

DEPARTMENT OF PROBATION
Pre-bid Meeting Minutes for Provision of Security Services for the
Department of Probation – Zenaida Haven held on October 19th, 2020 at
10:00am
In the Conference Room

Present:

Name	Position	Name	Position
Ms. Ludiane Leveret-Richardson	Chief Procurement Officer	Mr. Franklyn Rogers	J.T.R Advance Security Ltd
Mrs. Solange Lloyd	Deputy Chief Procurement Officer	Ms. Jocelyn Johnson	Chief Probation Officer
Mr. Sanju Letteen	Sheriff Security	Ms. Yoshida Gumbs	Supervisor Juvenile Care Centre
Ms. Alma Smith	Representative Sheriff Security	Ms. Charmaine Saunders	Senior Clerical Officer
Dr. Wycliff Fahie	Alert Security		

WELCOME

Ms. Johnson welcomed everyone present and thanked all for attending Pre-Bid Meeting for Provision of Security Services for the Dept. of Probation. She introduced the Probation Team and then asked all other persons present to introduce themselves. We then awaited the arrival of the Chief Procurement Officer, Ms. Ludiane Leveret-Richardson who was running late. Ms. Leveret-Richardson upon contact advised that we commence meeting as she would soon be on her way. Ms. Johnson then opened the floor for questions. Ms. Leveret-Richardson arrived along with the Deputy Chief Procurement Officer, Ms. Solange Lloyd a few minutes later. Ms. Johnson advised that they make an introduction to all present. Thereafter, Ms Johnson recapped quickly on what was discussed.

Dr. Fahie of Alert Security took the lead on questions to the Procurement Committee.

QUERIES RAISED:

Department Manual

Dr. Fahie mentioned that the Invitation to Bid document made reference to the Department’s manual. He asked if it was available for purchase or if access to manual is possible. Ms. Johnson indicated that it would be made available.

Invitation to Bid Schedule B – Technical and Financial Evaluation

Reference was also made to an error in Schedule B, 11.2 Technical and Financial Evaluation Criteria in the final paragraph. The third sentence of the final paragraph reads “The Financial Bid of the shortlisted Bidders shall be read out and recorded at opening of the Financial Offer.” Given

that this is a one envelope process, this was identified as an error and will have to be rectified by Addendum.

Electronic Copy

Dr. Fahie referenced bid process for Security Services for ALHCS noting that the submission requirements included an electronic copy of the bid and asked if similarly an electronic copy of the bid submission forms would be shared so that it could be downloaded, filled and submitted to the Procurement Office as part of the bid submission.

Ms. Leveret-Richardson advised Dr. Fahie that COVID19 considerations would have been the reason for requesting an electronic copy of the bid. She further added that the request for electronic copies of the bids in this exercise was so that in the event that COVID19 made it necessary to go into lockdown at any point prior to the completion of the exercise, submitted bids could still be evaluated for award.

Invitation to Bid -Schedule D-Rules & Responsibilities 6 bullet points down

Dr. Fahie made mention of the term **SUPERVISE** in this section of document and requested the Procurement Team to expound on their expectation of said term. Ms. Johnson clarified by explaining to Dr. Fahie that supervise in this case refers to **CONDUCT**. An addendum will be issued to reflect the amendment.

Canine/Dogs

Mrs. Lloyd asked if it is a requirement to have canines. Ms. Johnson explained that there has been issues with smuggling of contraband e.g drugs. As such, this concern is mitigated by having canines available. Mr. Lenten then asked if canines should be available on request. Ms. Johnson affirmed.

Training in Juvenile/Youth Development

Dr. Fahie requested specific details be shared on the training requirement factor which spoke to training in "juvenile/youth development." He added that Security Officers work based on how qualified they are; they are not Youth Development workers. He asked if the bid offering was dependent on Security Officers being exposed to Juvenile Training. As well as, if they are required to have a degree in Youth Development. Ms. Johnson provided clarity by stating to Dr. Fahie that the context utilised relevant to training was intended to be broad. In light of this, any form of training that security officers would have been exposed to covering areas of Juvenile Justice, Juvenile Care, Understanding of Juvenile etc. would be beneficial. She further expressed to Dr. Fahie that there is ethos that must be maintained at our centre. Security Officers who are afforded the opportunity to provide security services to our centre should have the willingness and understanding to work along with the ethos of our centre and providing such services for juveniles.

Supporting Documents-Schedule A & Evaluation

Mr. Letteen asked of the specific documentation that should support bid. Ms. Leveret-Richardson advised Mr. Letteen that he should submit all the documents requested within the bid document.

Wrapping Up

Ms. Johnson then asked if there were any additional questions. Upon the indication that there were none she indicated that she would have thought that persons would have wanted to visit the centre at which point Dr. Fahie indicated that he did have that question in his notes. He also asked about the workspace for the Security Officer-specific/type of space, availability of locker etc. Ms. Johnson stated that security officers are seated in a central area in the building in which they have visibility of surrounding space. She also explained that space was quite limited at the centre.

Following some discussion, a site visit was confirmed for immediately following the meeting.

Meeting came to a close 10:25am as no other security representatives present forwarded additional questions. Members then proceeded to ZH centre for site visit.

SITE VISIT

Upon arrival to property Ms. Johnson advised guard on duty of our purpose of visit. She then outlined the stipulated process upon entering facility. Members present formed a line and proceeded for search and log in. Once cleared for tour, Ms. Johnson introduced members of staff that were on duty and re-introduced Ms Yoshida Gumbs, Supervisor of JRC. She advised that the direct area in which we stood was the main area and adjacent was the hallway. She informed members present that the centre is not a sleeping facility therefore, staff or security officers are expected to be awake once on shift. Security perimeter checks are frequently completed especially at nights. The expectation is not for security to manage or supervise residents but to reinforce instruction and directives in accordance with the proper management of our centre. Ms Gumbs then asked for persons to express their interest in a general walk through of centre. Interested persons accompanied Ms Gumbs on tour. Tour consisted of view of restrooms, bedrooms and laundry area. Ms Gumbs indicated that currently each room is occupied by two residents. The facility occupancy capacity is 10 residents. The residents have the responsibility of keeping the restroom space clean and completing their laundry services by hand. Residents build their skill set and are taught discipline through these chores amongst others. They are also enrolled in the school system. Everyone then regrouped in the main area where Ms. Johnson thanked everyone for attending and bid them farewell.

All departed the Centre at 10:55 am