



**REQUEST FOR INFORMATION
No. DC169023I**

Crowd Management & Security Services

I. SCHEDULE OF EVENTS

SCHEDULE OF EVENTS:

Issue Date..... February 25, 2014

Due Date and Time..... March 11, 2014 (2:00 pm, PT)

II. ISSUING OFFICE AND CONTACT

ISSUING OFFICE:

The Procurement, Contracts and Materials Management (PCMM) department of Oregon State University (OSU) is the issuing office and is the sole point of contact for this Request for Information. All concerns or questions pertaining to this Request for Information should be appropriately addressed to the individual identified below:

CONTACT PERSON:

Name: Donna Cain
Title: Purchasing Analyst 3

Telephone: (541) 737-3423
Fax: (541) 737-2170
E-Mail: donna.cain2@oregonstate.edu

Address: Oregon State University
Procurement, Contracts & Materials Management
644 SW 13th Avenue
Corvallis, Oregon 97333

III. INTRODUCTION

INTRODUCTION:

This is a **Request for Information (RFI)**, issued by Oregon State University (OSU) Procurement, Contracts & Materials Management (PCMM). The purpose of this RFI is to solicit input from potential contractors for information pertaining to **Crowd Management and Security Services**.

OREGON STATE UNIVERSITY:

Founded in 1868, Oregon State University is a comprehensive, research-extensive, public university located in Corvallis. OSU is a member of the Oregon University System and one of only two American universities to hold the Land Grant, Sea Grant, Space Grant and Sun Grant designations. OSU is also the only Oregon institution to hold the Carnegie Foundation's top ranking for research universities, a recognition of the depth and quality of OSU's graduate education and research programs.

Through its centers, institutes, Extension offices and Experiment Stations, OSU has a presence in almost every one of Oregon's 36 counties, including its main campus in Corvallis, the Hatfield Marine Sciences Center in Newport and OSU-Cascades Campus in Bend. OSU offers undergraduate, master's and doctoral degrees through 12 academic colleges enrolling more than 25,000 students from every county in Oregon, every state in the country and more than 90 nations.

IV. REQUIREMENTS

Contractor shall furnish the following in order to provide Services for Intercollegiate Athletic Events, including, but not limited to, OSU home football games held at OSU's football stadium, ("Stadium"), basketball, volleyball, gymnastics, wrestling or other events held at the OSU campus:

- Management
- Training
- Supervision
- Staff
- Uniforms
- Badges
- Communication Equipment
- Supplies
- Replacement or substitute manpower and equipment

Contractor shall have experience with the following:

Event and Facilities:

- 1) Venue/Event diagrams and seating requirements
- 2) Schedule of event activities
- 3) Staffing levels necessary for Services
- 4) Experience of staff being provided
- 5) Knowledge of event specific policies
- 6) Event specific policies/procedures, including alcohol policies and procedures
- 7) Event-specific ticketing policies for restricted access areas.
- 8) Demonstrated methods of controlling restricted access areas.
- 9) Demonstrated methods of controlling limited access areas.
- 10) Identification of key event/facility personnel.
- 11) Donor parking enforcement experience.

Orderly Movement and Assembly of Patrons

- 1) Demonstrated methods of entrance including orderly assembly, movement and queuing of patrons.
- 2) Demonstrated use of crowd control methods.

- 3) Methods of coordinated ticket taking with queuing patrons.
- 4) Demonstrated methods of adequate ingress and egress at the venue.

Risk Management

- 1) Sample of risk assessment and risk mitigation plan for facilities, venues and events where your service was performed.
- 2) Provide examples for identifying, mitigating and reporting safety hazards.
- 3) Provide examples for identifying, mitigating and reporting medical emergencies.

Applicable Statues, Rules, Policies and Procedures

Provide examples of your methods for handling the following:

- Crowd Dynamic Management
- Contraband Screening
- Alcohol Monitoring
- Assisting Patrons
- Conflict Identification and Mitigation
- Lost and Found
- Patron injury or illness
- Perimeter Security
- Major emergency response

Key Personnel, Staff Training and Certifications

- 1) Identify any key personnel who would be provided to OSU in addition to the staff required to perform the Services.
- 2) Provide an explanation of the basic training level and certification of staff.
- 3) Provide an explanation of your management and supervisory staff.

COST:

- 1) Provide estimated hourly rates for services. If possible, provide a cost breakdown split between "Football Only" and "All Other Events".

V. SUBMITTALS

Respondents are requested to submit the following:

- Submit one (1) copy marked "original" and two (2) additional copies of your response;
- Narrative describing the respondent's approach to fulfilling OSU's requirements;
- Marketing material or brochures of goods or services referenced in the narrative;
- Examples of work and materials from similar projects.

To be considered, responses to this RFI must be received no later than the due date and time indicated in the Schedule of Events. Responses must be sent to the contact person identified in Section II of this RFI.

Information gathered in this process could potentially be incorporated in an Invitation to Bid (ITB) or Request for Proposal (RFP). Any resulting RFP or ITB will be openly competitive and therefore responses should not be exclusive or restrict competition. This RFI does not obligate OSU to issue an RFP or ITB nor to include information submitted by respondents.

A contract will not be issued directly from this RFI, nor will issuance or acceptance of submittals or subsequent conversations bind OSU into any type of contractual obligation or relationship.