

The Security Guard RFP Checklist

What to include in a request for proposal, from Hammerhead Security

A vague RFP gets vague proposals back. Use this checklist to make sure your request for proposal gives every bidder — including us — what they need to quote accurately, so the proposals you get back are actually comparable.

Property Information to Include

- ☐ Property address, type, and approximate size (sq ft or acreage)
- ☐ Number of buildings, entry points, and access control systems in place
- ☐ Current or historical incident history, if relevant
- ☐ Site map or diagram, if available

Coverage Requirements to Specify

- ☐ Hours of coverage needed (24/7, business hours, overnight, event-based)
- ☐ Estimated number of officers per shift
- ☐ Armed vs. unarmed requirement
- ☐ Specific duties expected (patrol, access control, front desk, fire watch, etc.)
- ☐ Contract length (one-time, short-term, annual)
- ☐ Required start date

Vendor Qualifications to Ask About

- ☐ State licensing and registration status for all deployed officers
- ☐ General liability and workers' compensation insurance, with certificate availability
- ☐ In-house training program, or reliance on third-party/subcontracted training
- ☐ How incidents and patrols are documented (paper logs vs. digital reporting)
- ☐ Response time and escalation process for coverage gaps or incidents
- ☐ References from similar properties or contract types

A Note on Municipal & Formal Bids

If this RFP is part of a formal government or municipal procurement process, note the submission deadline, required bond or insurance minimums, and any pre-qualification steps clearly at the top of your document — this is the single most common reason otherwise-strong vendors submit late or incomplete responses. This checklist is a general reference for structuring a security services RFP. It does not constitute legal or procurement advice.

Ready to send us your RFP, or start one with our team? Visit hammerheadsecurity.org/request-proposal or call (252) 725-8356.