



PROPOSAL FOR CONSULTING SERVICES

for Physical Security Assessment
of Lincoln Public Schools

May 20, 2016

Presented to
Rebecca McFall, Ed.D.
Superintendent of Schools
Lincoln, MA

Introduction

ISI's experience in the School Security, Risk Management, Security Technology and Security Training disciplines enable us to provide our clients with a host of services all under one roof. ISI's Security Management background, coupled with an Integrator's appreciation of technology and knowledge of the Security Marketplace, affords our clients with a 360 Security resource.

ISI employs a holistic approach to your assignment; in order to deliver a sound, fiscally responsible and focused project analysis. ISI's strong Physical Security background provides the foundation from which we build our consultative service. Add into this equation our client's specific direction and needs, and collectively, we establish a project mission and road map to guide our efforts. We embrace the climate within your work environment and never lose sight of the challenge of being true to the project mission; while respecting the nuances of your school culture.

Why ISI?

Because the ISI team applies the best practices learned from across our customer base to improve your organization's program. Furthermore, our team is able to address the needs of all audiences by bridging the gap between technical and business professionals.

Our goal is to provide your organization with actionable information you can use to advance your school security program. As a matter of course, the ISI team will deliver a final report documenting the project, all findings, and a prioritized list of recommendations.

Our final reports are designed to meet the needs of four (4) primary audiences:

- Executive-level, Jargon-Free Analysis
- Board-level Compliance and Risk Oriented Summary
- Overall Physical Security and Safety Summary
- Technical Evaluation Summary



Scope of Work

Intelligence Security International, Inc. (ISI) will conduct the following assessment in order to accurately evaluate and make recommendations regarding the functionality, benefits and protection level of physical security standards, as well as safety and security processes for Lincoln Public Schools (LPS) located in Lincoln MA, specifically at the Lincoln Campus only. During the process of review, ISI will make every attempt to provide recommendations to improve the existing systems where improvement, and not replacement, is possible. If, after the completion of the security assessment, the need for system upgrades and/or replacement is identified and recommended, ISI will provide detailed documentation explaining those recommendations in the final document. If requested, ISI can assist with the identification and management of security vendors and/or integrators, as well as, managing the projects post this assessment for an additional fee.

Initial Phase

Our first step would be to meet with all appropriate personnel from the LPS team, as well as, local Law Enforcement (if desired) to review the current security program and desired plan going forward. This meeting sets the foundation from which we proceed through the assessment and provides valuable insight into the current climate and culture.

This proposal does **not** include work on the building's fire detection, suppression or fire alarm systems.

Physical Security Standards including, but not limited to:

- Lobby design and entryways
- CCTV System or future CCTV locations
- Emergency Duress/Notification Systems
- Access Control System/Locks
- Visitor Management Systems
- Ingress/Egress Points
- Physical Barriers
- Intrusion Alarm System
- Perimeter Protection
- Identify Foreseeable Liabilities
- Parking and Access Points

Deliverables

The findings and recommendations for the outlined Scope of Work will be delivered within three (3) weeks from the aforementioned assessment completion. The findings and recommendations will be e-mailed, with a hard copy to be mailed within two business days of e-mailed report delivery. Areas to be covered include:

Site review of facility to include:

- Review of all current lobby designs, as well as entryways into each school.
- Review current Access Control system or locking mechanisms, along with all access points. Provide recommendations for upgrades or policy changes.
- Review current CCTV systems in use and provide recommendations for all additional areas and future camera locations.
- Review and identify critical infrastructure locations and determine risk factor and possible solutions.
- Review parking areas and provide recommendations if required.
- Review all exit and entry points to ensure appropriate security measures are in place or make recommendations where needed.
- Prepare a written recommendation for all buildings on the Lincoln Campus, discussing all findings relevant to the topics/areas previously identified.

Pricing and Invoicing

The above service is estimated to require 35-45 hours to complete, including travel time and report writing. ISI is extending a preferred rate as part of our relationship with LPS at a rate of \$175.00/hr (Standard Rate is \$225 per hr) with an understanding that the initial project **will not exceed \$7,500**. If the client determines that additional hours are required to complete the initial assessment, and/or if the client determines that it would like to expand upon the initial project, than written engagement to ISI will be extended and the total cost for services will be as necessary.

While identifying efficiencies is always a goal, cost is not a driver in our assessment process. ***Should the project hours be less than identified above, you will only be billed for actual hours, not projected hours.***

Work beyond the scope of this proposal and additional work necessitated by changes beyond our control is additional and the hourly rate highlighted above. ***Any expenses incurred during this process will be billed back to the client at cost, with no mark-up applied (None are expected on this project).***

Consulting fees are to be paid by Lincoln Public Schools to ISI according to the following schedule:

- ∑ \$3000.00 To be paid upon completion of the Physical Assessment of the Lincoln Campus.
- ∑ Remainder to be paid at delivery of the final project report, plus any expenses incurred.

Client Acceptance

In accepting this proposal, Client agrees to the terms and conditions contained herein inclusive of pages one thru nine of attached proposal. It is understood that these pages shall prevail over any variation(s) previously distributed by either party. Any term additions to these pages will be agreed upon using a new proposal detailing the additional terms but not negating agreed upon terms detailed in this document. This agreement is not binding unless approved in writing by authorized representatives of both Intelligence Security International, Inc. and Lincoln Public Schools.

Lincoln Public School Representative

Name: Rebecca McFall, Ed.D. – Superintendent of Schools

Signature: _____

Title: _____ Date: _____

Intelligence Security International, Inc. Representative

Name: David M. Cullen, President/CEO

Signature _____

Title: _____ Date: _____

Warranty and Limitation of Liability:

The Consultant warrants to the Client that the material, analysis, data, programs and services to be delivered or rendered hereunder will be the kind and quality designated and will be performed by qualified personnel. The Consultant makes no other warranty or fitness for purpose or merchantability. In no event shall consultant be liable for special or consequential damages, either in contract or in tort, whether or not the possibility of such damages has been disclosed to Consultant in advance or could have been reasonably foreseen by consultant and, in the event that by reason of the difficulty in foreseeing possible damages, all liability to client shall be limited to One Thousand Dollars (\$1,000.00) as liquidated damages and not as penalty or the cost of the consulting service, whichever is less.

Intelligence Security International, Inc. does not warrant that its measures, recommendations, system designs, or other work product will prevent criminal activity, fire or disaster of any type or that the systems designed and recommended cannot be circumvented or disabled by criminals or will detect criminal activity or fire or disaster in every instance. Client and Owner acknowledge the need to procure adequate insurance coverage to protect them against the risk of such activity.

The Client fully understands that the Consultant is not an insurer and cannot insure the protection of the facility or its contents, collections, employees, visitors, or others. The protection of a public facility or private institution such as the client's facility cannot be insured without extraordinary measures being taken. The Client agrees that the Consultant is to recommend security measures; systems and equipment, which are in his opinion reasonable in nature and the lack of additional recommendations, will not be construed as errors or omissions of the Consultant. The Client will be given an opportunity to participate in and review the final recommendations for development of a security plan for the facility and by agreeing to that plan and adopting it, the Client accepts it as reasonable.

Except for reference and coordination purposes in connection with future additions or alterations to the work, the drawings, specifications and other documents prepared by the Consultant are instruments of the Consultant's service for use solely with respect to this project and unless otherwise provided, the Consultant shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights including the copyright.



The Owner shall be permitted to retain copies, including reproducible copies, of the Consultant's drawings, specifications and other documents for information and reference. The Consultant's drawings, specifications or other documents shall not be used by the architect or others on the project, or for completion of this project by others unless the Consultant is adjudged to be in default under this Agreement, except by agreement in writing and with appropriate compensation to the Consultant.

The Client also recognizes that if the Consultant specifies a product or products by name or manufacturer he is doing so in an effort to meet the needs of the client, as he understands them. The Client will not name or involve the Consultant in any action whatsoever involving product failure.

The client was party to recommending and agreeing to the scope of work, particularly the number of bid document submittals that the consultant is expected and obligated to participate in and the client has accepted this list of submittals as its choice of options. The client further understands that the consultant is willing to offer more submittals than those in this proposal but this proposal reflects the client's desires with regard to submittals and scope of work. Therefore, it is understood and agreed that additional submittals required regardless of what they are called or when they occur are beyond the scope of this proposal and will be billed at the hourly rate plus expenses. These include interim submittals often called "progress submittals", "review submittals", "coordination submittals", etc. if they are in addition to the submittals provided for in this negotiated and agreed upon scope of work.

Notices pertaining to this agreement shall be sent to Consultant's address and Notices by the Consultant to the Client shall be sent to the Client's address. The Consultant takes his instructions from the Client on this project but is authorized to consult directly with any other party deemed appropriate by him in order to meet the needs and wishes of the Owner and scope of services outlined herein.

This proposal is valid for thirty (30) days from the date above unless signed.