



Request for Proposal (RFP)

Security Services for Charter Management Organization

Issued by: MAGNOLIA PUBLIC SCHOOLS (MPS)

Locations to be serviced: Los Angeles County (Magnolia Science Academy 1 through 8 as listed below) & Orange County (MSA Santa Ana & MSA Orange County as listed below)

RFP Number: OPS2025-1

Issue Date: May 8, 2025 Thursday

Proposal Due Date: May 26, 2025 Monday, 5pm PST.

1. Introduction

Magnolia Public Schools (“MPS”) is a non-profit educational organization overseeing a network of public charter schools serving students from kindergarten through 12th grade in Los Angeles County (8 schools), Orange County (2 schools) and San Diego County (1 school), California. MPS is seeking proposals from qualified and compliant security firms to provide comprehensive, professional, and reliable security services to ensure the safety of students, staff, visitors, and property. List of MPS Sites listed as below:

- Magnolia Science Academy-1 (18238 Sherman Way, Reseda, CA 91335)
- Magnolia Science Academy-2 (17125 Victory Blvd, Van Nuys, CA 91406)
- Magnolia Science Academy-3 (1254 E Helmick St, Carson, CA 90746)
- Magnolia Science Academy-4 (11330 W Graham Place, Los Angeles, CA 90064)
- Magnolia Science Academy-5 (18238 Sherman Way, Reseda, CA 91335)
- Magnolia Science Academy-6 (745 S. Wilton Ave, Los Angeles, CA 90005)
- Magnolia Science Academy-7 (18355 Roscoe Boulevard, Northridge, CA 91325)
- Magnolia Science Academy-8 (6411 Orchard Ave, Bell, CA 90201)
- Magnolia Science Academy-Santa Ana (2840 W 1st Street, Santa Ana, CA 92703)
- Magnolia Science Academy-San Diego (6525 Estrella Ave, San Diego, CA 92120)
- Magnolia Science Academy-Orange County Office (3100 E Miraloma Ave., Suite 210, Anaheim, CA 92806)
- Magnolia Science Academy-Anaheim (412 W Carl Karcher Way, Anaheim, CA 92801)

2. Scope of Services

The selected firm may be expected to provide:

- Uniformed security personnel at school sites during operational hours and events.
- Patrol and surveillance services during business hours and after hours (in case of the request of the school)
- Traffic, parking, and crowd control.
- Emergency response coordination.
- Incident reporting.
- Access control and ID verification for visitors.
- Participation in emergency drills and safety planning.
- Daily activity and incident documentation.

All services must comply with federal, state, and local regulations, including:

- SB 390 – All school security officers must complete the BSIS-approved training program as required by the California Department of Education.
- AB 390 – Security personnel must complete the designated training curriculum within the required timeframes and maintain certification.
- BSIS Guard Card – All officers must possess a current California Guard Card issued by the Bureau of Security and Investigative Services.

3. Term of Contract

Initial contract term will be for one (1) year, with options to renew for two (2) additional one-year terms, subject to satisfactory performance.

4. Minimum Qualifications

To be considered, vendors must:

- Be licensed to provide security services in California.
- Employ officers with valid California Guard Cards issued by BSIS.
- Provide written certification that all school security personnel are in full compliance with SB 390 and AB 390 training mandates.
- Have a minimum of five (5) years' experience providing school security.
- Have a documented process for background checks, drug screening, and fingerprinting (Live Scan) per Education Code requirements.
- Have the capacity to deploy staff across multiple school locations in Los Angeles County.

5. Proposal Content Requirements: **All proposals must include:**

1. Company Profile
 - Legal entity name, contact information, business structure
 - Licensing and insurance documentation
2. Experience and References
 - Description of similar services provided to K–12 or charter schools
 - Minimum of three (3) client references with contact info
3. Staffing and Operations Plan
 - Site coverage plan and number of officers per site

- Officer qualifications, training protocols, shift management
- Documentation of compliance with SB 390, AB 390, and Guard Card requirements and training schedules

4. Pricing Proposal

- Full day, Half day and Hourly rates by personnel classification
- Emergency, after-hours, and special event rates

5. Compliance Documentation

- Guard Card and training certification samples
- Insurance certificates and background clearance procedures

6. Adhering to the Compliance Requirements on trainings provided by the vendors of public schools in the State of California by signing the Exhibit A at the end of this RFP.

6. Describe any disputes in which the vendor has been involved over the last five (5) years related to services provided by the vendor of the type described in this RFP. Describe any judgements rendered against the vendor.

7. Evaluation Criteria

- Criteria | Weight [----- | -----]
 - Experience with educational institutions | 25%
 - Compliance with SB 390, AB 390, Guard Card requirements | 25%
 - Staffing quality and training programs | 20%
 - Cost competitiveness | 20%
 - References and responsiveness | 10%

8. Submission Instructions

- Please submit your complete proposal in PDF format **via email** no later than:
May 26, 2025 Monday 5pm
 To: Suat Acar, Chief Operating Officer
 Email: sacar@magnoliapublicschools.org
- All questions pertaining to this RFP can be directed to this aforementioned email above.

9. Timeline

- Milestone | Date [----- | -----]
 RFP Published | **May 8, 2025**
 Questions Due | **May 15, 2025 5pm**
 Answers Issued | **May 22, 2025 5pm**
 Proposals Due | **May 26, 2025 5pm along with the signed Exhibit A of this RFP**
 Interviews (if any) | **The MPS may get in touch with the companies for further clarification.**
- Award Notification | **June 12, 2025 MPS Regular Board Meeting**
- Contract Start | **July 1, 2025**

10. Reservation of Rights

- The MPS reserves the right to reject any or all proposals, modify the scope of services, or terminate the RFP process at any time without obligation.

EXHIBIT A:

Compliance Requirements on Trainings Provided By Vendors of Public Schools

By responding to this RFP, THE vendor agrees to provide the following:

A **comprehensive list of required trainings and checks** VENDOR EMPLOYEES undergo as part of their employment with you, particularly for those who may have contact with our students. This includes, but is not limited to:

- **Background checks and fingerprint clearance** (Education Code Section 45125.1),
- **Mandated Reporter training** (Penal Code Section 11165.7),
- **Tuberculosis (TB) testing** (Education Code Section 49406),
- **Sexual Harassment Prevention training** (Government Code Section 12950.1).

Details on **how** and **when** these trainings are completed will be provided along with the response to this RFP (e.g., online training modules, in-person sessions, and the frequency of refresher courses).

Information on **your organization's process** for ensuring that VENDOR EMPLOYEES maintain compliance with these training requirements, including how your team verifies successful completion.

VENDOR RESPONSIBLE PARTY SUBMITTING THE RESPONSE TO THIS RFP:

NAME : _____

TITLE : _____

SIGNATURE: _____

DATE : _____