

South Plains Community Action Association, Inc.
Levelland, Texas

Request for Proposals for Access Control System & Ongoing Support Services

August 8, 2025

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*Signed copies of these forms must be included in the proposal packet

Timetable

Date	Action
August 8, 2025	RFP Released
August 18, 2025	Deadline for Questions – 12:00 pm Central Time Email to jstockard@spscaa.org
August 23, 2025	Deadline for Responses (posted to https://www.spscaa.org/news-and-events)
September 8, 2025	Deadline for Proposal Submission – due by 12:00 pm Central Time Email to jstockard@spscaa.org
September 15, 2025	Award notification to bidders and contract negotiations initiated
October 1, 2025	Contract start date

Request for Proposal for Access Control Systems and Ongoing Support

Background Information

South Plains Community Action Association, Inc. (SPCAA) is a 501(c)3 non-profit corporation headquartered in Levelland, Texas. SPCAA is a designated Community Action Agency funded in part by the United States Department of Health and Human Services' Community Services Block Grant Program. SPCAA currently administers approximately 64 grant-funded programs in a 126-county area across Texas, including core services in Bailey, Cochran, Crosby, Dickens, Floyd, Garza, Hale, Hockley, King, Lamb, Lubbock, Lynn, Motley, Terry, and Yoakum Counties.

The agency administers grant funded programs in seven program divisions – Community Services, Child Care Services, Head Start/Early Head Start, Health Services, Housing, SPARTAN Transportation, and Workforce.

Facility Door System Needs

South Plains Community Action currently uses the Premisys access control system at 32 locations on 93 total door/keypads, throughout the South Plains area. See Attachment 1 for an itemized listing of addresses and currently owned infrastructure.

General Specifications

A. Request

SPCAA is requesting proposals from qualified vendors to recommend access control system upgrades to replace the current system, which will soon be obsolete. SPCAA understands that proposals may include the purchase of new infrastructure (control boards, etc.), or that proposals may recommend repurposing existing infrastructure. Bidders should contact Jory Stockard to schedule onsite visits as needed during the bidding process to assess the current system.

SPCAA also seeks pricing for the ongoing maintenance and support of the access control system, whether provided on a monthly or annual basis. Bidders are asked to provide current rates for service calls.

B. Contact Person

All correspondence regarding the proposal must be submitted via email to Jory Stockard, SPCAA's Director of I/T, at jstockard@spcaa.org.

C. Questions

All questions concerning this RFP packet should be directed to the email address shown above. Questions must be received by August 18, 2025, at 12:00 pm Central time to receive a response. A summary of all questions and responses will be made available on the agency's website (<https://www.spcaa.org/news-and-events>).

D. Submittal Requirements

Proposals are to be submitted in compliance with the specifications contained in this RFP; SPCAA will expect strict adherence to these specifications. Any limitations or deviations from these specifications must be designated in the proposal. This RFP and the selected proposer's response will be included in the final contract.

Due care and diligence have been used in the preparation of these specifications, and the information contained herein is believed to be substantially correct. SPCAA and its representatives will not be responsible for any errors or omissions in this procurement document or for the failure on the part of the proposer to determine the full extent and scope of the services required.

E. Deadline for Submission

The deadline for submission is 12:00 pm Central Time, September 8, 2025. Proposals must be submitted electronically at the email address shown above. **Hard copies will not be accepted.**

F. Timeline

The successful bidder agrees to become the contracted service provider for SPCAA access controls systems beginning October 1, 2025. Onsite system upgrades will be handled on a case-by-case basis in coordination with SPCAA I/T staff.

G. Limitations and Reservations

SPCAA reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if found to be in the best interests of SPCAA.

This RFP does not commit SPCAA to award a contract, to pay any costs incurred for preparation of proposals, or to procure or contract for any services.

SPCAA specifically reserves the right to vary the provisions set forth herein any time prior to the execution of a contract where such variance is deemed to be in the best interest of the needs of SPCAA.

If selected for contractual negotiations, proposer may be required to prepare and submit additional information prior to final contract execution, in order to reach terms for the provision of services, which are agreeable to both parties.

H. Modifications and Renewals

SPCAA intends to award a one-year contract, with the possibility of annual renewals as determined based on performance and software upgrades and SPCAA needs. Contract modification and renewals shall be considered based upon the service provider's ability to meet SPCAA's needs.

I. Signatures

The form Certification of Compliance with Specifications must be signed by the authorized official. It shall be understood that a signed proposal is a firm bid for a ninety (90) day period from the date the proposal is received by SPCAA. The proposal shall also provide the name, title, address, and telephone number of the individual(s) with authority to negotiate during the period of proposal evaluation.

J. Evaluation Criteria

Each proposal will be evaluated in accordance with the weighted evaluation criteria shown on the Proposal Evaluation Table (page 13); this worksheet will be used by SPCAA's independent evaluation committee. The factors total 100 points; proposals with scores of less than sixty points will not be considered. Scores will be used to develop a list of potential service providers with whom negotiations may be conducted.

K. Protest Rights

All protests or complaints regarding this RFP process shall be referred to the SPCAA Grievance Procedures for resolution. Copies of such procedures may be obtained from SPCAA upon request.

L. Conflict of Interest

To avoid any real or apparent conflict of interest in the procurement of this RFP, no SPCAA employee or their close family member with a relation to a potential broker may vote or evaluate any of the proposals received.

M. Subcontracting

The bidder named on the contract must deliver the services of any contract awarded from this RFP. Subcontracting will not be allowed.

N. Legal Compliance

The proposer is responsible for full and complete compliance with all the applicable laws, rules, regulations, and licensing requirements imposed by any public/governmental authority having jurisdiction.

O. Contract Award

SPCAA will notify the selected bidder via email on or before September 15, 2025. Contract negotiations will commence upon notification.

P. Bid Packet

Each bid packet will consist of the following items in the order listed:

1. Cover Letter
2. Table of Contents
3. Narrative Section:
 - a. Company Overview and Capacity
 - b. Product Features
 - c. Response Time and Availability
 - d. Pricing
4. Certification of Compliance with Specifications
5. Assurances
6. Certifications regarding Lobbying, Debarment, Suspension, and other responsibility matters.

Failure to submit a complete and executed bid packet may result in the proposal being disqualified from consideration.

Scope of Work

Each bidder should address the following areas in narrative format.

A. Company Overview and Capacity

This section should describe the proposer's experience and capacity to provide requested services. Please outline recent experience in similar access control system install projects.

This section should also specify the individuals who will be assigned to successfully oversee this project, including their tenure and personal experience on similar projects.

B. Product Features

This section should provide an overview of the door access system being recommended, including features and user interface functionality.

C. Response Time and Availability

This section should detail the bidder's standard response to service calls. This should include average response times, dispatch availability, etc.

D. Pricing

This section should detail all cost components of the proposed system implementation. Please break down all costs including one-time software implementation fees, ongoing maintenance and support, recommended costs of hardware/infrastructure repurpose/purchase, and current service call pricing.

Certification of Compliance with Specifications

This is to certify that to the best of the undersigned's knowledge and belief, the data in this proposal is responsive and is true and correct. The undersigned understands and agrees to the following:

- A non-responsive proposal, as defined by South Plains Community Action Association, Inc., may not be reviewed and considered for agreement/contract selection.
- The submission of the proposal has been authorized by the governing body of the vendor.
- All portions of the proposal are valid for 90 days following the closing date and time of this procurement.

Please indicate which represents your business:

Is business a HUB vendor? (Historically Underutilized Business)	(enter Yes or No)
Is business a DBE vendor? (Disadvantaged Business Enterprise)	(enter Yes or No)
Is business a Minority-Owned Business)	(enter Yes or No)
Is business part of a larger company?	(Please specify)
Other	(Please specify)

_____	(enter information here)	(enter information here)
Signature	Typed name and title	Date

Name and title of person authorized to negotiate a contract if different from person listed above	(enter information here)
Legal business name	(enter information here)
Full contact information (address, telephone, email)	(enter information here)

Assurances

We understand and agree that this proposal is not a contract and does not obligate SPCAA to pay for costs incurred in the preparation of this proposal or costs incurred prior to the execution of a written contract or prior to the receipt of funds designated for this program from the funding agency.

We understand and agree that the contract provisions may vary from the provisions set forth in this request, when deemed necessary by SPCAA; however, we agree to abide by the contract provisions contained in the proposed contract.

We understand and agree that SPCAA may utilize information provided outside of this request in evaluating this proposal.

We understand and agree that we may be subject to an on-site review and must be able and willing to provide documentation of information in the proposal at the request of SPCAA prior to execution of a contract.

We understand and agree that SPCAA has the right to reject any and all proposals and negotiate outside of the terms of this proposal.

We understand and agree that SPCAA is not required to select the lowest cost proposal.

We understand and agree that any material misrepresentation or deliberate omission of a fact in this proposal may be justification for rejection of the proposal.

We understand and agree to abide by all federal, state, and local laws, policies, and regulations governing these and those additional rules which may be promulgated, or as amended, subsequent to the execution of a contract.

We understand and agree that we may be subject to a monitoring review or audit by the U.S. Department of Labor, Texas Workforce Commission, Office of Inspector General, and/or SPCAA. We also understand that we may be required to provide a copy of the most recent audit as part of the contracting process.

We understand and agree to submit this proposal in a good faith effort to provide services to the benefit of economically disadvantaged individuals eligible for services under this proposal.

_____ Signature (enter information here)	_____ (enter information here) Date (enter information here)
_____ Printed Name	_____ Title

Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement and Government-wide Requirements for Drug-Free Workplace (Grants))." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the South Plains Community Action Association, determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.110, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

© The undersigned shall required that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for WFCP active participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

© Are nor presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

(e) Where the applicant is unable to certify to any of the statements of this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about - (1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendars days after such a conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.

Employers of convicted employees must provide notice, including position title to:

Bill Powell
South Plains Community Action Association, Inc.
411 Austin St. -- P.O. Box 610
Levelland, Texas 79336

Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employees to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposed by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code)

Check ☐ if there are work places on file that are not identified here.

4. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and at 34 CFR Part 85, Sections 86.605 and 85.610 -

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the grant.

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will provide notice of such conviction, in writing, within 10 calendar days of the conviction to:

Executive Director
South Plains Community Action Association, Inc.
411 Austin St.
P.O. Box 610
Levelland, Texas 79336

5. AMERICANS WITH DISABILITIES ACT

By signing the certification below, the applicant assures that it will comply with the provisions of the Americans with Disabilities Act (ADA) of 1990, and the Rules and regulations promulgated thereunder, requiring employers to not discriminate against a qualified job applicant or employee because of a disability and ensuring that all existing and new facilities provide easy access for people with disabilities.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT:	(enter information here)
CONTRACT NUMBER AND/OR PROJECT	(enter information here)
NAME:	
PRINTED NAME AND TITLE OR	(enter information here)
AUTHORIZED REPRESENTATIVE:	
SIGNATURE:	
DATE:	(enter information here)

Proposal Evaluation Worksheet

For SPCAA Use Only

Name of Proposer: _____

Evaluation Criteria	Maximum Points	Points Awarded
Pricing	50	
Product Features	30	
Experience/Capacity	10	
Response Time/Availability	10	
TOTAL	100	

Proposal Recommendations:

Justification:

Evaluator Signature

Date

ATTACHMENT 1

Door Controller	Location	Number of Doors	
		/ Keypads	Notes or Special Items
IT Office	411 Austin / 410 Houston St Levelland	11	Comelit push buzzer to open x 2
HR	405 Austin St Levelland	3	
HS Lubbock Eddie Richardson	1110 40th Street Lubbock	9	Comelit push buzzer to open
HS Levelland Building Blocks	1303 Houston St Levelland	4	Comelit push buzzer to open
HS Plainview Creative Zones	1110 El Camino St Plainview	3	Comelit push buzzer to open
Fields Building	1946 Ave Q Lubbock	3	Also needs NFC / Elevator ACS
HS Brownfield Cub House	916 E. Hill Street Brownfield	4	Comelit push buzzer to open
HS Denver City Future Success	112 E. 13th Street Denver City	2	Comelit push buzzer to open
HS Post Windham	206 S. Avenue E Post	3	Comelit push buzzer to open
HS Littlefield Little Steps	511 W. 7th Street Littlefield	3	Comelit push buzzer to open
HS Lubbock Admin - Academy	1611 Avenue M Lubbock	3	Comelit push buzzer to open
HS Midland Carver	815 S. Carver S Midland	3	Comelit push buzzer to open
WIC Freedom	1301 50th St Space 10A, Lubbock	1	
WIC Celia Ann	602 W Loop 289 Acc Rd #100 Lubbock	1	
Spartan Vehicle Gates	1105 TX-114 Levelland	3	Gates / NFC Key Fob
Spartan Storage Building	1105 TX-114 Levelland	2	
Spartan Training Bay	1105 TX-114 Levelland	7	
Spartan Main Bld	1105 TX-114 Levelland	12	
CS Crosbyton	224 South Berkshire Crosbyton	1	Comelit push buzzer to open
CS Plainview	1407 5th Street Plainview	1	Comelit push buzzer to open
CS Tahoka	1629 Ave K Tahoka	1	Comelit push buzzer to open
CS Denver City	112 West 2nd St Denver City	1	Comelit push buzzer to open
CS Muleshoe	804 West American Boulevard Muleshoe	1	Comelit push buzzer to open
CS Floydada	701 East Lee St Floydada	1	Comelit push buzzer to open
CS Brownfield	111 North Ave D Brownfield	1	Comelit push buzzer to open
CS Morton	907-B SW 4th St Morton	1	Comelit push buzzer to open
CS Post	108 N. Broadway Post	1	Comelit push buzzer to open
SPCAA WIC Parking Lot Gate	411 Austin Street Levelland	1	Gate / NFC Key Fob
CS Littlefield	301 S. Ripley Littlefield	1	Comelit push buzzer to open
Spartan Fuel Pump	1105 TX-114 Levelland	1	Pin for fueling buses
Lubbock Champs	3307 Ave X Lubbock	2	Comelit push buzzer to open
Lubbock Champs East	2348 34th St Lubbock	1	

Locations = 32

Total = 93