



North Central Texas Council of Governments

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

**METROPOLITAN PLANNING ORGANIZATION FOR THE
DALLAS-FORT WORTH METROPOLITAN AREA**

REQUEST FOR QUALIFICATIONS

**FOR QUALIFIED SECURITY OFFICER FOR MONTHLY REGIONAL TRANSPORTATION
COUNCIL MEETINGS**

April 7, 2023

**REQUEST FOR QUALIFICATIONS
FOR QUALIFIED SECURITY OFFICER FOR MONTHLY REGIONAL TRANSPORTATION
COUNCIL MEETINGS**

INTRODUCTION

The North Central Texas Council of Governments (NCTCOG) is requesting statements of qualifications from individuals to serve as a Qualified Security Officer for monthly Regional Transportation Council meetings.

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

The North Central Texas Council of Governments (NCTCOG) is a voluntary association of, by, and for local governments, and was established to assist local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development. NCTCOG's purpose is to strengthen both the individual and collective power of local governments and to help them recognize regional opportunities, eliminate unnecessary duplication, and make joint decisions.

BACKGROUND

Since 1974, NCTCOG has served as the Metropolitan Planning Organization (MPO) for transportation in the Dallas-Fort Worth (DFW) Metropolitan Area. NCTCOG's Transportation Department is responsible for regional transportation planning for all modes of transportation. The Department provides technical support and staff assistance to the Regional Transportation Council (RTC) and its technical committees, which compose the MPO policy-making structure. In addition, the Department provides technical assistance to the local governments of North Central Texas in planning, programming, coordinating, and implementing transportation decisions.

PURPOSE AND NEED

The North Central Texas Council of Governments (NCTCOG) is issuing a Request for Qualifications (RFQ) from individuals to serve as a Qualified Security Officer for monthly Regional Transportation Council (RTC) meetings. The RTC is a 45 member body made up of 38 local elected officials and 7 representatives from transportation providers in the Dallas-Fort Worth (DFW) region.

SCOPE OF WORK

- Excellent knowledge of security protocols
- Excellent interpersonal skills
- Advanced verbal communication skills
- Advanced problem solving and negotiation skills
- Ability to operate security and emergency equipment
- Ability to react quickly and appropriately in stressful situations
- Ability to comprehend and enforce Regional Transportation Council Rules for Public Comment if directed
- Ability to attend monthly meetings of the Regional Transportation Council at the North Central Texas Council of Governments offices for approximately four hours (12 to approximately 4 pm)

Instructions for Submittal

Proposers must submit a cover letter in addition to their statement of qualifications and their proposed off-duty pay rate.

Proposers must submit one hard copy or one flash drive of their qualifications to Vercie Pruitt-Jenkins, Administrative Program Coordinator, North Central Texas Council of Governments, 616 Six Flags Drive, Arlington, Texas 76011. Flash drives that are unreadable or contain corrupted files may be considered non-responsive. Submissions must be received in-hand no

later than **5:00 p.m., Central Time, on Friday, April 21, 2023**, at the NCTCOG offices. Submissions received after that time will not be considered and will be returned to the proposer unopened. The in-hand submittal will count as the official submittal. In addition to the in-hand submittal, NCTCOG is requesting electronic submission of documents to TransRFPs@nctcog.org. **Electronic submissions only will not be evaluated.**

SELECTION CRITERIA

Statement of Qualifications

The criteria for evaluating the Request for Qualifications (RFQ) are outlined below. Please provide a resume with qualifications and experience to be evaluated. Qualifications will be reviewed based on the following criteria:

I. Security Officer Experience (50%)

Applicants should have at least five years of experience gained through employment with a security agency, military branch, or police department. Applicants should have knowledge of and training in public disputes, crowd control, disorderly conduct, and active shooter situations. Since the NCTCOG offices are in Arlington, Texas and this position would serve as security for RTC meetings comprised primarily of local elected officials, interested individuals must be currently employed and in good standing with the Arlington Police Department. Individuals should provide a concise summary of their experience performing the types of services in the RFQ.

II. Off-Duty Pay Rate (50%)

Contract Award

Following evaluation by the Selection Committee, the individual(s) recommended to be the Qualified Security Officer for monthly RTC meetings will be asked to agree to terms and execute a Contract with NCTCOG. NCTCOG anticipates selecting one primary Qualified Security Officer for monthly RTC meetings and one or more alternate Qualified Security Officers. The alternate Qualified Security Officer will serve when the primary Officer is unable to attend a meeting. NCTCOG anticipates executing a three-year Contract with the selected Security Officers.

Questions and Answers

All questions regarding the services required shall be directed in writing by email to TransRFPs@nctcog.org by the close of business on **Wednesday, April 12, 2023**. All questions and responses will be posted on the NCTCOG website at www.nctcog.org/rfp by the close of business on **Friday, April 14, 2023**.