.



A class and instructor evaluation by class participants will be required.

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondents qualifications, and its ability to follow instructions.

The proposal shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements.

By the time of District proposal submittal due date, the name, address, fax number and telephone number of the responding firm. Include a contact person and corresponding e-mail address. The letter shall state that the proposal shall be valid for a 60-day period and that the staff proposed is available immediately to work on this project. The person authorized by the firm to negotiate a contract with the District shall sign the cover letter.

Experience of firm and personnel named in the proposal.

Past experience in assisting California school districts in assessment and development of a comprehensive school safety plan; and conducting training courses.