



## REQUEST FOR QUALIFICATIONS

RFQ #MAR112124 - MARITIME SECURITY CONSULTING SERVICES

FACILITY SECURITY PLAN UPDATE

November 21, 2024

### I. INTRODUCTION

The South Carolina Ports Authority (SCPA) is requesting qualifications from qualified Consultants to provide maritime security consulting services. The goal of this solicitation is to identify experienced professionals who can demonstrate their ability to develop a comprehensive, compliant, and effective security plan tailored to the SCPA's unique needs. Once a Consultant is selected, based on qualifications, the SCPA will negotiate a contract fee based on the Scope of Services listed below.

### II. SCOPE OF SERVICES

The selected Consultant will be engaged to conduct security risk assessments at all SCPA facilities and provide updates to existing Facility Security Plans.

The Scope of Work includes:

1. **Review of Existing Documents:** Analyze the current Facility Security Plan and related security policies.
2. **Risk Assessment:** Conduct a thorough risk assessment, which will include site visits and interviews, to identify potential vulnerabilities and threats.
3. **Draft Plan Development:** Create a draft Facility Security Plan that addresses identified risks, recommends security measures, procedures and incident response protocols, and complies with regulatory requirements.
4. **Compliance:** Ensure that the Facility Security Plan aligns with 33 CFR 105.400 and 105.200.



5. **Stakeholder Engagement:** Collaborate with key stakeholders throughout the process to ensure buy-in and practicality of the proposed security measures
6. **Finalized Plan and Submission:** Revise the draft based on feedback and submit the final Facility Security Plan for approval.
7. **Training and Implementation:** Provide recommendations for training staff on the new security protocols.

### III. SUBMITTAL REQUIREMENTS

Qualifications submittals are to include the following:

1. **Cover Letter:** A brief introduction and statement of interest.
2. **Firm Profile:** Overview of the firm, including size, location(s), and areas of expertise.
3. **Relevant Experience:** Descriptions of similar projects completed, including references. Demonstrate proven experience in developing Facility Security Plans, specifically with 33 CFR 105 and related regulations. Demonstrate knowledge of security practices and procedures relevant to the facility type (ports, terminals, industrial sites).
4. **Staff Qualifications:** Resumes of key personnel who will be involved in the project.
5. **Project Approach:** Outline your approach to performing risk assessments and developing the Facility Security Plan, including key milestones and timelines.



#### IV. EVALUATION CRITERIA

Qualifications will be evaluated on the following criteria:

1. Experience of the firm on past projects related to maritime security consulting services, including conducting security risk assessments and providing Facility Security Plans.
2. Qualifications of the key personnel to be assigned to the contract (academic, applicable certifications and relevant experience).
3. References
4. Project approach
5. Interviews may be requested to facilitate the selection of Consultant

#### V. SUBMISSION OF QUALIFICATIONS

Qualification packages are to be submitted to the South Carolina Ports Authority no later than **3:00 pm** on **Thursday December 12, 2024**. Qualifications are to be e-mailed to:

Robert J. Mitchell, Jr., P.E.  
Director, Procurement  
[bmitchell@scspa.com](mailto:bmitchell@scspa.com)

Questions regarding this RFQ are to be submitted in writing via e-mail to [bmitchell@scspa.com](mailto:bmitchell@scspa.com)