

WELLESLEY PUBLIC SCHOOLS
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TO: Security Audit Bidders
FROM: Cynthia D. Mahr
DATE: March 2, 2025
RE: Security Audit Addendum 1

Below is Addendum #1 to the Security Audit RFP issued by the Wellesley Public Schools on February 19, 2025.

Question 1: Please confirm that the school district has a fully developed and implemented Emergency action plan and that it includes reunification plans?

Answer 1: Emergency action plans have been developed at each school in partnership with the police and fire departments which include rally points following emergency evacuations.

Question 2: Please confirm that the school district has a fully developed and implemented school security program?

Answer 2: There is a common physical security template in place at each school which includes:

- prox card entry
- updated communication tools such as police radios
- video surveillance
- schedule of emergency drills

Question 3: Will the Bus Security Program be part of the assessment?

Answer 3: No.

Question 4: Does the scope of work include the actual "Testing and evaluating emergency response plans" as stated in **Question IV - Comprehensive Security Audit Methodology** or just the written plan in place? If so to what extent and what part of the emergency response plans are to be included?

Answer 4: In Question IV - Comprehensive Security Audit Methodology, we are looking for the respondents to explain their methodology to assess all written emergency response plans

Question 5: Infrastructure Protection – Please elaborate on your definition of Infrastructure Protection.

Answer 5: Infrastructure Protection should look at the building envelope and entry and egress equipment such as locks and door hardware but also address technological infrastructure including radios, security cameras, and the public address system.

Question 6: Confirm that the building fire alarms review is not to review for code violations but for reporting out on possible equipment enhancements, use, or its obsolescence?

Answer 6: Fire alarm reviews are not part of this project.

Question 7: Please define "**safety**" equipment you desire to be included in this assessment e.g. fire alarms AED's, fire extinguishers, emergency lighting etc.

Answer 7: We define "safety" as the following equipment:

- Exterior lighting
- Two-way radios for communication between staff and security personnel
- Emergency evacuation maps and signage

Question 8: Site-Based Emergency Response Activity" please define what you are looking to specifically have the consultant review for this part of the assessment and what is the desired report out from the review.

Answer 8: This is what we are seeking:

- Emergency Drills & Training – Regular fire drills, lockdown drills, and active threat response exercises.
- Incident Command System (ICS) Implementation – Defined roles and responsibilities for school personnel during emergencies.
- Communication Protocols – Notification systems for staff, students, parents, and emergency responders.
- Evacuation & Shelter-in-Place Plans – Procedures for moving students to safe locations.
- First Responder Coordination – Collaboration with law enforcement, fire departments, and medical personnel.
- Emergency Medical Response – Access to first aid supplies, Automated External Defibrillators (AEDs), and trained personnel.
- Post-Incident Recovery & Continuity – Plans for resuming normal school operations after an emergency.
- The report out would be an assessment of the district's preparedness for each of these domains with recommendations for improvements

Question 9: “Public Safety Response Capabilities” please define what you are looking to specifically review for this part of the assessment and what is the desired report out from the review.

Answer 9: This is how we define “public safety response capabilities:”

- an overview of the district’s ability to coordinate with local emergency services—such as law enforcement, fire departments, emergency medical services (EMS), and other public safety agencies—to effectively respond to and manage incidents that threaten the safety and security of students, staff, and school facilities.

Question 10: “Deployment and Utilization of Safety and Security Personnel” please define what you are looking to specifically review for this part of the assessment and what is the desired report out from the review.

Answer 10: An evaluation of school staff assigned to various safety and security roles such as student supervisors in coordination with school resource officers (SRO)

Question 11: Does the review of “Emergency drills and operations” include reunification plans currently in place for on and off site?

Answer 11: This review should assess whether emergency procedures include reunification plans but not an evaluation of the reunification locations specifically.

Question 12: Are we required to provide CORI Exhibits prior to project award?

Answer 12: No.

Question 13: Could we have a list of all Exhibits that will be required with our submission vs. required after award/prior to project start date?

Answer 13: Here is a breakout for submission:

Due with Submission	Due at Contract Signing
Exhibit A	Exhibit F
Exhibit B	Exhibit G
Exhibit C	Exhibit N
Exhibit D	W-9 Form
Exhibit E	
Exhibit H	
Exhibit I	
Exhibit J	
Exhibit K	

Exhibit L
Exhibit M

Question 14: Please confirm if the town is at a firm fixed cost of \$50,000 for the listed scope of work, the number of locations, and all phases.

Answer 14: Yes, \$50,000 is firm for all phases.

Question 15: Please advise if \$2 million aggregate for general liability insurance is acceptable.

Answer 15: Exhibit N, section Insurance, provides the expected insurance amounts to be carried by the vendor during the length of the contract.

Question 16: As a Limited Liability Company that is 100% owned by a single company, our company does not have a corporate seal and this document is geared for a corporation. Do you have another form to replace it?

Answer 16: Please complete the following: Under "Other form of business organizations" write:

- "Limited Liability Company (LLC)"
- If the LLC is a single-member LLC, you can note that as well.
- If it is a multi-member LLC, you can list the managing members.

All other terms and conditions of the RFP remain unchanged.

Please ensure that you acknowledge all addenda on your bid form. Failure to acknowledge all addenda could result in rejection of your bid as non-responsive.