



**Request for Proposal – CALSAGA Online Training Provider**

CALSAGA

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The California Association of Licensed Security Agencies, Guards and Associates (CALSAGA or the “Association”) is an industry association whose primary members are businesses licensed by the Bureau of Security and Investigative Services within the Department of Consumer Affairs as required by the California Business and Professions Code. Member companies are both suppliers of contract security guard services (PPOs) and proprietary security services employers (PSEs). Companies that provide goods and/or services to PPOs and/or PSEs can join the association as Associate Members. Member companies range in size from international companies with billions in revenue to small companies with under ten employees.

The Association is governed by an 11-member Board of Directors. Day-to-day operations are managed by an Association Manager, a Program Manager, and a Communications Manager with oversight by the CALSAGA President.

The Association is soliciting proposals from qualified companies interested in and capable of serving as CALSAGA’s Online Training Provider. Under this alliance, the successful proposer will be designated by CALSAGA to develop and deliver an online training delivery system for security officers and proprietary security officers as well as maintain a database of completed training, as explained in greater detail in this Request for Proposal (RFP). The successful proposer will have specific expertise and knowledge of California laws and regulations as they pertain to contract security officers, proprietary security officers and their employers. The Association also expects that the successful proposer will provide exclusive pricing for CALSAGA member companies, as well as a licensing, marketing, and/or administrative fee or percentage of revenue returned to the Association.

Proposals are due no later than 5:00 PM on June 20, 2023, and must be electronically delivered to kate@calsaga.org. Proposals will be reviewed by a committee and then two proposers will be invited for a presentation.

**Timeline**

Proposals due electronically: 6/20/2023

Follow up questions: 6/21/2023 – 6/26/2023

Presentations: 6/28/2023

Decision Announced: 7/10/2023

Implementation: 9/11/2023

### **CALSAGA Liability**

CALSAGA will not be liable for any risks or costs incurred by the vendor in connection with this RFP or any proposal submitted by the vendor. This RFP in no way obliges CALSAGA to enter into a business arrangement with any vendor.

CALSAGA may withdraw this RFP by written notice to any vendor or reject any or all proposals submitted in response to this RFP. CALSAGA will not incur any liability resulting from such withdrawal or rejection.

Prior to the due date of the proposal, CALSAGA may modify this RFP by issuing one or more addenda. Specifications provided by CALSAGA are subject to change.

### **Contract Terms**

The successful proposer and CALSAGA will enter into an agreement with appropriate indemnity language in favor of CALSAGA. The term of any such agreement between the Association and the successful bidder shall be for a 3-year period, unless terminated by either party with thirty (30) days written notice. The terms of the agreement shall be determined by CALSAGA in its sole and absolute discretion.

### **Eligibility Requirements**

Proposer shall be a well-established, solvent training company duly constituted and licensed to deliver training to security officers in the State of California under all applicable statutes and regulations. Proposer must be a current CALSAGA Member at the time of proposal submission.

### **Scope of Work**

- The successful proposer must have recent experience and demonstrated expertise in the online training of security officers in California, including all modules as required by law and regulation. Proposer must also have demonstrated knowledge of California laws and regulations pertaining to both contract and proprietary security personnel.
- The successful proposer must be able to provide CALSAGA's curriculum or a version of the CALSAGA training modules in an online format and approved by CALSAGA by the deadline within 60 days of the award.
- Proposer must provide a CALSAGA branded landing page through the CALSAGA website which allow those that find the training through CALSAGA to purchase it at the discounted rate. Tracking of all users must be provided.
- The successful proposer must be able to provide an interactive component which will allow CALSAGA Association Management to track purchases by CALSAGA Members.

### **Response Format / Information Required**

Proposals must contain the following sections:

- History of Company
- Online Training Services
  - Courses Currently Offered

- Course Formatting
  - Course Testing (with user verification)
  - Curriculum Development Philosophy
- Database / Learning Management System
  - Overview
  - Screenshots or Video Clips
  - Example of Generated Certificate; Must BSIS Compliant
  - Description of Support Provided to User
- Pricing
  - Proposed exclusive pricing for CALSAGA members
  - Services included in pricing
  - Proposed Licensing/Marketing/Administrative Fee or percentage back to CALSAGA
- References
  - At least three references from companies, associations and/or security personnel that have used your online system to obtain either security officer or proprietary licensure through the Bureau of Security and Investigative services, or in the absence of such experience, individuals and companies who are familiar with your broad online training and database administration capabilities.