



Request for Proposals (RFP)

Security Consulting, Risk Assessment, Training, and Prevention Services

RFP No. 2506

Introduction

Child Parent Institute (CPI) is soliciting proposals from qualified security consulting firms to provide comprehensive organizational security consulting services, including security risk assessments, policy and procedure review, staff training, de-escalation instruction, emergency response planning, and ongoing security recommendations.

The selected consultant will work collaboratively with CPI leadership to strengthen organizational safety practices while maintaining CPI's trauma-informed, family-centered approach to serving vulnerable children and families.

The intent of this procurement is to improve prevention strategies, enhance staff confidence during challenging situations, reduce workplace safety risks, and ensure organizational preparedness across multiple CPI campuses and community programs.

Project Overview

Child Parent Institute operates multiple programs serving children, families, behavioral health clients, community members, visitors, contractors, volunteers, and staff.

Services include:

- Behavioral Health Clinic
- Family Resource Centers
- School-Based Services
- Parent Education Programs
- Supervised Visitation
- Basic Needs Program
- Community Events
- Emergency Cooling Centers
- Emergency Activation during disasters and PSPS events

Because CPI serves vulnerable populations and frequently experiences crisis situations, staff require ongoing practical training and updated organizational procedures that emphasize prevention, communication, trauma-informed practices, and safety.

Point of Contact/ Inquiries/ Request for Information

The point of contact for this RFP is Lizbeth Torres, Community Resilience Center Director. All correspondence and other communications regarding this RFP shall be directed to Lizbeth Torres, Child Parent Institute, 3650 Standish Avenue, Santa Rosa, CA 95407.



Vendors are prohibited from contacting any CPI staff, board members, or partners regarding this RFP other than the designated Point of Contact. Unauthorized contact may result in disqualification.

Inquiries and/or Requests for Information are due via email to lizbetht@calparents.org no later than the timeline stated in the anticipated proposals timetable below. Any request received after that time may not be reviewed for inclusion in this RFP. The request shall contain the requester's name, address, and telephone number.

CPI will issue a response to any inquiry if it deems it necessary, by a written addendum to the RFP, posted online at [\[weblink\]](#), and issued before the RFP's Delivery Deadline. The proposal shall not rely on any representation, statement, or explanation other than those made in this RFP or in any addenda issued. Where there appears to be a conflict between this RFP and any addendum issued, the last addendum issued will prevail.

Project Background

Child Parent Institute (CPI) is a nonprofit organization dedicated to strengthening the health and well-being of children, parents, and families throughout Sonoma County. CPI operates multiple programs that provide behavioral health, educational, family support, and community-based services to vulnerable populations.

To support a safe environment for staff, clients, volunteers, and visitors, CPI is seeking a qualified security consulting firm to assess organizational security practices, evaluate workplace risks, review existing policies and procedures, and provide staff training focused on prevention, de-escalation, and emergency preparedness. The selected consultant will provide recommendations that strengthen organizational safety while supporting CPI's trauma-informed and client-centered service model.

Scope of Work

The selected Consultant shall provide comprehensive security consulting services to strengthen Child Parent Institute's organizational safety, workplace security, emergency preparedness, and violence prevention practices. Services shall include a comprehensive evaluation of existing policies, procedures, facilities, and operational practices, together with recommendations that support a proactive, prevention-focused approach to organizational security.

The Consultant shall perform a formal organizational risk assessment to identify and evaluate potential threats, including workplace violence, aggressive or disruptive behavior, behavioral health crises, emergency evacuations, lockdown procedures, active threat response, domestic violence incidents, and other risks commonly encountered in nonprofit human service organizations.

The Consultant shall review CPI's existing security policies, emergency procedures, and Workplace Violence Prevention Plan to evaluate compliance with applicable California regulations and current industry best practices. Recommendations shall include revisions to existing procedures and the development of additional protocols where necessary to strengthen organizational preparedness.

The Consultant shall develop and deliver professional staff training focused on de-escalation techniques, conflict resolution, trauma-informed crisis response, situational awareness, workplace violence prevention, emergency



response procedures, and personal safety. Training shall incorporate practical, scenario-based instruction reflective of CPI's operating environment and include recommendations for ongoing staff development.

Upon completion of the engagement, the Consultant shall provide a comprehensive Security Assessment Report, Organizational Risk Assessment, Security Improvement Plan, updated policy and procedure recommendations, training materials, and a prioritized implementation plan outlining immediate, short-term, and long-term recommendations to strengthen CPI's overall security program.

Proposal Requirements

Each proposal must include the following information

1. Cover Letter

A cover letter including the contractor's name, contact information, and a brief description of their qualifications for the project.

2. Qualifications and Experience

Information about your qualifications, including relevant experience in similar projects. Provide details on key staff for the project and availability over the term of the project. Include details such as resumes, certifications, and references from past clients.

3. Licensing and Certifications

The proposer shall possess, or have on its project team, the appropriate licenses, certifications, and qualifications required to perform the services described in this RFP. At a minimum, proposers should demonstrate:

- Minimum five (5) years providing organizational security consulting services.
- Experience conducting security assessments and workplace risk assessments.
- Experience developing or reviewing Workplace Violence Prevention Plans.
- Experience providing de-escalation and workplace violence prevention training.
- Experience serving nonprofit organizations, schools, healthcare providers, behavioral health organizations, or public agencies.
- Knowledge of applicable California workplace safety and OSHA requirements.
- Strong project management, communication, and facilitation skills.

4. Detailed Cost Estimate

Proposers shall submit a detailed cost proposal that clearly identifies all costs associated with providing the requested services.

The cost proposal shall include:

- Hourly billing rates for all personnel assigned to the project.
- Estimated hours by task and staff position.
- Fixed-fee costs, if applicable
- Monthly retainer rates, if applicable
- Total not-to-exceed contract amount.
- Estimated number of training sessions included in the proposal.



5. References

Examples of at least three similar projects completed within the past five years, including references with contact information.

Proposals Evaluation Criteria

Proposals will be evaluated using a best-value approach. While cost will be a primary consideration, CPI will also evaluate proposals based on experience, qualifications, approach, timeline, capacity, references, and past performance to determine the most responsive and responsible proposal.

All proposers must be in good standing with the California Secretary of State and verify appropriate licensure and insurance through the California Contractors State License Board, as applicable.

Proposals will be evaluated and scored using the following weighted criteria:

- **Qualifications and Relevant Experience (25%)**
Vendor's demonstrated experience and past performance on similar projects, including relevant expertise, capacity to perform the work, and successful completion of comparable scopes.
- **Approach and Methodology (25%)**
The proposed work plan and timeline, including the vendor's understanding of the scope of work, methodology, and ability to deliver services efficiently and effectively.
- **Cost Proposal (40%)**
Reasonableness of the proposed costs in relation to the scope of work, level of effort, and overall value to CPI.
- **References (10%)**
Feedback from previous clients regarding the vendor's performance, reliability, communication, and ability to meet project expectations.

The contract will be awarded to the lowest responsive and responsible proposer that meets all procurement requirements and demonstrates the capacity to successfully perform the scope of work.

Submission Instructions

Proposals must be submitted no later than August 21st to lizbetht@calparents.org. Late submissions will not be considered.

Submission Requirements

Proposals must be submitted electronically via email attention Lizbeth Torres

- Maximum electronic file size 250 MB's
- Please verify your submission has been received by emailing lizbetht@calparents.org no later than the submission deadline.
- Include "Proposals Response to RFP No. 2506" in the subject line of the email.
- All questions regarding this RFP should be directed to the point of contact in this RFP in writing by August 7th, 2026



General Terms and Conditions

1. Right to Conduct Interviews

CPI reserves the right to conduct interviews with the top-ranked contractors as part of the final selection process.

2. Right to Reject Submissions

CPI reserves the right to reject incomplete or late submissions, to waive any informalities, and to accept the lowest proposals from a responsive and responsible contractor. Any proposals that do not fully comply with all the provisions of the "Submission Instructions" and the "Specifications" will be deemed non-responsive.

3. Appeals Process

CPI will not accept appeals for this Request for Proposals (RFP). However, proposals are welcome to submit requests for clarification or feedback by email regarding decisions made in the selection process.

4. Contract Award

CPI will enter into a written contract with the successful vendor. The contract will include this RFP, the contractor's proposals, and any mutually agreed-upon terms. If a contract is not executed by the successful vendor, CPI will attempt to negotiate a contract with the next responsive and responsible proposer.

The Contract may be awarded to a single vendor or to separate vendors, whichever should appear to be in the best interest of CPI. If two or more vendors are received, equal in amount and lower than any other proposals, CPI reserves the right to evaluate the proposals and to decide which proposals will be accepted.

All proposal pricing shall remain firm for a period of ninety (90) days after the date of proposal opening.

5. Conflicts of Interest

The contractor must disclose any actual or potential conflicts of interest in compliance with federal, state, and local laws. The awarded contractor must sign the Strategic Growth Council CRC Program Conflict of Interest Form. See Attached.

6. Prevailing Wages

As a "public works" project in the State of California, the contractor must ensure workers are paid prevailing wages. The contractor's duty to pay State prevailing wages can be found under Labor Code Section 1770 et seq.

7. Product Preference

The naming of a certain brand, make, or manufacturer, or definite specifications is used only to denote the quality standard of product desired and that the proposal is not restricted to a specific brand, make, manufacturer or specification named but that the brand, make, manufacturer or definite specification is used



only to set forth and convey to prospective vendor the general style, type, character, and quality of product desired and that equivalent products will be acceptable.

8. Errors or Omissions

CPI will not be liable for any error in any proposals. Proposers will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: CPI reserves the right to make corrections or clarifications due to patent errors identified in proposals by CPI or the proposers. CPI, at its option, has the right to require clarification or additional information from the proposal.

9. Cost of Preparation

CPI is not liable for any costs incurred by prospective proposals or Contractors prior to issuance of or entering into a Contract. Costs associated with developing the proposals, and any other expenses incurred by the proposal in responding to the RFP, are entirely the responsibility of the proposer and shall not be reimbursed in any manner by CPI.

10. Confidentiality Clause

All data, reports, photographs, and findings generated through this proposal shall be the property of CPI and treated as confidential unless otherwise authorized in writing.

Schedule of Events

RFP Issued: July 27, 2026

Deadline for Questions: August 7, 2026

Posting of Addendum for Questions: August 14, 2026

Proposals Submission Deadline: August 21, 2026

Proposals Review/Opening Date: August 24, 2026

Anticipated Contract Award: September 1, 2026

Additional Information

All proposals must comply with applicable labor laws and safety regulations.

Child Parent Institute reserves the right to reject any or all proposals and to negotiate terms with the selected subcontractor.