

Altegrity Risk InternationalSM

West Virginia School Safety and Vulnerability Assessments



School Safety and Vulnerability Assessments

RFP No. SBA10033

July 7, 2010

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Executive Summary

The School Building Authority of West Virginia (SBA) and the Safe Schools Task Force issued a Request for Proposal (RFP) to perform school safety and vulnerability assessments, suggest improvements for enhancing school safety and security, provide technical support to school administrators and others to implement these enhancements, and to support the effort to digitally map all public schools in the State of West Virginia.

These assessments and improvements will increase the safety and security of all public schools in West Virginia and provide first responders at all levels with necessary tools to effectively mitigate, plan for, and respond to all types of hazards that have the potential of occurring at schools and school facilities, both man-made and natural.

Altegrity Security Consulting (ASC) is a public safety management and security-consulting firm managed by Michael Berkow, the former Chief of Police of the Savannah-Chatham Metro Police Department and former Deputy Chief of the Los Angeles Police Department. ASC has completed a wide range of police and public safety projects in the United States and abroad. ASC consultants have provided security services for universities, transportation agencies, and other large institutions.

ASC is part of Altegrity, a family of companies united by a commitment to enable clients to reduce risk, maximize opportunities, and make better business decisions by gathering, processing, and analyzing information.

The Altegrity Team performing the School Safety and Vulnerability Assessments will consist of professionals from Altegrity Security Consulting, a division of Altegrity Risk International, Inc. (ARI); ARI's sister company, Explore; Kroll Security Group (KSG) of Kroll, Inc.; and the School Resources and Training Institute of the Public Agency Training Council (PATC).

The Altegrity Team will be led by Project Manager Jeffrey Kernohan of KSG. KSG has provided security planning, assessment, and design services for the last 28 years and is an acknowledged industry leader. KSG's extensive experience applying their expertise to academic institutions includes projects for the Austin Independent School District, Detroit Independent School District, and more than 40 other institutions.

The School Resources and Training Institute (SR-TI), a division of PATC, will work as part of the Altegrity Team. SR-TI is dedicated to providing the most comprehensive training and services available for law enforcement and school personnel. SR-TI provides assistance to all stakeholders of school safety, security, legal, and liability issues. In addition to training, SR-TI provides other valuable assessments for schools including policy review and on-site visits to observe practices and operational policies. SR-TI helps schools plan for critical incidents by identifying safety and security risks and potential exposure to liability.

SR-TI will provide team leaders and assessors who have performed safety and vulnerability assessments and established critical incident plans for schools in the routine course of their duties as police and fire professionals. These team leaders and assessors have 20+ years experience working with schools to evaluate and improve their security and safety, and in responding to critical incidents at schools. The team leaders are certified by FEMA in the National Incident Management System and have used this system in real-world applications. The team members' backgrounds as state and municipal public safety

personnel will allow them to easily communicate with local first responders and other community agencies and to use a practical approach to assessing schools versus a corporate approach.

ASC technicians will enter the data collected during assessments into the Automated Critical Asset Management System (ACAMS). This group of cleared individuals is able to meet the security requirements for access to Protected Critical Infrastructure Information (PCII), and will be ready to complete the necessary training for PCII and ACAMS certification upon award of the contract.

Explore provides data solutions to support government initiatives. Explore's National Fire Station Database and an extension of that database which houses additional emergency management data will provide the Altegrity Team with easy access to fire department and police department contact information in West Virginia.

Drawing on the strengths of Altegrity Security Consulting, Explore, Kroll Security Group, and the School Resources and Training Institute of PATC, the Altegrity Team will perform thorough school safety assessments, digitally map all public schools in the State, upload critical infrastructure data into ACAMS, make realistic recommendations for improvements to enhance school safety, and provide support to school and county personnel in improving school safety – all in an efficient and cost-effective manner.

Section I

Statement of Project Understanding

For each public school in the State of West Virginia, the Altegrity Team will conduct a comprehensive school safety assessment, provide technical support to school and county personnel to enhance the safety and security of the schools, and digitally map each of the schools. The Altegrity Team will then use the gathered data to conduct a thorough vulnerability analysis and provide recommendations as to how to reduce any vulnerability. The Altegrity Team will also enter all critical infrastructure data that is collected into ACAMS. Specifically we will:

- Create a floor plan and perimeter drawing for each school facility which identifies ingress and egress points, barriers, windows, stairwells, and other pertinent locations.
- Create digital images of the building's exterior, grounds, access roads, classrooms, and security equipment and compose text explanations for each image.
- Determine contact information and ownership for all utilities and identify the locations of utility points of entrance, connections, and controls.
- Determine each building's identifier, address, and GPS coordinates, as well as relevant information regarding the building's construction, capacity, and hours of operation.
- Identify storage locations, methods, and amounts for hazardous materials.
- Identify School Crisis Response Team roles and responsibilities.
- Provide emergency contact information for local first responders and other community agencies.
- Interview first responders to determine their policies for responding to school emergencies and review their school inspection reports.
- Research and identify current emergency communications procedures, emergency preparedness personnel, off-grounds evacuation sites, emergency classifications, emergency preventive measures, and all emergency management plans.
- When the above emergency policies and plans do not exist, assist the school and county personnel in creating such policies and plans to adequately meet the needs of the school population and community.
- Enter all collected critical infrastructure data into ACAMS for access by local emergency management agencies, law enforcement, fire service, and emergency medical services.
- Provide a list of vulnerabilities identified in the collection and review of the critical infrastructure data and emergency plans.
- Provide recommendations of actions or acquisitions that will help reduce or eliminate the vulnerabilities found and identify the associated costs of those actions or acquisitions.

Successful execution and completion of the school safety and vulnerability assessment project requires that the assessors have training, skills, and real-world knowledge of:

- Building construction and materials
- Hazardous materials, including their properties, proper storage methods, and the appropriate response to spills and exposures
- HVAC systems
- Fire suppression systems, fire alarms, and fire extinguishers, including their operability and proper testing
- Alarm systems, Knox Boxes, and locking mechanisms
- Closed circuit TV systems
- Bomb Threats

- Response to active shooters
- Student demonstrations
- Student rights
- Crime Prevention

The project also requires that the assessors have a working knowledge and understanding of the needs and priorities of emergency responders and utility companies. This enables assessors to effectively communicate with local representatives of these agencies and to create emergency plans and recommend changes to infrastructure that will fall in line with these agencies' policies and capabilities.

In addition, the project requires that the assessors have significant experience working with schools, as schools have special needs in times of crisis that differ from other types of institutions. These include a duty to protect students, the creation of a productive and safe learning environment, the need to limit visitor access to the school, and the responsibility to safely evacuate and transport children with special needs.

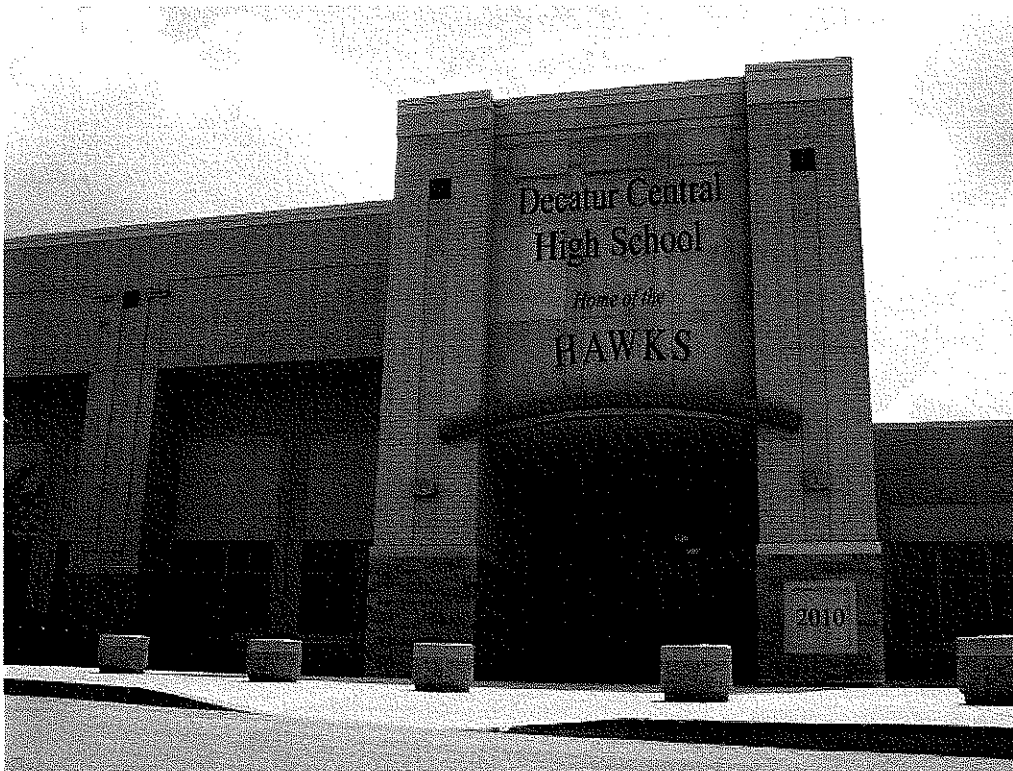
Sample Vulnerability Assessment Report

**Decatur High School
Vulnerability Assessment Report**

101 Main Street
Decatur, WV 25525

GPS Coordinates: N39° 41.253" W86° 16.610"

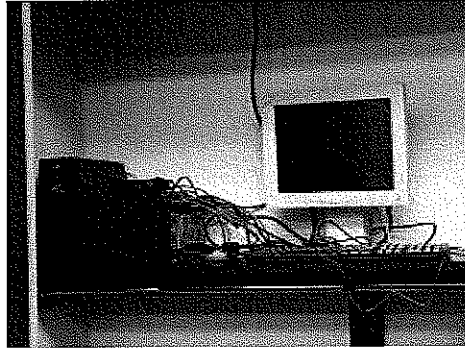
Assessment Dates: March 20-25, 2011



**Altegrity Risk International
March 25, 2011**

March 20, 2011, through March 25, 2011, the Altegrity Team visited Decatur High School located at 101 Main Street, Decatur, WV, to conduct a Safety and Vulnerability Assessment and provide recommendations for actions and acquisitions to aid in the reduction of identified vulnerabilities. The school has a Critical Incident Planning Committee in place. The Committee actively maintains policies and procedures and tracks periodic training exercises. The following report details the vulnerabilities found during the assessment and provides corrective recommendations and costs.

Security Cameras



Findings

1. The school has a Sonitrol Security System, which includes cameras and a digital storage system.
2. Five (5) of the 21 cameras were not working.
3. The digital storage system is not recording the camera activity, which makes the system ineffective.
4. The CCTV monitors displaying the cameras' views are located in a closet, and no person is monitoring them during regular school hours.

Recommendations

1. Repair or replace cameras, establish a maintenance program, and schedule annual inspections.
2. Repair the digital storage system.
3. Place the CCTV monitoring system in a room where it is visible to a monitoring person.
4. Establish policies, procedures, and training for monitoring the cameras and for responses to various observations.

Projected Costs

1. Repair of five (5) cameras: \$200.00
2. Replacement of five (5) cameras: \$600.00
3. Repair of digital storage system: \$400.00
4. Moving CCTV monitoring system: no cost anticipated
5. Establishing policies, procedures, and training: no cost anticipated

Front Entrance



Findings

The front entrance is not locked from the outside, has no clear line of sight from the front office, and is not monitored by a CCTV camera, allowing visitors to enter the building and access the stairwells without being acknowledged by school personnel.

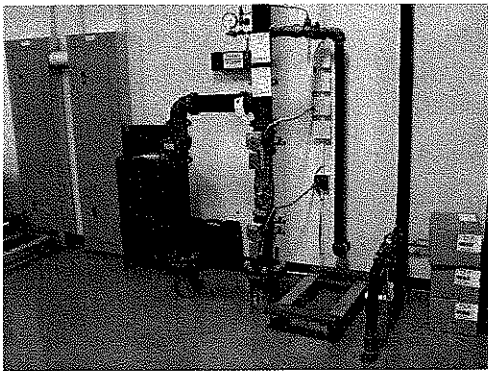
Recommendations

1. Place a CCTV camera at entrance.
2. Add a locking mechanism to the front entrance doors that only locks from the outside.
3. Install a buzzer system or a magnetic card reader system at point of entry.

Projected Costs

1. Purchase and installation of one (1) CCTV camera: \$800.00
2. Locking mechanism for front entrance doors: \$500.00
3. Purchase and installation of a buzzer system: \$200.00
4. Purchase and installation of a magnetic card reader system: \$1500.00 - \$2000.00

Fire Suppression System



Findings

Decatur High School has a MAX I fire suppression system. The system has no record of being tested.

Recommendations

1. Contract the system installer or the fire department to test the fire suppression system a minimum of two (2) times each year.
2. Establish a maintenance program of the system for building maintenance personnel.

Projected Costs

1. Contract for twice yearly testing of fire suppression system: \$200.00
2. Establishing a maintenance program with existing personnel: no anticipated cost

Off-site Evacuation Area



Findings

The Fifth Division, Second Squad, Army National Guard unit is located in Decatur, WV. John B. Relax is the commander of the unit. Commander Relax is willing to establish policies, procedures, and practical exercises with Decatur High School to use the National Guard facility as a staging area for Decatur High School students during a critical incident.

The National Guard Unit is located at 302 Vine Street, Decatur, WV, approximately three (3) driving miles from Decatur High School. The National Guard facility has the capacity for 600 students, bus parking, and a generator back-up electrical system.

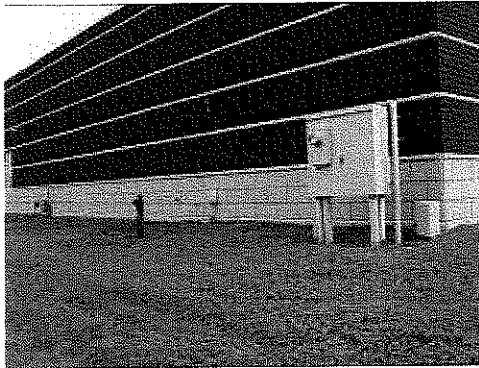
Recommendations

The Critical Incident Planning Committee should meet with Commander Relax to establish policies and procedures for evacuation of the school to the National Guard facility. These plans must include arrangements for release of students to parents.

Projected Cost

Establishing policies and procedures for evacuation: no projected cost.

Utilities: Electrical, Communications, Water, Gas



Findings

Utility service entrance points are located at the northwest corner of the building and are unprotected from outside hazards. The utility service entrance points face the vehicle parking lot.

Recommendations

1. Build a secure, fenced area around the utility services to prevent public access and to protect against vehicle collisions with the electrical, communications, water and gas systems.
2. Install metal bollards filled with cement around of the utility enclosure to further protect against vehicle collisions.

Projected Costs

1. Purchase and installation of fencing: \$1200.00
2. Purchase and installation of bollards: \$600.00

Section II

Timeline

The Altegrity Team anticipates spending an average of five (5) days assessing and analyzing each school based on the following breakdown:

- One (1) day to evaluate existing floor plans and emergency management plans provided by the school, determine what information was not available, and identify what information will need to be requested or created during the on-site visit to the school.
- Three (3) days on-site for the physical inspection, capturing of digital images, visiting local utilities, first responder agencies, and community agencies, and working with school and county personnel to create any emergency plans that were previously lacking.
- One (1) day off-site to complete the vulnerability assessment report.

Data entry into ACAMS will be accomplished by ASC technicians off-site as results are received from the assessors, and therefore this step will not add to the time required to complete each school, excluding 1-2 days after the last school is assessed.

Using five (5) teams simultaneously that will work 48 weeks per year, ASC anticipates completing 240 schools per year, allowing for the completion of all 704 school assessments within three (3) years.

Work Plan

At the initiation of the project and periodically throughout the project, schools will be sent letters requesting that any existing floor plans and any existing Emergency Management Plans (as required under RFP section 3.7.0) be uploaded to a secure website created by ASC. The letters will explain the purpose of the School Safety and Vulnerability Assessment project, list what information is being sought, provide a unique username and password for the website, and provide instructions on the use of the website. Letters will also be sent to district superintendents to inform them of upcoming visits to their schools and what information is being sought, since floor plans and emergency plans will often be housed at school district offices.

The letters will be sent in batches to the schools the Altegrity Team plans to assess within the next six-month period. Sending the letters in batches rather than all at the initiation of the project will help eliminate the need to re-obtain information due to any updates to emergency plans, school remodeling projects, and school consolidations that will inevitably occur over the three-year period. (See Addenda Nos. 5 and 6 for examples of letters to be sent to schools districts and schools.)

Also at the initiation of the project, a list of all school names and addresses will be provided to Explore. Using their national databases, Explore will provide for each school the name, telephone number, and distance from the school for the nearest police station and fire station. This information will be provided to the assessors to save them the time of collecting this information in the field. The following tables demonstrate what information will be provided by Explore.

Data Provided to Explore			
Entity	Address	City	Zip
Hurricane Town Elementary School	300 Harbour Lane	Hurricane	25526
Fairview Middle School	17 Jesses Run Road	Fairview	26570
Robert C. Byrd High School	One Eagle Way	Clarksburg	26301
Fire Station Data Provided by Explore			
Closest Fire Station Name	Miles to School	Telephone	
Hurricane Station	1.37	(304) 562-5663	
Fairview VFD	0.78	(304) 449-1904	
Clarksburg Fire Dept Central Station,	1.5	(304) 624-1669	
Police Station Data Provided by Explore			
Closest Police Station Name	Miles to School	Telephone	
Hurricane Police Department	2.15	(304) 562-9911	
Fairview Police Department	0.82	(304) 449-1642	
Nutter Fort Police Department	0.57	(304) 622-6351	

The following section outlines the tasks associated with the 5-day timeline for each school.

Day 1

The Altegrity Team will review any emergency plans and floor plans submitted via the website, identify what plans will need to be created, and identify other tasks and challenges of the school assessment.

Days 2 – 4

Duties of Team Leader

- Assign team members' duties
- Oversee team members' schedules and timeliness
- Act as the team's single point of contact for school personnel in order to streamline communication and improve the team's efficiency. The team leader will contact superintendents and principals prior to the on-site visit to coordinate access to school and grounds and to schedule meetings.
- Act as a liaison to the local public safety department, utilities, trucking companies, railroads, emergency responders, hospitals, and other community agencies. The team leader will contact these agencies prior to the on-site visit to coordinate meetings.
- Plan lodging and transportation for team members
- Assist team members with their duties as needed
- Organize information gathered and produced by the team members for uploading into ACAMS
- Identify the name, telephone number, and distance from school for emergency medical services, county/city governments, utilities, the division of highways, railroads, the American Red Cross, the

county health department, the county emergency management agency, hospitals, the Department of Health and Human Services, the National Weather Service, and the poison control center. If not provided by Explore, this information will also be identified for the local public safety department and fire department.

- Review any existing plans of the above community agencies related to response to school emergencies and critical incidents
- Identify utility ownership
- Review school emergency plans as listed under RFP section 3.7.0
- Review school emergency contact persons and their telephone numbers
- Review School Response Team positions and responsibilities, such as the designated Public Information Officer and the individuals responsible for assisting persons with mental or physical disabilities
- Review evacuation procedures, types of drills, and frequency of drills, to include readiness of buses or other transportation to move students off-site
- Review policies regarding parents attempting to pick up students during emergency situations, related policies regarding keeping access roads clear, and procedure for communicating these policies
- Interview school personnel currently involved in managing critical incidents

Duties of Team Member: Fire Fighter Assessor

- Determine building name or identifier
- Identify building address and GPS coordinates
- Locate, evaluate, and photograph:
 - Gas, electric, and water points of entrance, connections, and shut-offs
 - Telephone, Internet, and intercom points of entrance and control boards
 - Fire department connections to the building
 - Fire sprinkler and fire suppression system
 - Fire alarm system
 - Security alarm panel system and explanation
 - Knox Box
 - Back up power/generators
- Locate, evaluate, and photograph fire extinguishers and fire hydrants and check their inspection dates
- Locate, evaluate, and photograph elevators and check their inspection dates
- Determine facility's compliance with the Americans with Disabilities Act
- Identify the work hours of the facility population

Duties of Team Member: Law Enforcement

- Record digital images and provide text explanations of:
 - Exterior of buildings
 - Restricted areas
 - Knox Box
 - Security alarm and alarm panel
 - Classrooms
 - Hallways
 - Administrative areas
 - HVAC areas
 - Ingress and egress areas
 - Access roads
 - Nearby highways

- Barricades and fences
- Power lines
- Railroads
- Relevant geographical surroundings
- Closed circuit TV system
- Identify square footage, physical exterior dimensions, number of floors, type of construction, and roof type
- Review any alphanumeric door identification markings and determine if they are large enough to be easily identified by emergency responders
- Determine maximum capacity of facility
- Identify hazardous materials including storage locations (e.g. science laboratories, janitorial chemical storage areas, and swimming pool chemical storage areas), storage methods, and amounts
- Use SmartDraw CAD software to create floor plans, and then convert files to PDF format
- Review physical security equipment (locks, keys, PIN pads, magnetic card readers, etc.) and associated policies

Day 5

- Team members will compose a single document listing identified vulnerabilities and making recommendations of actions and/or acquisitions that will aid in the reduction of the vulnerabilities.
- Team members will identify anticipated costs of any recommended actions or acquisitions.
- When needed, team members will work with school/county personnel to create or expand emergency plans as requested in RFP section 3.7.0.
- Assessors will send school safety and security data and floor plans to ASC technicians for entry into ACAMS.

As received, the ASC technicians will enter all data into ACAMS.

The project manager will organize and direct the team leaders, review the work produced by the teams for quality and completeness, and oversee the timely entry of data into ACAMS.

Section III

Project Manager

Jeffrey Kernohan is a Managing Associate for the Kroll Security Group. He has managed assessment and engineering projects such as world class residential/hotel projects, corporate headquarters for Fortune 100 companies, law offices, high-profile office buildings, public utility infrastructure, and institutional entities such as the United Nations and world-renowned religious institutions. Mr. Kernohan also has experience managing projects for academic institutions including Cornell University, Harvard University, the University of Kentucky, and St. Mark's School of Texas in Dallas, TX. Mr. Kernohan has a BS in Criminal Justice Administration and is currently finishing his MA in Criminal Justice. While at Sam Houston University, he worked with the Law Enforcement Management Institute of Texas and the Corrections Management Institute of Texas. He is an active member of the American Society of Criminology, the Academy of Criminal Justice Sciences, and the American Society of Industrial Security.

Team Leaders

Paul Mendofik is a retired lieutenant from the Pennsylvania State Police. His law enforcement career has spanned more than 27 years. In addition to his service with the State Police, he has served as a local police officer, a school police officer, and at the State Capitol. Mr. Mendofik has served in a wide variety of assignments, acting in both operations and supervisory capacities. He has directed resources and personnel in the planning for and resolution of numerous crisis events. Other duties have included creation of contingency plans, high-risk incident resolution, operational evaluations, and training.

Mr. Mendofik was on the leading edge of preparedness and terrorism awareness within his organization. He developed a tiered program to address and prepare multidisciplinary response to school violence and other harmful events at vulnerable sites. He has provided consultation, training, and simulation exercises at a variety of agencies and organizations in the United States and Canada, including schools, universities, corporations, and law enforcement agencies.

Mr. Mendofik is a graduate of Northwestern University's School of Police Staff and Command and of Penn State University's Police Executive Development. He also holds a degree from Penn State. Mr. Mendofik is National Incident Management Systems (NIMS) certified through FEMA and is experienced in conducting critical incident scenarios. He has taught Response to School Violence classes throughout the United States to thousands of school officials and public safety responders.

J. Curtis Varone has over 37 years of experience in the fire service, including 29 years as a career firefighter with the Providence Fire Department, where he retired in 2008 as a Deputy Assistant Chief. In addition, he has been a practicing attorney since 1985. Mr. Varone served as the Division Manager of the Public Fire Protection Division at the National Fire Protection Association and is a faculty member in Providence College's Fire Service Program.

He has authored two books, *Legal Considerations for Fire and Emergency Services* and *Fire Officer's Legal Handbook*, as well as over 50 articles that have been published by the National Fire Academy and by *Firehouse*, *Fire Engineering*, and *Fire Chief* magazines. Mr. Varone lectures extensively throughout the United States.

During Mr. Varone's years of fire service, he conducted hundreds of school safety and security audits and responded to fire emergencies and other critical incidents as part of his duties. He is NIMS certified and understands the importance of establishing critical incident response plans for schools, to include the coordination of school administrators and emergency responders.

James E. McGinty, Jr., is a retired Police Commander (Lieutenant) with 24 years service with the Philadelphia Police Department. Mr. McGinty was a commander of the department's Bomb Disposal Unit. It was during this tenure that he became a critical player in the city's planning for major events such as baseball's World Series and All Star Game, presidential and dignitary visits, and the Democratic and Republican National Conventions.

Mr. McGinty has trained county and city governments and their first responders to prepare for critical emergency situations. He also lectures at area colleges on critical incident management, and has spoken at major corporations regarding emergency preparedness. He was also a speaker at the National Disaster Recovery Convention in Chicago.

Mr. McGinty is a graduate of Northwestern University's School of Police Staff and Command; Penn State University's Police Executive Development School; the FBI Hazardous Devices School; the Bureau of Alcohol, Tobacco and Firearms Advanced Post-Blast Investigations School; and the Federal Trainer Program for First Responders to Weapons of Mass Destruction.

Ruben Puente is a retired Senior Commander (Lieutenant) with 23 years service with the Arlington Police Department. After retiring from police service, Mr. Puente developed and implemented operational, emergency, and safety manuals for major events including the World Series and the All Star Game while serving as the Manager of Security and Facility Management for Major League Baseball. He also prepared and managed operational security-planning logistics for baseball events outside the United States. Mr. Puente was most recently the Senior Manager of Corporate Security for Frito Lay North America/PepsiCo where he performed security surveys through on-site examinations and analyses of sites such as major league baseball stadiums, a general aviation airport, manufacturing plants, distribution centers, and private businesses, with the goal of ascertaining the present security status, identifying deficiencies or excesses, determining the protection needed, and making recommendations to improve overall security.

Mr. Puente holds a Bachelor of Science in Criminal Justice from the University of Texas at Arlington and a Master of Liberal Arts from Southern Methodist University, and has completed Advanced Graduate Studies in Dispute Resolution. He is also a graduate of the Federal Bureau of Investigation National Academy.

Terry Hall is a 28-year veteran of the Indianapolis Police Department (IPD) who has worked in the administrative, operations, and investigative arenas of law enforcement. Mr. Hall has attended the FBI Academy and is a certified instructor for the State of Indiana. He was named the IPD Officer of the Year and the IPD Investigative Officer of the Year. Mr. Hall has trained over 10,000 prosecutors, judges, and law enforcement officers at the local, state, and federal level. He has been involved with training for universities, law enforcement academies, national judicial conferences, and departmental in-service trainings. Mr. Hall spent 10 years in the Criminal Intelligence Division as Sergeant of

Operations. He has appeared as an expert analyst on many television news shows and his work has been chronicled in many law enforcement-related publications. He excels in crime prevention and planning and has significant experience in security assessment of ingress/egress points, locking mechanisms, security cameras, and other physical security equipment.

Alternate Team Leader

Gregory Thomas is an independent consultant providing services in areas relating to organizational emergency and security preparedness; campus and school safety planning; and expert witness testimony and litigation support. He is currently serving as an expert consultant to a key member of a training team for the United States Department of Education that travels nationally to provide schools with up-to-date information on best practices in school safety planning and emergency management. As the lead consultant for the Packer Collegiate Institute in Brooklyn, NY, he conducted a thorough security assessment of the campus, including a review of the policies and practices related to building entry and visitor control; internal communications; components of the incident command system; and the school's crisis management plan. Mr. Thomas has also served as the managing director of a project for the Freeport Independent School District, Freeport, NY, that required a review of the incident reports within the school district to assess the frequency and location of incidents; an evaluation of the existing CCTV systems; and a determination of the need for armed School Resource Officers within the district.

Mr. Thomas' experience also includes serving as the Associate Director of the City University of New York/NYPD Cadet Corps; the Assistant Commissioner for the Office of Public Safety Education and Employment Initiatives of the New York City Fire Department; the Executive Director of the Division of School Safety for the New York City Department of Education; the Executive Director of the Office of School Safety and Planning for the New York City Department of Education; and the Deputy Director, Planning and Response, for the National Center for Disaster Preparedness through the Mailman School of Public Health at Columbia University.

Resumes will be provided upon request.

Staffing Approach

Altegrity proposes the use of five (5) teams, each consisting of a team leader and two (2) team members. The teams and ASC technicians will report to the project manager.

The team leaders listed above are tenured police and fire professionals with extensive experience within their career fields in security assessment, critical incident response, incident command, fire inspections, and fire suppression systems. The assessors working under each team leader will have 20+ years of fire or police service with relevant experience in building inspections, security assessments, and critical incident response, and they will be assigned tasks based on their areas of experience. PATC's staff of more than 100 experienced law enforcement and fire protection professionals will provide a depth of resources that will ensure no delays in project completion as a result of staffing needs.

All field personnel will complete a criminal background check as required through the West Virginia State Police prior to working in any school.

Subcontractors

Altegrity Risk International will be the prime vendor. Explore, Kroll Security Group, PATC, and the individual team leaders and assessors will be direct subcontractors to ARI. Subcontracting agreements will be submitted to the State of West Virginia upon ARI's selection as vendor.

Previous Project Experience

Kroll Security Group has completed more than 40 projects for academic institutions involving safety and security assessment, planning, and design of security program elements. KSG was retained by the Detroit Public Schools Program Manager Team to develop a Security Systems Master Plan for Detroit Public Schools and implement recommendations for existing and new construction facilities district wide. The project encompassed over 90 buildings and included the assessment of existing security systems, recommendations for systems design criteria, and an opinion of probable costs. KSG has also worked with the Austin Independent School District to develop standards for the application of all security systems and devices including video surveillance, access control, and intrusion detection, and to implement a network-based video surveillance system. This project included 144 facilities comprised of schools, athletic facilities, performing arts centers, bus and maintenance centers, and administrative offices.

Conducting vulnerability assessments and planning for critical incident response has been a standard function of the team leaders' and assessors' duties as firefighters and law enforcement professionals. With each having more than 20 years experience in his or her career field, they have collectively completed thousands of security, safety, and vulnerability assessments in the form of fire inspections, alarm inspections, hazardous materials inspections, crime prevention initiatives, and school emergency planning initiatives. Each team leader has been trained in the Critical Incident Management System and Critical Incident Command System and has employed that training in the course of his duties.

Section IV

Mandatory and Desirable Requirements

3.2.0 Facility Floor Plan: The Altegrity Team will use SmartDraw CAD software to create a detailed floor plan for each facility showing:

- 3.2.1 Ingress and Egress Points
- 3.2.2 Locations of gates and/or barriers
- 3.2.3 Location of any Underground Access Points
- 3.2.4 Location of Access Doors and Door Swing Direction, including roof access
- 3.2.5 Location of Fire Doors and Door Swing Direction
- 3.2.6 Location of Windows
- 3.2.7 Location of Stairwells
- 3.2.8 Location of Elevator Shafts
- 3.2.9 Location of Staging Areas on Floor
- 3.2.10 Location of Shower Facilities
- 3.2.11 Location of Video Cameras
- 3.2.12 Location of Elevator Control Room

3.3.0 Utility Information: The Altegrity Team will identify the following:

- 3.3.1 Name and emergency contact phone number
- 3.3.2 Location of the Natural Gas and Electrical Shut-offs
- 3.3.3 Location of Fire Hydrants and Fire Department Connections
- 3.3.4 Location and Type of Facility Fire Suppression/Fire Protection Systems
- 3.3.5 Location of Telephone, Television, Internet, and Intercom Shut-Offs
- 3.3.6 Location of Back-up Power

3.4.0 Building Information: The Altegrity Team will identify the following:

- 3.4.1 Building Name or Identifier
- 3.4.2 Building Address, including GPS coordinates
- 3.4.3 Building Characteristics, including square feet, physical exterior dimensions, number of floors, type of construction, and roof type
- 3.4.4 Maximum Capacity of the Facility
- 3.4.5 Work Hours of the Facility Population, differentiated by day versus evening
- 3.4.6 Identification of Hazardous Materials, including storage locations, storage methods, and amounts
- 3.4.7 Utility Ownership for Each Utility, including entity

3.5.0 Digital Mapping/Imagery: The Altegrity Team will provide digital images and text explanations for:

- 3.5.1 Each Side of the Building with Orientation Identified, including both fire and police tactical floor/side definitions
- 3.5.2 Restricted and Sensitive Areas
- 3.5.3 Knox Box
- 3.5.4 Security Alarm and Alarm Panels
- 3.5.5 Classrooms
- 3.5.6 Administrative Areas
- 3.5.7 Ingress and Egress Points
- 3.5.8 Access Roads
- 3.5.9 Barricades and Fences
- 3.5.10 Relevant Geographical Information
- 3.5.11 Closed Circuit TV System

3.6.0 First Responder and Community at Large: The Altegrity Team will identify school site information relating to first responders and other community related agencies as detailed below:

- 3.6.1 We will identify School Crisis Response Team Roles, including responsibilities isolated by position held in the school.
- 3.6.2 We will identify and provide emergency phone numbers for law enforcement, EMS, county/city government, the fire department, utilities, the division of highways, and railroads.
 - 3.6.2.1 We will identify and provide emergency phone numbers for the American Red Cross, the county health department, the county emergency management agency, the county department of health and human services, the National Weather Service, and the poison control center.

3.7.0 Emergency Management Plan

- 3.7.1 The Altegrity Team will research and identify current Emergency Communication Procedures. When such procedures do not exist, we will assist school/county personnel in creating them.
- 3.7.2 The Altegrity Team will research and identify current Emergency Preparedness Personnel positions and responsibilities. When such positions and responsibilities do not exist, we will assist school/county personnel in creating them.
- 3.7.3 The Altegrity Team will research currently identified Off-Grounds Evacuation Sites for the total school population. When such sites have not been identified, we will assist school/county personnel in identifying them.
- 3.7.4 The Altegrity Team will research and identify current definitions for Emergency Classifications and school personnel's proper responses to each classification. When such classifications and responses have not been identified, we will assist school/county personnel in identifying them.
- 3.7.5 The Altegrity Team will research and identify current Emergency Preventive Measures. When such measures do not exist, we will assist school/county personnel in identifying them.
- 3.7.6 The Altegrity Team will research and identify current Emergency Management Plans by Staff Position. When such plans do not exist, we will assist school/county personnel in creating such plans.
- 3.7.7 The Altegrity Team will research and identify current Emergency Management Plans Relating to Early Dismissal/Evacuation. When such plans do not exist, we will assist school/county personnel in creating such plans.
- 3.7.8 The Altegrity Team will research and identify current Emergency Management Plans Relating to Shelter-in-Place. When such plans do not exist, we will assist school/county personnel in creating such plans.
- 3.7.9 The Altegrity Team will research and identify current Emergency Management Plans Relating to Fire Drill Procedures. When such plans do not exist, we will assist school/county personnel in creating such plans.
- 3.7.10 The Altegrity Team will research and identify current Emergency Management Plans Relating to Actual Fire Emergency Procedures. When such plans do not exist, we will assist school/county personnel in creating such plans.
- 3.7.11 The Altegrity Team will research and identify current Emergency Management Plans Relating to Bomb Threat/Discovery. When such plans do not exist, we will assist school/county personnel in creating such plans.

- 3.7.12 The Altegrity Team will research and identify current Emergency Management Plans Relating to Natural Disasters. When such plans do not exist, we will assist school/county personnel in creating such plans.
- 3.7.13 The Altegrity Team will research and identify current Emergency Management Plans Relating to a Chemical Emergency. When such plans do not exist, we will assist school/county personnel in creating such plans.
- 3.7.14 The Altegrity Team will research and identify current Emergency Management Plans Relating to a Utility Emergency. When such plans do not exist, we will assist school/county personnel in creating such plans.
- 3.7.15 The Altegrity Team will research and identify current Emergency Management Plans Relating to a Demonstration or Disturbance. When such plans do not exist, we will assist school/county personnel in creating such plans.
- 3.7.16 The Altegrity Team will research and identify current Emergency Management Plans Relating to a Facility Lockdown. When such plans do not exist, we will assist school/county personnel in creating such plans.

3.8.0 Vulnerability Analysis and Recommendations

- 3.8.1 The Altegrity Team will provide a list of vulnerabilities identified in the collection and review of the preceding material.
- 3.8.2 The Altegrity Team will provide recommendations of actions and/or acquisitions that will aid in the reduction of identified vulnerabilities.
 - 3.8.2.1 The Altegrity Team will identify costs associated with the implementation of any recommendations.

3.9.0 Data Privacy Requirements : Protected Critical Infrastructure Information (PCII) Program Requirements: The ASC technicians responsible for entering data into ACAMS will obtain PCII certification through the State's sponsorship upon contract award.

3.10.0 Automated Critical Asset Management System (ACAMS)

- 3.10.1 The ASC technicians will enter all data created during the school safety and vulnerability assessment into ACAMS.
- 3.10.2 The ASC technicians will obtain certification in the use of ACAMS through the State's sponsorship upon contract award, and they will meet the guidelines for access to PCII.

Addendum No. 1: Legal Disclaimer

Legal Disclaimer

Altegrity Risk International, Inc. (ARI) accepts in principle the general terms of the West Virginia Department of Administration's (the "Department") General Terms and Conditions. However, in the event ARI is granted the opportunity to provide its services to the Department, ARI would require any contract governing such services to include provisions consistent with similar agreements of this nature, to include without limitation, provisions relating to ARI's limitation on liability and, a more detailed description of the parties' respective obligations and duties as they relate to confidentiality, indemnity, etc.

Addendum No. 2: Signed RFQ Acknowledgements



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
SBA10033

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**KRISTA FERRELL
 304-558-2596**

RFQ COPY
 TYPE NAME/ADDRESS HERE
 Altegrity Risk International, Inc.
 570 Lexington Ave.
 7th Floor
 New York, NY 10022

SCHOOL BUILDING AUTHORITY
 2300 KANAWHA BOULEVARD EAST
 CHARLESTON, WV
 25311 304-558-2541

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/07/2010				

BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		906-78		
<p>SCHOOL SAFETY & VULNERABILITY ASSESSMENTS</p> <p>REQUEST FOR PROPOSAL (RFP)</p> <p>THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA SCHOOL BUILDING AUTHORITY, IS SOLICITING PROPOSALS FOR SCHOOL SAFETY AND VULNERABILITY ASSESSMENTS FOR ALL SCHOOLS LOCATED IN THE STATE OF WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.</p> <p>A MANDATORY PRE-BID WILL BE HELD ON JUNE 2, 2010 AT 10:30 AM IN THE CONFERENCE ROOM OF BUILDING #15 LOCATED AT 2019 WASHINGTON STREET EAST IN CHARLESTON, WV. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE 703-637-1641 DATE June 29, 2010

TITLE President, ASC FEIN 27-0966350 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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 304-558-2596**

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 7th Floor
 New York, NY 10022**

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 2300 KANAWHA BOULEVARD EAST
 CHARLESTON, WV
 25311 304-558-2541**

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THIS RFP, VIA FAX AT 304-558-4115, OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. QUESTIONS WHICH VENDORS WISH TO HAVE ADDRESSED DURNING THE PRE-BID MEETING MUST BE SUBMITTED NO LATER THAN FRIDAY, MAY 28, 2010 AT THE CLOSE OF BUSINESS. AFTER THE PRE-BID MEETING VENDORS MAY SUBMIT ADDITIONAL QUESTIONS. ALL TECHNICAL QUESTIONS MUST BE SUBMITTED NO LATER THAN JUNE 9, 2010 AT THE CLOSE OF BUSINESS. TECHNICAL QUESTIONS RECEIVED BOTH PRIOR TO AND AFTER THE PRE-BID MEETING WILL BE ANSWERED BY FORMAL ADDENDUM ISSUED BY THE PURCHASING DIVISION AFTER THIS DEADLINE HAS LAPSED.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.:</p> <p>ADDENDUM ACKNOWLEDGEMENT</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 703-637-1641	DATE <i>June 29, 2010</i>
TITLE President, ASC	FEIN 27-0966350	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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3

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

VENDOR


RFQ COPY
 TYPE NAME/ADDRESS HERE
 Altegrity Risk International, Inc.
 570 Lexington Ave.
 7th Floor
 New York, NY 10022

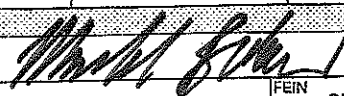
SHIP TO

SCHOOL BUILDING AUTHORITY
 2300 KANAWHA BOULEVARD EAST
 CHARLESTON, WV
 25311 304-558-2541

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/07/2010				

BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 ..X.....</p> <p>NO. 2 ..X.....</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF TH ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">  SIGNATURE Altegrity Risk International, Inc COMPANY June 29, 2010 DATE </p>						

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SIGNATURE 	TELEPHONE 703-637-1641	DATE June 29, 2010
TITLE President, ASC	FEIN 27-0966350	ADDRESS CHANGES TO BE NOTED ABOVE

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BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UCP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF THREE (3) YEARS OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 703-637-1641	DATE June 29, 2010
TITLE President, ASC	FEIN 27-0966350	ADDRESS CHANGES TO BE NOTED ABOVE

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ADDRESS CORRESPONDENCE TO ATTENTION OF
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VENDOR RESPONSE

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BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009</p> <p>WORKER'S COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKER'S COMPENSATION IF SUCCESSFUL.</p> <p>INSURANCE: THE VENDOR SHALL FURNISH PROOF OF COMMERCIAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF THE CONTRACT. THE AMOUNT FOR SAID INSURANCE IS A MINIMUM OF \$1,000,000.00.</p> <p>BONDS:</p> <p>BID BOND: A BID BOND IN THE AMOUNT OF \$50,000.00 PAYABLE TO THE STATE OF WEST VIRGINIA, SHALL BE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Michael R. Howard</i>	TELEPHONE 703-637-1641	DATE June 29, 2010
TITLE President, ASC	FEIN 27-0966350	ADDRESS CHANGES TO BE NOTED ABOVE

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ADDRESS CORRESPONDENCE TO ATTENTION OF
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 570 Lexington Ave
 7th Floor
 New York, NY 10022

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 CHARLESTON, WV
 25311 304-558-2541

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05/07/2010				

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>SUBMITTED WITH EACH BID AS A BID BOND. THE SUCCESSFUL VENDOR SHALL ALSO FURNISH A PERFORMANCE BOND FOR \$1,000,000.00. BONDS MAY BE PROVIDED IN THE FORM OF A CERTIFIED CHECK, IRREVOCABLE LETTER OF CREDIT, OR BOND FURNISHED BY A SOLVENT SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF WEST VIRGINIA. A LETTER OF CREDIT SUBMITTED IN LIEU OF A BOND WILL ONLY BE ACCEPTED FOR PROJECTS UNDER \$100,000.00. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPTABLE IN LIEU OF THE BID BOND OR PERFORMANCE BOND REQUIRED.</p> <p>NOTICE</p> <p>A SIGNED PROPOSAL MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE PROPOSAL SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE PROPOSAL MAY NOT BE CONSIDERED.</p> <p>SEALED PROPOSAL</p> <p>BUYER: KRISTA FERRELL- FILE 21</p> <p>RFP. NO.: SBA10033</p> <p>TECHNICAL PROPOSAL OPENING DATE: 06/30/2010</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Michael Bulow* TELEPHONE: 703-637-1641 DATE: June 29, 2010

TITLE: President, ASC FEIN: 27-0966350 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
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RFQ NUMBER
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PAGE
7

ADDRESS CORRESPONDENCE TO ATTENTION OF
**KRISTA FERRELL
 304-558-2596**

RFQ COPY

TYPE NAME/ADDRESS HERE
 Altegrity Risk Interational, Inc.
 570 Lexington Ave.
 7th Floor
 New York, NY 10022

SHIP TO

SCHOOL BUILDING AUTHORITY
 2300 KANAWHA BOULEVARD EAST
 CHARLESTON, WV
 25311 304-558-2541

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
05/07/2010				

BID OPENING DATE: **06/30/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>TECHNICAL PROPOSAL OPENING TIME: 1:30 PM</p> <p>COST PROPOSAL OPENING WILL BE SCHEDULED AFTER THE EVALUATION OF THE TECHNICAL PROPOSALS. VENDORS WILL BE NOTIFIED OF THIS DATE AND TIME.</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR PROPOSAL:</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): Michael Berkow Fax: 724-458-5780</p> <p>-----</p> <p>***** THIS IS THE END OF RFQ SBA10033 ***** TOTAL: _____</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *Michael Berkow* TELEPHONE 703-637-1641 DATE **June 29, 2010**

TITLE President, ASC FEIN 27-0966350 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Addendum No. 3: Addendum Acknowledgements



State of West Virginia
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PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 804-558-2596

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 Altegrity Risk International, Inc.
 570 Lexington Ave.
 New York, NY 10022

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 CHARLESTON, WV
 25311 304-558-2541

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/16/2010				

BID OPENING DATE: 07/07/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO:						
1.) EXTEND THE OPENING DATE OF THE TECHNICAL PROPOSAL,						
PROPOSAL OPENING DATE IS EXTENDED TO: 07/06/2010						
PROPOSAL OPENING TIME REMAINS: 1:30 PM						
2.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST,						
3.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS PRE AND POST MANDATORY PRE-BID MEETING IN ACCORDANCE WITH THE PROVISIONS OF RFP SBA10033,						
4.) PROVIDE CHANGES TO THE SPECIFICATIONS,						
5.) PROVIDE A COPY OF THE US DEPARTMENT OF HOMELAND SECURITY INITIAL ASSET VISIT FOR REFERENCE,						
6.) PROVIDE A COPY OF REVISED MASTER LIST OF SCHOOLS 2009-2010 (ATTACHEMENT A), AND						
7.) PROVIDE A COPY OF THE STATE'S STANDARD PERFORMANCE BOND FORM REFERENCED IN THE ANSWERS TO THE TECHNICAL QUESTIONS.						
***** END ADDENDUM NO. 1 *****						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 703-637-1641	DATE June 29, 2010
TITLE President, ASC	FEIN 27-0966350	ADDRESS CHANGES TO BE NOTED ABOVE

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 25311 304-558-2541

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
06/22/2010				

BID OPENING DATE: 07/07/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2		
				TO CLARIFY THE TECHNICAL PROPOSAL OPENING DATE:		
				TECHNICAL PROPOSAL OPENING DATE IS 07/07/2010		
				TECHNICAL PROPOSAL OPENING TIME IS 1:30 PM		
				***** END ADDENDUM NO. 2 *****		
0001	1	LS		906-78		
				SCHOOL SAFETY & VULNERABILITY ASSESSMENTS		
				***** THIS IS THE END OF RFQ SBA10033 ***** TOTAL:		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE 703-637-1641 DATE June 29, 2010

TITLE President, ASC FEIN 27-0966350 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Addendum No. 4: Purchasing Affidavit

Addendum No. 5: Sample Letter to School Districts

September 1, 2010

Doddridge County Superintendent's Office
103 Sistersville Pike
West Union, WV 26456

Dear School District Official:

You are being contacted due to a recently established partnership between the School Building Authority of West Virginia (SBA), the Safe Schools Task Force, and Altegrity Security Consulting/the Public Agency Training Council (Altegrity Team). The purpose of this contact is to inform you that over the next several months the Altegrity Team will be contacting all the public schools in the State, including schools in your district, for the following reason:

To perform School Safety Assessments, provide suggested improvements for enhancing school safety, provide technical support to school administrators and others to enhance the safety and security of West Virginia Schools, and to support the effort to digitally map all public schools in the State of West Virginia.

The collection of this information will enhance the safety and security of all schools in West Virginia and help provide first responders at all levels with the necessary tools to effectively mitigate, plan for, and respond to all types of hazards that have the potential of occurring at schools and school facilities, both man-made and natural.

The first step in the process is to solicit documentation of any existing school safety plans and data. To accomplish this, a secure website has been created for each school to upload its documentation. Each school will be provided an access code, directions, and support on how to upload the requested information onto our secure site. After all information has been collected, the Altegrity Team will be visiting each school and its surrounding emergency response agencies to collect additional technical information.

The following information will be requested from schools in your district during the first phase:

- A diagrammatic floor plan
- School crisis response team roles
- Emergency communications procedures
- Emergency preparedness personnel
- Off-grounds evacuation sites
- Emergency classifications and their proper responses
- Emergency preventive measures
- Emergency management plans by staff position
- Emergency management plans relating to early dismissal/evacuation
- Emergency management plans relating to shelter-in-place
- Emergency management plans relating to fire drill procedures
- Emergency management plans relating to actual fire emergency procedures
- Emergency management plans relating to bomb threat/discovery
- Emergency management plans relating to natural disasters
- Emergency management plans relating to a chemical emergency
- Emergency management plans relating to a utility emergency
- Emergency management plans relating to a demonstration or disturbance
- Emergency management plans relating to a facility lockdown

If any of the above plans do not exist, the Altegrity Team will assist school and county personnel in developing the necessary plans during the on-site visit.

Letters will soon arrive at your district schools providing additional instructions on the important roles they will play during the initial phase. If you would like additional information, please contact the Altegrity Team at 800-888-1111 or visit the website at www.wvschoolsafety.com.

Sincerely,

Michael Berkow
President
Altegrity Security Consulting

James Alsup
Director
Public Agency Training Council

Addendum No. 6: Sample Letter to Schools

September 8, 2010

Doddridge County High School
1 Bulldog Drive
West Union, WV 26456

Dear School Official:

You are being contacted due to a recently established partnership between the School Building Authority of West Virginia (SBA), the Safe Schools Task Force, and Altegrity Security Consulting/the Public Agency Training Council (Altegrity Team). These agencies have joined together to accomplish the following:

To perform School Safety Assessments, provide suggested improvements for enhancing school safety, provide technical support to school administrators and others to enhance the safety and security of West Virginia Schools, and to support the effort to digitally map all public schools in the State of West Virginia.

The collection of this information will enhance the safety and security of all schools in West Virginia and help provide first responders at all levels with the necessary tools to effectively mitigate, plan for, and respond to all types of hazards that have the potential of occurring at schools and school facilities, both man-made and natural.

The first step in the process is to solicit documentation of any existing school safety plans and data. To accomplish this, a secure website, www.wvschoolsafety.com, has been created for each school to upload its documentation. Your school has been provided a unique user name and access code (see below) to log-in to the website. Please log in within two weeks of receipt of this letter so that we know you have received this letter. Once logged in, you will see a checklist of the following pieces of information:

- A diagrammatic floor plan
- School crisis response team roles
- Emergency communications procedures
- Emergency preparedness personnel
- Off-grounds evacuation sites
- Emergency classifications and their proper responses
- Emergency preventive measures
- Emergency management plans by staff position
- Emergency management plans relating to early dismissal/evacuation
- Emergency management plans relating to shelter-in-place
- Emergency management plans relating to fire drill procedures
- Emergency management plans relating to actual fire emergency procedures
- Emergency management plans relating to bomb threat/discovery
- Emergency management plans relating to natural disasters
- Emergency management plans relating to a chemical emergency
- Emergency management plans relating to a utility emergency
- Emergency management plans relating to a demonstration or disturbance
- Emergency management plans relating to a facility lockdown

If these plans currently exist for your school, you are asked to upload them to the secure website. You will be able to save and edit documents prior to final submission. If any of the above plans do not exist, you will be able to indicate that on the site. Please see the included sheet for detailed instructions on navigating the site.

The second step of this process is for the Altegrity Team to make an on-site visit to collect additional technical information from the school and from its surrounding emergency response agencies. If any of the above plans do not exist, the Altegrity Team will assist your school and county personnel in developing the necessary plans during the on-site visit.

Your participation in the first step of this process is very important as will it allow our team to adequately prepare for the on-site visit to your school. If you would like additional information, please contact the Altegrity Team at 800-888-1111 or visit the website at www.wvschoolsafety.com.

User Name: Doddridge CHS
Password: F*432hk1

Sincerely,

Michael Berkow
President
Altegrity Security Consulting

James Alsup
Director
Public Agency Training Council

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Altegrity Risk International, Inc.
of 7799 Leesburg Pike, Ste 1100 N., Falls Church, VA 22043-2440, as Principal, and Travelers Casualty and Surety Company of America
Hartford of One Tower Square, Hartford, CT 06183, a corporation organized and existing under the laws of the State of Connecticut, with its principal office in the City of Hartford, as Surety, are held and firmly bound unto the State of West Virginia, as Oblige, in the penal sum of Fifty Thousand and 00/100 Dollars (\$ 50,000.00) for the payment of which, well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for School Safety and Vulnerability Assessments

NOW THEREFORE,

(a) If said bid shall be rejected, or
(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Oblige may accept such bid, and said Surety does hereby waive notice of any such extension

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereunto and these presents to be signed by their proper officers, this 30th day of June, 20 10.

Principal Corporate Seal

Altegrity Risk International, Inc.
(Name of Principal)
By *David R. Fontaine*
(Must be President or Vice President)
Vice President - DAVID R. FONTAINE
(Title)

Surety Corporate Seal

Travelers Casualty and Surety Company of America
(Name of Surety)
Richard A. Jacobus
Richard A. Jacobus Attorney-in-Fact

IMPORTANT - Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised corporate seals must be affixed, a power of attorney must be attached.

BID BOND PREPARATION INSTRUCTIONS

AGENCY _____ (A)
RFQ/RFP# _____ (B)

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, _____ (C) of _____ (D), _____ (E) as Principal, and _____ (F) of _____ (G), _____ (H), a corporation organized and existing under the laws of the State of _____ (I) with its principal office in the City of _____ (J), as Surety, are held and firmly bound unto The State of West Virginia, as Obligees, in the penal sum of _____ (K) (\$ _____ (L)) for the payment of which, well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the Department of Administration a certain bid or proposal, attached hereto and made a part hereof to enter into a contract in writing for _____ (M)

NOW THEREFORE

(a) If said bid shall be rejected, or
(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated

The Surety for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of time within which the Obligees may accept such bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be affixed hereto and these presents to be signed by their proper officers, this _____ (N) day of _____ (O), 20 _____ (P).

Principal Corporate Seal

(Name of Principal)

(R)

By _____ (S)
(Must be President or Vice President)

Title

(U)

Surety Corporate Seal

(Name of Surety)

Attorney-in-Fact

- (A) WV State Agency
(Stated on Page 1 "Spending Unit")
Request for Quotation Number (upper right corner of page #1)
 - (C) Your Company Name
 - (D) City, Location of your Company
 - (E) State, Location of your Company
 - (F) Surety Corporate Name
 - (G) City, Location of Surety
 - (H) State, Location of Surety
 - (I) State of Surety Incorporation
 - (J) City of Surety Incorporation
 - (K) Minimum amount of acceptable bid bond is 5% of total bid. You may state "5% of bid" or a specific amount on this line in words.
 - (L) Amount of bond in figures
 - (M) Brief Description of scope of work
 - (N) Day of the month
 - (O) Month
 - (P) Year
 - (Q) Name of Corporation
 - (R) Raised Corporate Seal of Principal
 - (S) Signature of President or Vice President
 - (T) Title of person signing
 - (U) Raised Corporate Seal of Surety
 - (V) Corporate Name of Surety
 - (W) Signature of Attorney in Fact of the Surety
- NOTE: Dated, Power of Attorney with Raised Surety Seal must accompany this bid bond.

IMPORTANT -- Surety executing bonds must be licensed in West Virginia to transact surety insurance. Raised Corporate Seals must be affixed and a Power of Attorney must be attached.



POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 220967

Certificate No. 003375130

KNOW ALL MEN BY THESE PRESENTS: That St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company and St. Paul Mercury Insurance Company are corporations duly organized under the laws of the State of Minnesota, that Farmington Casualty Company, Travelers Casualty and Surety Company, and Travelers Casualty and Surety Company of America are corporations duly organized under the laws of the State of Connecticut, that United States Fidelity and Guaranty Company is a corporation duly organized under the laws of the State of Maryland, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Darella White, Richard G. Dicciani, Richard A. Jacobus, Mary C. O'Leary, Douglas R. Wheeler, Maureen McNeill, Wayne G. McVaugh, Rosemarie Caponi, Elizabeth Marrero, Sandra E. Bronson, and Adrienne Seaford

of the City of Philadelphia, State of Pennsylvania, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 4th day of December, 2009

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By: [Signature]
George W. Thompson, Senior Vice President

On this the 4th day of December, 2009, before me personally appeared George W. Thompson, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the 30th day of June, 2011.



[Signature]
Marie C. Tetreault, Notary Public

RFQ No. SBA10033

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Altegrity Risk International, Inc.

Authorized Signature: *Marcus Buland* Date: June 29, 2010

State of New York

County of Dutchess, to-wit:

Taken, subscribed, and sworn to before me this 29th day of June, 2010

My Commission expires MAY 21, 2011

AFFIX SEAL HERE

NOTARY PUBLIC *[Signature]*

