



## GENERAL SERVICES ADMINISTRATION

Federal Supply Service

### Authorized Federal Supply Schedule Catalog/Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

Schedule 84

SIN 246-54

Protective Service Occupations

### Trinity Protection Services, Inc.

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Largo, MD 20774-4755

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Fax: 301.333.7485

Email: [ghollis@trinityprotection.com](mailto:ghollis@trinityprotection.com)

Web: [www.trinityprotection.com](http://www.trinityprotection.com)

Contract Number: **GS-07F-5500R**

Contract Period: **December 1, 2014 thru November 30, 2019**

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at [www.gsa.gov](http://www.gsa.gov)

Pricelist Effective Date: **November 18, 2014**

Business Size: Large Business

#### Contractor's Administration Source:

Veary C. Kin

Phone: 301.333.450

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## CUSTOMER INFORMATION

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded prices(s).

Table of awarded special item number(s): SIN 246-54 Protective Service Occupations

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

Not Applicable to Services

- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

For a description of our SCA Labor Category Descriptions and pricing, see below.

2. Maximum order.

SIN 246-54 \$200,000 per SIN per order

\*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

3. Minimum order.

\$100.

4. Geographic coverage (delivery area).

Continental US, Alaska, Hawaii, Puerto Rico

5. Point(s) of production (city, county, and State or foreign county).

Not Applicable to Services

6. Discount from list prices or statement of net price.

GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.

7. Quantity discounts.  
Not Applicable

8. Prompt payment terms.

Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.

Yes

- 9b. Government purchase cards are accepted above the micro-purchase threshold.

Yes

10. Foreign items (list items by country of origin).

Not Applicable

- 11a. Time of delivery.

Shipped 30 Days after receipt of order or to be negotiated between Trinity Protection Services and ordering agency.

- 11b. Expedited Delivery.

To be negotiated between Trinity Protection Services and ordering agency.

- 11c. Overnight and 2-day delivery.

Not available

- 11d. Urgent Requirements.

Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. F.O.B. point.

N/A to Services

13a. Ordering address.

Trinity Protection Services, Inc.  
9315 Largo Drive West, Suite 170  
Largo, MD 20774-4755  
Phone: 301-333-7450  
Fax: 301-333-7485

13b. Ordering procedures:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in FAR 8.405-3, and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).

14. Payment address.

Trinity Protection Services, Inc.  
9315 Largo Drive West, Suite 170  
Largo, MD 20774-4755

15. Warranty provision.

Not Applicable

16. Export packing charges, if applicable.

Not Applicable

17. Terms and conditions of Government purchases card acceptance (any thresholds above the micro-purchase level).

\$50 minimum.

18. Term and conditions of rental, maintenance, and repair (if applicable).

Not Applicable

19. Terms and conditions of installation (if applicable).

Not Applicable

20. Terms and conditions of repair parts including date of parts price lists and any discounts from list prices (if applicable).

Not Applicable

- 20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

Not Applicable

21. List of distribution points (if applicable).

Not Applicable

22. List of participating dealers (if applicable).

Not Applicable

23. Preventive maintenance (if applicable).

Not Applicable

- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutions).

Not Applicable

- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location). The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

Not Applicable

25. Data Universal Number System (DUNS) number.

Data Universal Number System (DUNS) number: 130340412

26. Notification regarding registration in Central Contractor Registration (CCR) database.

Trinity Protection Services has an Active Registration in the SAM database.

## COMPANY PROFILE

### Introduction

Trinity Protection Services was founded and incorporated by Greg Hollis. Trinity Protection Services' founding mission is to provide state-of-the-art physical security services for commercial and residential entities, city, state, and federal governments.

At Trinity Protection Services, we are in the business of providing first-class safeguarding services. From public buildings to private residences, we have dedicated ourselves to putting our client's safety needs at the center of every decision and transaction.

Specializing in security services, Trinity provides a select range of protective services and supplies to include: Armed/Unarmed Guard Services, Investigative Services, and Security Equipment.

Our security measures serve to promote the protection of company and personal assets, combat potential threats, and mitigate security breaches. We use top rated UL listed equipment to protect your facility and personnel and maintain an astounding 98% approval rating from our current customer base.

We are best known for our unending commitment to outstanding customer service and our dedicated to providing outstanding security professionals who are thoroughly trained to protect our client's valuable assets. Trinity Protection Services has an uncompromising commitment to its clients and intends to continue to provide quality customer service, performance and vital services that meet the ever-changing needs of the security industry.

### Teaming

Trinity Protection does intend, to the extent possible, to team with other GSA Schedule Contract holders in an effort to provide total security solutions when necessary. Trinity Protection has, as a dealer/agent, historically provided security products in addition to its services as a total solution. To that end, Trinity Protection maintains active dealer/agent relationships with manufacturers of security products.

### Services

Protective Service Occupations

- Protective Services Occupations (Armed and Unarmed)

## BACKGROUND AND QUALIFICATIONS OF MANAGEMENT

### Organizational Structure

Greg Hollis, President

## Management Practices

### **Task Order Support**

All task orders issued to Trinity Protection Services are managed by the cognizant project manager. The task is supported by the entire Trinity Protection Services operations infrastructure, which provides the basic business processes needed for contract administration and support.

The task manager is responsible for all program tasks, and has direct access to and commitment from the Trinity Protection Services Chief Executive Officer. The essential functions of the task manager are:

- Staff functions, which provide immediate support for TQM, business management, communications, reporting, task order processing, risk management, technical support, and proactive linkages to the Government customer; and,
- Program Finance and Administration, which is chartered to manage the contractual relationship with the Government, oversee the subcontract activities, and monitor financial metrics.

Trinity Protection Services initiates all task orders with a Task Management Plan (TMP). This in-house document establishes and defines the work to be accomplished; responsibility assignments, support plans, and methods for implementing and controlling the attainment of scheduled task milestones.

The task manager has complete responsibility and authority to execute the task and has technical control of the project; and thus, is empowered to commit the team on all matters within the scope of the task with the exception of formal contractual issues involving signature authority of the Chief Executive Officer. During the performance of his job, the task manager is authorized to:

- Resolve technical and management issues.
- Establish and maintain frequent and effective communications with designated Government personnel.
- Coordinate with Government on overall planning and review of action items.
- Monitor and control all resource expenditures.
- Report contractual, financial, and technical progress.
- Conduct project reviews for management and Government personnel.
- Review and approve all contract deliverables.

### **Contract Administration**

The Contract Information and Control (CIC) procedure provides all the critical performance measures that indicate level of performance on the essential processes needed to meet the deliverables on this contract. This procedure will supply the Chief Executive Officer with information specific to the performance of essential functional processes. This information will be provided to the CIC through a weekly update process.

Immediately after contract award, the contract and all other applicable attachments and specifications will be reviewed by the Program Manager for compliance with the original proposal. Contractual information will then be disseminated to the applicable departments and responsible individuals. This up-front execution of good management practices ensures that the following will be accomplished:

- Preliminary Planning - All original estimates will be checked and reevaluated against the signed contract. At the same time, the work breakdown structure (WBS) will be updated and responsibilities assigned to all management levels. Review and dissemination of the master program schedule will be conducted so that sub-tier schedules, if necessary, may be mapped against the total program requirement.
- Management Reporting Tools - Various available reporting tools will be used to monitor the progress of the program and identify potential issues early.
- Schedule and Variance Reporting and Control - Weekly status reporting will be initiated as a timely management tool. The results of these reports will be used as source data for the monthly schedule variance report.
- Material Planning and Control - The material planning and control is centered around the Material Requirements Planning (MRP) operation of our centralized corporate database. The MRP system serves the needs of the company in areas such as planning, scheduling, and availability analysis. It also provides numerous reports that keep both functional and Program Management informed.
- Material Acquisition Control - This subroutine of the MRP is used to issue purchase orders, as well as in-house work orders.

### **Work Breakdown Structure**

All work schedules are based on a master milestone schedule maintained by the task manager. The Work Breakdown Structure is the basis for determining and monitoring all program work efforts and delivery items. The Work Breakdown Structure is updated by the task manager to reflect any contract modification or changes in scope of work.

### **Sub Task Management**

The management of sub-task elements is the responsibility of the on-site consultants. They will maintain daily and weekly coordination with the cognizant manager to maintain a status of all activities. Any deviations from schedule or cost that cannot be resolved are immediately elevated to management for review and disposition.

### **Data Management**

The task manager also has the responsibility of receiving all government source documentation and site specific data and information from the Government as well as all the documentation being produced by the project team, including any subcontractors and vendors. These materials will be catalogued and controlled as they are reviewed, revised, appended, and quality approved. Delivery and archiving will also be performed.

### **Contract Closeout Procedures**

Trinity Protection Services closes out every government task with a Task Closeout Report. This report requires concurrence of the government COTR of his designee. The closeout report includes:

- A summary of task deliverables: technical and management;
- A detailed chronology of task milestones: planned v. actual; and
- A detailed task cost summary: planned v. actual.

### **Performance Analysis and Reporting**

The PM is responsible for monitoring and reporting project status to the Government on an agreed upon interval. This data is included as part of the normal review process. Technical performance is monitored and evaluated on a bi-weekly basis using the Work Breakdown Structure as the primary metric. Any significant variances are reported to management for review.

### **Monthly Meetings**

Our approach to reviewing and reporting on task activities is to have regularly scheduled internal reviews that examine all the programmatic, contractual, and financial aspects of the project. These reviews, that are run monthly, are led by the task manager, and attended by management and members of the operations team.

### **Risk Management**

Through risk management, the possibility of slippage is minimized. Risk management includes the analyses of technical, performance, schedule, and cost activities, and the development of plans to identify variations or potential variations from the intended program plan or activity.

The ability to reduce any given risk is dependent on management's ability to correctly classify an issue based on its probability of occurring, as well as its overall impact on the project. Our risk management difficulties. This continuous vigilance, coupled with a structured classification system and follow-up methodology, ensures that the desired objectives are met.

The methods used allow the manager not only to gauge impact and probability objectively, but also to recognize the interdependencies of operational impact, technical performance, cost, and schedule. Important aspects of our risk management philosophy include:

- Early identification of potential risk,
- Assessment of the type of risk and the potential effect on the program,
- Assignment of ownership,
- Development of mitigation plans,
- Demonstration of mitigation results,
- Comprehensive program reviews as a fundamental part of program management,
- Development of a close working relationship with our customer, including continuous interaction and approvals, and
- Ongoing reevaluation of potential risk factors.

## Financial Management

Trinity Protection Services maintains a modern, efficient, fully automated billing and collections system based on QuickBooks Accounting. Our processes are designed to ensure accuracy and timeliness when managing task orders. The system accounts for information needed for contract deliverables and contract modifications. Its functions include accounting, order processing, purchasing, asset management, and financial management. This system enables Trinity Protection Services to administer contracts efficiently and to resolve issues expeditiously.

## Quality Assurance Plan

The Trinity Protection Services Quality Assurance Plan covers process quality for services. The requirements of the plan that directly affect the operations of the Program Office will be periodically audited to ensure conformance. Entity-specific quality management system requirements are controlled according to locally documented procedures.

Trinity Protection Services' TQM system is based on the concept that service quality is a direct function of process quality. A fundamental practice of Trinity Protection Services is to monitor essential processes using process performance metrics. Performance targets and limits are set and reviewed. Where performance falls short of targets, process owners must implement corrective actions in order to bring performance in line with expectations.

In addition to its standard practice of process management at the entity level, Trinity Protection Services requires that its subcontractors and suppliers provide program-specific data to the Trinity Protection Services Program Office for focused management review.

## PRICING

### GSA Labor Rates

Wage Determination No.	Revision No.	Date of Revision	States	Guard I	Guard II	Court Security Officer	Security Clerk	Supervisor	Deputy Project Manager	Project Manager
2005-2103	14	7/25/14	District of Columbia	31.27	46.73	54.00	45.05	59.66	63.36	73.58
			Maryland							
			Virginia							
2005-2247	14	7/25/14	Maryland	31.39	42.12	54.20	40.43	55.23	58.94	69.21
2005-2545	18	7/25/14	Virginia	30.30	34.51	47.83	32.84	47.72	51.40	61.59
2005-2051	14	7/25/14	California	34.40	63.99	80.40	62.30	76.57	80.29	90.60

### Description of Concessions

None

### Dealer/Reseller Functions

Trinity Protection Services does not intend to, nor does it anticipate, any other entity using its GSA contract number as a dealer or reseller of Trinity Protection Services, Inc. services, or in any other aspect of this contract. This is in keeping with Trinity Protection Services' current commercial practices.

## SCA LABOR CATEGORY DESCRIPTIONS

### Commercial Job Title: Guard I

Carries out instructions primarily oriented toward insuring that emergencies and security violations are readily discovered and reported to appropriate authority. Intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training.

### Commercial Job Title: Guard II

Enforces regulations designed to prevent breaches of security. Exercises judgment and use discretion in dealing with whether first response should be to intervene directly (asking for assistance when deemed necessary and time allows), to keep situation under surveillance, or to report situation so that it can be handled by appropriate authority. Duties require specialized training in methods and techniques of protecting security areas. Commonly, the guard is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

### Commercial Job Title: Security Clerk

Assist in the planning, developing and executing of the different security related programs. Perform clerical duties such as answering phones, maintain a filing system, type correspondence and input security-related data into a computer. Operate a pager, walkie-talkie, or cell phone system to alert other guards of any situations. Notify proper authorities in the event of an emergency. Handle the management of the log regularly in order to keep a note of all the important facts and information related to security management. Monitor security systems and fire alarms. Coordinate with members of the security program in order to ensure that the department is being able to function properly. Identify discrepancies in the security field and inform superiors about it for prompt and efficient action. Hand out alarm requests, issue identification cards and perform other security related formalities in order to ensure that the organization is secure. Issues and receives returned security badges, and ensures proper storage of security identification badges by locking badge boxes at close of each day. Check bags, packages and guests for potentially dangerous objects or substances and escort individuals to appropriate areas/departments. Prepare regular reports on events related to breach of security and manage the storage of confidential information/devices. Ensure all security equipment is operational, and report the repair of the items whenever needed. Assist in training new employees.

### Commercial Job Title: Court Security Officer

Patrols courthouse to provide security, Escorts defendants to and from courtroom, and stands guard during court proceedings, Checks courtroom for security. Assignments include not only the monitoring of entrances to the court but also attention to the special needs of the court system, particularly in the area of personal protection for the judges, jurors, witnesses, attorneys and other persons involved with the court, including the general public.

Duties require specialized training in methods and techniques of protecting security areas, is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

### Commercial Job Title: Supervisor

Supervises and coordinates the activities and personnel of assigned area to maintain security and safety of people and property. Acts to ensure that all post orders are followed, that established rounds are completed, and that adequate reports are filed; notifies proper authorities and client in emergency situations. Travel to assigned sites to perform site inspections. Provide meal breaks, relief and missed shift coverage for security officers at assigned client locations. Assists in the submission of payroll and personnel information to the company as designated. Inspects posts as scheduled and meets with subordinates to outline tasks and responsibilities. Conducts briefings at the start of new shifts to inform Security Officers of pertinent information regarding site safety and security matters. Gearing up and gearing down officers in addition to checking credentials at the start of shift. Ensures daily logs are kept up to date throughout the entire shift. Reviews reports from subordinates for completeness and activity needing follow-up; Prepares, files and submits various written and oral reports to Deputy Project Manager and Project Manager. Coaches and disciplines personnel as appropriate, and recommends termination; seeks advise from company management or designated representatives as appropriate; meets personally with employees and documents coaching and disciplinary actions.

### Commercial Job Title: Deputy Project Manager

Supervise and evaluate all assigned jurisdictions under the security services contract. Experience of the security industry is essential. Report regularly the performance of the jurisdictions to the Project Manager. Manages and supervises the Supervisors assigned to the various jurisdictions under the security services contract. Lead the Supervisors to perform well, organizing its jurisdictions to perform well, control uncertain expense, and implement certain strategies to avoid uncertainties or risks. Responsible for supervising, motivating, coaching and training employees. Pro-actively resolve any issues that arise, recruit new staff, carry out officer training and maintain high customer service levels with your clients. May be responsible for scheduling and payroll coordination at assigned site based on the size and post requirements, including pay and invoice reconciliation. Administer disciplinary action up to and including recommending termination.

### Commercial Job Title: Project Manager

Manage the overall performance of the security services contract. Responsible for directing, coordinating and overseeing all activities of the onsite Security staff, including all supervisory, training and operations functions at the assigned post in accordance with post orders and client instructions, and following all internal procedures. Experience of the security industry is essential. Develop and market the security services program. Set-up and implement these programs with the executive management team. Direct all activities of a 24/7 operation providing services in physical security and investigation with the primary focus on protecting client's property, people, and assets. Evaluate the contract in terms of profitability, production, and its performance. Pro-actively resolve any issues that arise, recruit new staff, carry out officer training and maintain high customer service levels with your clients. Administer disciplinary action up to and including recommending termination.