



Risk Management – Armed Security RFP
Addendum #1 dated May 11, 2026

1. Could you please confirm whether officers are expected to respond to “shots fired” incidents at all three locations?

Yes. Armed security officers assigned under this contract are expected to respond to “shots fired,” active threat, and other emergency incidents at any assigned County location, consistent with their training, licensing, legal authority, post orders, and the contractor’s approved policies.

At minimum, the County expects officers to immediately notify law enforcement/911, assist with emergency notifications, support evacuation or shelter-in-place actions, control access when safe to do so, assist with scene safety, and render aid when appropriate and safe.

Officers are not expected to replace law enforcement. However, because this is an armed security contract, officers must be trained and prepared to take reasonable protective action during an active threat or emergency event.

2. Do you require officers to be equipped with less-lethal tools such as a baton, OC spray, and handcuffs?

Yes. The County expects assigned officers to be properly equipped for the duties required under this contract. Less-lethal equipment may include baton, chemical spray/OC spray, handcuffs/restraint devices, and other approved tools as authorized by law and the contractor’s policies.

Any firearm, baton, chemical spray, stun gun, restraint device, or other less-lethal equipment carried by an assigned officer must be supported by proper training, certification, authorization, and documentation as required under Tennessee law and the contractor’s internal policies.

3. Can you confirm that two officers are required to be on duty at all times at the Court Annex?

Yes. For proposal purposes, vendors should base pricing and staffing for the Courts Center Annex on two armed security officers being assigned and on duty during required coverage hours, unless otherwise directed by Montgomery County in writing.

4. Is there a preferred format or structure for the proposal response?

The RFP does not require one specific proposal format; however, proposals should be organized in a clear and professional manner that allows the County to evaluate all required information.

The County recommends that proposals include, at minimum, the following sections:

- Company overview and Tennessee contract security licensure information
- Armed security experience, especially governmental, courthouse, library, or public facility experience
- Proposed staffing model for each location
- Supervision plan and relief coverage capability
- Officer licensing, training, certifications, and readiness
- Equipment, uniforms, body armor, communications, and less-lethal options
- Screening equipment training and procedures, where applicable
- Emergency response, active shooter response, incident reporting, and law-enforcement coordination plan
- Site-specific risk assessment for each required location
- Pricing schedule, including overtime, holiday, call-out minimums, optional sites, and add alternate pricing
- References
- Insurance documentation
- Any assumptions, exceptions, or clarifications
- All required RFP forms, documentation, licenses, certifications, and insurance information should be included with the proposal.

5. How many references would you like included with the submission?

Please include a minimum of three professional references. References from governmental entities, courthouse operations, public facilities, libraries, or similar armed security service contracts are preferred.