



REQUEST FOR PROPOSAL

SECURITY GUARD SERVICES FOR HARMONY HEALTHCARE LONG ISLAND

Reissued 12/06/2023.

PROPOSAL SUBMISSION DEADLINE: December 29th, 2023

QUESTION SUBMISSION DEADLINE: December 22nd, 2023

Questions may be submitted in written form to:

Contact Name: Djumaye Dumay

Contact Address: 380 Nassau Road,
Roosevelt, NY 11575

Telephone Number: 516.396.0752

Email Address:

ddumay@harmonyhealthcareli.org

INTRODUCTION

Harmony Healthcare Long Island is a not-for-profit organization formerly known as Long Island Federally Qualified Health Center Or LIFQHC. Harmony Healthcare Long Island comprises six comprehensive health centers and three school-based Health Centers. HHLI strives to improve the lives of those it serves by bringing needed primary care, prevention, and educational services into local communities across Nassau County.

The Harmony Healthcare Long Island locations are situated in these high-need communities where a significant percentage of its service area population lives at or below 185% of the Federal Poverty Level (FPL).

HHLI operates health centers in Elmont, Freeport, Hempstead, Oceanside, Roosevelt, and Westbury/New Cassel. HHLI offers comprehensive services, including adult and pediatric medicine, women's health services (e.g., OB/GYN, mammography, and family planning), laboratory, radiology, dental, health screening for cancer, tuberculosis, sexually transmitted disease, nutrition, behavioral health, and enabling social services, such as WIC and Care Management. Our School-Based Health Center (SBHC) program provides health services within Freeport, Roosevelt, and Westbury high schools. These healthcare locations are available to high school students enrolled in that institution.

HHLI provided care to 44,000 discreet patients and saw 147,000 annual visits in 2021. The mission of HHLI is to provide access to equitable, comprehensive, optimal healthcare by



improving the overall wellness of all individuals in our communities and delivering high-quality, extensive, patient-centered care—our Vision: Creating healthier communities by transforming the healthcare system one person at a time.

LOCATIONS and HOURS OF HEALTH CENTER SITES PERTINENT TO THIS RFP:**

HHLI AT Elmont

161 Hempstead Turnpike, Elmont, NY 11003

*Monday through Thursday, 8 am – 8 pm (12 hrs. daily), Fri 8 am-6 pm (10 hrs.),
Sat 9 am-1 pm (4 hrs.)*

HHLI AT Hempstead

619 Fulton Avenue, Hempstead, NY 11550

*Monday through Thursday, 8 am – 8 pm (12 hrs. daily), Fri 8 am-6 pm (10 hrs.),
Sat 9 am-1 pm (4 hrs.)*

HHLI AT Roosevelt

380 Nassau Road, Roosevelt, NY 11575

*Monday through Thursday, 8 am – 8 pm (12 hrs. daily), Fri 8 am-6 pm (10 hrs.),
Sat 8 am-12 pm (4 hrs.)*

HHLI AT Freeport

101 South Bergen Place, Freeport, NY 11520

*Monday through Thursday, 8 am – 8 pm (12 hrs. daily), Fri 8 am-6 pm (10 hrs.),
Sat 9 am-1 pm (4 hrs.)*

HHLI AT Westbury

628 Union Avenue, Westbury, NY 11590

*Monday through Thursday, 8 am – 8 pm (12 hrs. daily), Fri 8 am-6 pm (10 hrs.),
Sat 9 am-1 pm (4 hrs.)*

*** This reflects the October 2023 schedule. Due to different factors, hours may vary. Awarded vendors must be able to readily accept schedule changes on short notice.*

The vendor will schedule a walk-through (Week of 12/18/2023) at each identified site (above) before providing a final proposal/response. Please get in touch with Djumaye Dumay at @516.396.0752/ ddumay@harmonyhealthcareli.org for scheduling.

PROJECT OBJECTIVE

This RFP intends to have the Contractor under consideration specifically address the services required and provide a well-considered price proposal for those services. Provide a General Statement of



Qualifications that responds to the services outlined in this RFP.

PROJECT SCOPE AND SPECIFICATIONS

HHLI is seeking Security Guard services to include the following:

1. Execute hourly building checks, including the parking lot and outside surroundings, for vandalism and/or broken glass.
2. Arrive at the specified Health Center 15 minutes prior to opening time, unchain the entry gate (as applicable), open the facility and deactivate alarms (as applicable), walk throughout the building, and open every office door to start the day. (See Locations and Hours.)
3. Throughout the shift, perform hourly building checks.
4. Help maintain lobby cleanliness.
5. Site Locations: Security guard services are required at 5 locations: Elmont, Hempstead, Roosevelt, Freeport, and Health Centers. (See Locations and Hours for street addresses.)

****VENDOR/CONTRACTOR IS RESPONSIBLE FOR ALL MATERIAL NEEDED TO PROVIDE THE REQUIRED SERVICES AND PRODUCTS. ****

A. Personnel:

- i. Provide an organizational chart of all personnel who would be committed to this project.
- ii. Description of personnel staffing, training, registration, and supervision.
- iii. Description of personnel equipment and uniforms.
- iv. Confirm HHLI has the right to request termination of assigned personnel and screen replacements.

B. Insurance:

- i. Insurance coverage.
- ii. Explain your Professional Liability Insurance coverage.

C. Fees:

- i. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.

Uniformed Security Officer Hourly Rate	\$	_____
Rover Patrol Hourly Rate	\$	_____
Cellular Phones (confirm if all locations)	\$	_____

D. Safety and Contingency Plans

- i. Description of contingency plans if designated personnel are unavailable.
- ii. Explain how you maintain Environment of Care / Safety and Infection Control.

The following is to be included in the response by the Vendor/Contractor:

- A. Cover Letter: All proposals must include a cover letter submitted under the Vendor/Contractor's name on the Vendor/Contractor's letterhead, containing the signature and title of a person who is



authorized to commit the Vendor/Contractor to a potential contract with HHLI. The cover letter must also identify the primary contact for this Proposal, include a reference to "Request for Proposal: Security Guard Services," and contain contact information (email, telephone, and mailing address).

- B. Proposal Form: All proposals must include the complete Proposal form signed by a person authorized to commit the Vendor/Contractor to a potential contract with HHLI.
- C. Qualifications: The proposal verbiage must describe the applicant's qualifications to provide the requested product and/or services relevant experience.
- D. Total scope of work.
- E. References: Provide three (3) references.
- F. Personality, Culture, and work style.

All work will be performed based on the agreed schedule except on the holiday list below.

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day

SCHEDULED /TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the next project timeline shall be subject to change when deemed necessary by management.

MILESTONE

RFP Submission: **December 29th, 2023**

Final Selection (s): **January 8th, 2023**



PROJECT PROPOSAL EXPECTATIONS

HHLI shall award the contract to the Proposal that best accommodates the various project requirements. HHLI reserves the right to:

- i. Award any contract before the proposal deadline or before receiving all proposals.
- ii. award the contract to more than one Bidder,
- iii. refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

HHLI must receive all proposals by **December 29th, 2023**, via email at ddumay@harmonyhealthcareli.org for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based on the information provided in the submitted Proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their Proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to execute proposed services effectively and efficiently.
5. Overall cost-effectiveness of the Proposal.

HHLI reserves the right to cancel, suspend, and/or discontinue any proposal at any time without obligation or notice to the proposing Bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder's Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)



4. Legal Formation of Bidder (sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range, types of services offered, and clientele.
7. Bidder's principal officers (President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Manager) and the length of time each officer has performed in their field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN) on the W-9 form.
9. Evidence of legal authority to conduct business in New York (business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this Proposal.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.
- HHLI will not incur the cost of lunch/break for the Security Staff.
- A Business Associate Agreement will be required.
- Certificate insurance showing general liability and workers' compensation, HHLI is required to be the certificate holder as additional insured, with waiver of subrogation, and coverage is primary and non-contributory.

Service(s), Cost Proposal Summary, and Breakdown

- Summary of schedule.
- A detailed list of all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.

Thank you for your interest, Harmony Health Care Long Island.