

# Whitehorse Chamber of Commerce Request for Quotation (RFQ) Security Assessment and Consultation



**Issued By:** Whitehorse Chamber of Commerce

**Issue Date:** December 3, 2024

**Submission Deadline:** December 17, 2024

**Contact Person:**

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## 1. Introduction

The Whitehorse Chamber of Commerce (WCC) invites qualified and licensed security providers to conduct security assessments and consultations for businesses and organizations located in downtown Whitehorse.

The *Community Safety and De-escalation Support Program* aims to equip Whitehorse businesses and organizations with practical skills, updated resources, and security strategies to manage theft, address repeat offenders, and handle conflict effectively. This initiative provides immediate security benefits and fosters long-term resilience within the business community.

Through this initiative, the WCC seeks to provide businesses and organizations with tailored advice and actionable strategies to enhance their security measures and prevent incidents of theft and crime. A strong focus will also be placed on theft prevention protocols, including measures for responding to thefts in progress.

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## 2. Scope of Work

The selected consultant will:

- i. **Conduct Security Assessments:**
  - o Evaluate participating businesses and organization's physical security, theft prevention measures, and protocols for managing repeat offenders.
  - o Develop strategies to address theft in progress and provide guidance for safe responses.
- ii. **Provide Tailored Recommendations:**
  - o Deliver individualized security reports with actionable advice for each business or organization assessed.
- iii. **Deliverables:**
  - o On-site security assessments for up to 20 businesses.
  - o Individualized security reports for each business.
  - o A summary report highlighting common trends and overarching recommendations.

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## 3. Business Size Categories

Consultants should tailor their approach based on the size and type of businesses:

- **Small (<1,000 sq. ft.):** Small offices, boutique stores.
- **Medium (1,000–5,000 sq. ft.):** Restaurants, retail spaces.
- **Large (>5,000 sq. ft.):** Warehouses, large retailers.

## 4. Desired Qualifications

The ideal consultant will have:

- Proven experience conducting security assessments or extensive work in the safety and security sector. Experience in Whitehorse is an asset but not required.
- Expertise in theft prevention, Crime Prevention Through Environmental Design (CPTED) principles, and workplace safety.
- Strong communication and reporting skills to deliver clear and actionable recommendations.
- A valid Yukon business license with at least two years of operation to ensure familiarity with the local crime environment.

## 5. Timeline

Milestone	Deadline
RFQ Submission Deadline	December 17, 2024
Selection and Award Notification	December 20, 2024
Security Assessments Begin	February 3, 2025
Security Assessments Completion	March 14, 2025

## 6. Evaluation Criteria

Criterion	Weight
Relevant experience	30%
Proposed approach and methodology	30%
Cost	30%
Timeline	10%
<b>Total</b>	<b>100%</b>

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## 7. Submission Requirements

Submit your proposal including:

### 1. **Relevant Experience:**

- A description of your past experience conducting security assessments or working in the safety and security sector.
- Examples of similar projects completed, including specific outcomes or benefits provided to clients.
- Experience working in Whitehorse or other similar environments (if applicable).

### 2. **Approach and Methodology:**

- A summary of how you will conduct assessments, address theft prevention, and implement response protocols.

### 3. **Cost Estimate:**

- Provide a cost-per-business rate using the business size categories listed above and total cost for assessing up to 20 businesses.

### 4. **Timeline:**

- Confirmation of your availability to meet deadlines.

### 5. **References:**

- At least two references or contact details for clients from similar projects.

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## Submission Instructions

Proposals must be submitted via email to: **od@whitehorsechamber.ca**

Ensure the subject line reads: **RFQ Submission – Security Assessment and Consultation**

All submissions must be received by **December 17, 2024, at 5:00 PM (Yukon Time)**.

Late submissions will not be considered.