New York City Campaign Finance Board

M/WBE Solicitation

Security and Protective Services (PIN 004202700005)

Release Date:	September 28, 2026
PIN#	004202700005
Submission Deadline:	October 23, 2026
Submit Proposals to:	contracts@nyccfb.info
Term Start Date:	January 1, 2027
Term Start End:	December 31, 2028
Budget (Maximum Reimbursable Amount):	$200,000.00

ABOUT THE AGENCY

Established in 1988, the New York City Campaign Finance Board (CFB) is an independent, nonpartisan city agency dedicated to enhancing voter engagement and participation, reducing barriers to running for city office, and diminishing the influence of money in elections. Central to its mission is the administration of the Matching Funds Program, New York City's landmark small-dollar public matching funds program which amplifies the voices of ordinary New Yorkers in city elections by matching their small contributions with public funds and helps candidates rely on New York City residents to fund their campaigns.

SCOPE OF WORK

The CFB is seeking a fully licensed security contractor to provide unarmed, uniformed security and protective services for the agency at its offices located on the 12th and 20th floors of 100 Church Street in Lower Manhattan, NYC ("the facility"). The selected vendor must comply with all applicable New York State and New York City laws, rules, regulations, and licensing requirements governing the provisions of security guard services, including but not limited to, the requirements of New York State General Business Law §70 and applicable requirements of the New York Department of State.

The selected vendor will provide:

- One (1) unarmed, licensed, and uniformed security guards who is qualified to provide daily security coverage at the facility on each regular business day (Monday – Friday).

- A minimum of two (2) unarmed, licensed, and uniformed security guards who are qualified to provide security coverage for all CFB Board meetings and other onsite events held at the facility that are open to the public.
    - The CFB anticipates approximately 50-100 public events annually. The CFB will provide a minimum of three (3) business days' advance notice of any events, requiring security and protective services when practicable. The selected vendor must male reasonable efforts to accommodate requests with 24 hours or less notice.
    - Events are generally scheduled for no more than five (5) hours; however, event duration may vary based on the CFB's operational needs. While most events will occur during standard business hours (9:00am to 5:00pm ET), there are some after hours (after 5:00pm ET) events that occur. For all meetings and events, the assigned security and protective services may require additional time for preparation and/or debriefs outside standard hours allocated for meeting or event.

Contract Term

The selected vendor shall provide security and protective services for two (2) years, anticipated to begin January 1, 2027 through December 31, 2028, with an option to renew for an additional two (2) year.

The CFB observes the following holidays; the closed facility will not require security and protective services on:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Note: CFB will honor the observed holidays listed within the New York State Department of Labor (NYSDOL) Article 9 Prevailing Wage Rate. If the CFB requires security and protective services when the facility is scheduled to be closed or on any CFB or Article 9 observed holidays, prior notification will be given to ensure coverage is available. Additionally, the CFB may require the cancellation of security and protective services on special event days when CFB staff are offsite (i.e. retreats, etc.)

Key Requirements

The assigned security guard(s) must be able to provide the following services:

- Maintain a visible security presence during assigned shifts and during all CFB Board meetings and public events.
- Remain uniformed while on duty and remain standing during CFB Board meetings and public events unless otherwise directed by the CFB.
- Monitor the facility for unauthorized access or suspicious activity.
- Conduct routine security checks by walking throughout the facility, including adjacent areas that are used by CFB staff (e.g. hallways, restrooms, etc.).
- Prevent intrusion of the facility by unauthorized individuals.
- Prevent loitering, personal assaults, and other unlawful activities by maintaining order in specific zones or designated areas throughout the facility.
- Screen attendees prior to their entry to meetings and events via hand and/or security wand upon entry or as directed by CFB leadership. **Note:** Security guards are expected to conduct screenings in a professional, courteous, and nondiscriminatory manner.
    - Cross reference attendance list, when provided by the CFB, and verify all attendees are listed as per their official government issued identification (e.g. driver's license, state ID, etc.).
    - Visually inspect bags and personal items as permitted; deny entry to individuals who refuse required screening.
    - Immediately report any prohibited or suspicious items discovered during screening to the event coordinator or designated CFB staff member and, when appropriate, to the New York Police Department (NYPD).
- Perform post-meeting and event duties prior to departure; upon conclusion of each CFB Board meeting or public event, assigned security guards shall:

  - Conduct a final walk-through of the facility event spaces to verify that all non-employees have exited the event floor(s);
  - Report any observed damage, abandoned items, or security concerns to the designated CFB staff member; and
  - Confirm departure time with the designated CFB staff member.
- Report all security concerns or incidents, including but not limited to, physical incidents and property damage, that occur during an assigned shift or event to the Director of Support & Logistics and/or designated CFB staff.
  - Communicate with CFB staff regarding security concerns with appropriate urgency.
  - Complete and submit CFB incident/accident report forms to designated CFB staff members within 24 hours of an incident/accident, when applicable. Reports shall include: the date, time, and location of the incident; names and descriptions of individuals involved; a factual account of the incident; actions taken by security personnel; and whether NYPD, FDNY, EMS, or other emergency services were contacted. The selected vendor shall retain copies of all incident reports for the duration of the contract.
- Escort unwelcome or unauthorized guests and terminated employees identified by CFB staff from the facility to the first-floor lobby and ensure they have exited the security doors.
- Respond to and assist in emergencies in accordance with applicable emergency procedures and the selected vendor's policies, including:
  - **Fire/Evacuation:** Immediately direct staff and/or event attendees to the nearest emergency exits and assist with the orderly evacuation of the facility upon activation of a fire alarm or instruction from building management. Security guards shall remain at designated posts until relieved by NYPD, the Fire Department of New York (FDNY), building security, or other authorized CFB staff.
  - **Disruptive or Violent Individuals:** Attempt to de-escalate situations through verbal communication and trained techniques. If the situation cannot be safely resolved, contact NYPD and take reasonable measures to protect staff and/or event attendees until authorities arrive. Security guards shall not use physical force except as permitted by applicable law and the Contractor's policies and training.
- Gain familiarity and maintain awareness of the building's layout, security, and emergency/evacuation protocols.

- When NYPD presence or assistance is required, the security guard shall contact 911 and notify designated CFB staff members immediately. Security guards shall coordinate and communicate with NYPD and building security as necessary.
- Understand and be understood in English and communicate effectively with CFB staff, building security, visitors, members of the public, and other authorities (i.e. NYPD, FDNY).

Note: Assigned security guards shall not leave duty (regular, meeting, or event) until formally released by the designated CFB staff member. Additionally, security guards must adhere to all instructions, assignments, schedules, and security procedures provided by CFB.

All work performed under this contract must remain strictly nonpartisan. All assigned security guards must refrain from engaging in political advocacy, campaigning, or other partisan activities while on duty and present at the facility.

BUDGET AND PAYMENTS

The anticipated contract maximum amount is **$200,000**.

The resulting contract will be structured on a **time-and-materials/fee-for-service basis (hourly rates and (if any) management/administrative fees)**. All rates must abide by the NYSDOL currently effective Article 9 Prevailing Wage Rate. Payments will only be remitted for security and protective services provided and authorized by the CFB, based on the agreed upon hourly rates approved at final negotiation of the awarded contract.

The maximum reimbursable amount budget represents a ceiling related to the anticipated contract term; the CFB is only obligated to pay for work approved and actually completed. Vendor compensation rates for security and protective services must be clearly documented to distinguish between regular weekday daily (any time with 8AM-6PM) security guard services rate and outside the weekday daily hours' rate, which includes (but not limited to) overtime, after-hours (After 5PM weekday daily, early arrival hours (prior to 8AM), weekend, and/or holiday rates must be clearly identified in the vendor's proposal and approved by the CFB prior to the provision of services.

The Contractor shall not exceed the contract maximum amount without prior written authorization from the CFB.

Invoices must be submitted on a monthly basis for work that has been completed to date. Invoices must be submitted on the selected vendor's letterhead via email to accountspayable@nyccfb.info and:

- be addressed to the New York City Campaign Finance Board, 100 Church Street, 12th Floor, New York, New York 10007;
- include the date of the invoice and payment due date;
- highlight the dates of service and detail the service provided (i.e. rate of assigned employee, quantity of distribution with service cost, etc.);
- include a reference to the contract number; and
- any backup documentation for work completed, including approved timesheets.

SOLICITATION TIMELINE AND SUBMISSION REQUIREMENTS

Proposals must be submitted by e-mail to contracts@nyccfb.info by 5:00 pm ET on October 28, 2026. Proposals submitted after the deadline will not be considered.

The anticipated contract term is January 1, 2027 to December 31, 2028.

Each proposal must include:

- A detailed description of the vendor's qualifications and experience providing security and protective services, including the number of years in business and experience in the security field. Experience supporting government agencies is preferred.
    - A detailed description of the vendor's ability to supply the required services as described in the scope of work within the anticipated contract term.
    - A detailed description on how the key requirements listed in the solicitation will be met.
- A detailed description of the bank of security resources available that would be dedicated to this contract from management lead(s) and contact(s) charged with assigning and managing the needed security staff. Additionally, CFB is requesting a proposed approach description of the following:
    - how this bank of security and protective services resources will be assigned to the CFB (include substitutions in absences or replacement needs),
    - how vendor management and CFB will communicate to address the needs and ensure proper execution of the services,
    - how quality assurance and standards are met (such as the Prevailing Wage Rate standards, (if necessary) licensing recertification, (if necessary) continuing education requirements, (if necessary) certificate required training, checks on certification/license expiration and renewal, etc.),

  - what title and qualifications of the management personnel are being proposed for this project, including resumes and/or biographies for these key staff.
- Formal Letter References from three (3) clients for whom comparable security and protective services was provided within the last five (5) years. Each letter reference should be on the referring clients' letterhead and include:
  - Detail review of services provided to clients
  - Duration that services were provided.
  - Quantity of Security and Protective services Resources Used.
  - Description if services are currently active and inactive. If inactive, reason for termination or ending of service.

  NOTE: If deemed necessary by evaluators, potential follow-up communication with references will be conducted by the CFB using a standardized process to ensure fairness and consistency across all proposals. CFB will inform all proposers in advance if follow-up communication occurs outside submitted proposal documentation.
- Proposed fee, including detailed rates and approach to billing with total fees (in dollars). The proposed fee must include hourly rates and any administrative fees as described in Budget and Payment Section of the Solicitation.

PROPOSAL EVALUATION

Proposals will be reviewed and evaluated after the submission deadline in no particular order. The CFB will evaluate and score submissions based on the following criteria:

- **ORGANIZATIONAL CAPACITY (30 points)**: Demonstrated capability to successfully perform the services described in this solicitation, including a minimum of five (5) years of experience providing security and protective services. The evaluation will consider:
  - Planning, scheduling, and coordination with CFB staff;
  - Knowledge and compliance of applicable New York State and New York City laws, rules, regulations, and licensing requirements governing the provisions of security guard services (i.e. New York State General Business Law §70);
  - Demonstrated experience in rapid response communication and implementation;
  - Vendors should also include examples of similar projects completed in the past, particularly in government offices or other relevant areas, to demonstrate feasibility.

- **STAFFING & PROPOSED APPROACH (40 points)**: Demonstrated the ability to provide adequate and properly qualified security and protective services as described in this solicitation (scoring preference will be given to proposer who meet all of requested standards listed in the following sections of the solicitation: (1) the scope of work, (2) key requirements, and (3) the solicitation timeline and submission requirements). The staffing and proposed approach should detail (but limited to) the qualifications of the proposed team and resources, including resumes, licenses/certification, and biographies of personnel who will be proposed for this project. Vendors should also identify management staff responsible for quality assurance, process development and training, if applicable. Management roles and estimated time commitments (FTE), relevant experience, and anticipated level of involvement should be detailed. Vendors may propose personnel using their own internal titles; the CFB will primarily evaluate experience, skills, and appropriateness for the assigned responsibilities.
- **REFERENCES (10 points):** Formal Letter References from a minimum of three (3) clients for whom vendor has provided or is currently providing comparable security and protective services to as described in solicitation timeline and submission requirement section. The evaluation will consider duration of services for each client as well as quality of services demonstrated by each reference.
- **BUDGET (PROPOSED FEE) (20 points)**: Proposers must submit a detailed budget that clearly identifies all fees associated with the services described in this solicitation. The proposed fee/budget must include:
    - Hourly rate (at or above) the NYSDOL currently effective Article 9 Prevailing Wage Rate
    - Detail breakdown of management/administrative fees if applicable to contract. Breakdown should align with the FTE and time commitments described in the Proposed Approach.
    - Itemized pricing for any security equipment, activities and services required by the requesting client (CFB) to cover if applicable;
    - Detail Pricing for business hours, after hours, early hours, and weekend work ;
    - Pricing for any additional outside the requested scope of this soliciation if applicable.

BASIS OF AWARD

Contract awards will be given to the responsible proposer whose proposal is determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria as are set forth in the solicitation. Award(s) will be made to the proposer(s) with the highest score based on the evaluation criteria and scoring listed in the proposal. The contract award shall be subject to the timely completion of contract negotiations between the Agency and the selected proposer(s), as well as a determination of vendor responsibility and administrative capability.