

**Attachment 9****Ordering Document (Security Guards, Fire Safety Directors and/or Vehicles)**

In order for an Authorized User to obtain Security Guards (Level 1 and Level 2), Fire Safety Directors and/or Vehicles under this Contract, the following steps must be completed:

1. Authorized User makes a determination of need that Security Guards, Fire Safety Directors or Vehicles are needed at a Facility or for a special event.
2. Authorized User will review the Contract to determine what Region the Facility is in and the awarded Contractor for the applicable Region.
3. Authorized User will obtain any required approvals.
4. Authorized User will complete the Ordering Document listing Service specifications required prior to beginning services.
5. A) If the Authorized User will require standard training as outlined by the Division of Criminal Justice Services (<http://www.criminaljustice.ny.gov/ops/sgtraining/sgpcourses.htm>) the Authorized Users will submit the Order Document to Contractor no less than fifteen (15) business days before the Services or vehicles are required.  
B) If the Authorized User will require any training in addition to the standard training as outlined by the Division of Criminal Justice Services the Authorized User will submit the Order Document to Contractor no less than thirty (30) business days before the Services or vehicles are required.
6. Once the Contractor receives and confirms this information, Contractor will have a minimum of ten (10) business days to fulfill order ensuring the Security Guards and/or Fire Safety Directors meet the required specifications as outlined in the Contract, unless there is an agreement between the Authorized User and Contractor to a different timeframe.
7. Contractor and Authorized User will agree on Security Guards and/or Fire Safety Director start date.
8. If subcontractors will be used, Contractor must notify Authorized Users in writing prior to start date.
9. Contractor will begin services.
10. Authorized User will follow the appropriate contracting and payment procedures for invoice approval.
11. In the event of changes to the shifts and or schedule by facility, Authorized User will complete a new Ordering Document.
12. A State Agency or State Authority may elect to impose MBE and/or WBE goals on an order per facility. If so, such State Agency or State Authority will inform Contractor of goals and Contractor will be required to meet them in accordance with Executive Law Article 15-A. M/WBE information and forms can be found at: <http://www.ogs.ny.gov/MWBE/>. An Agency may elect to use its own MWBE forms in lieu of the OGS forms.

An Authorized User may submit an Ordering Document for Security Guard and/or Fire Safety Director Services at any time during the five year duration of the centralized Contract. The Authorized User is only required to submit one Ordering Document per facility for the life of the Contract, unless there are changes in scope to include but are not limited to changes in shifts, coverage or requirements or the Authorized User and Contractor agree to a different timeframe, as long as the Ordering Document end date does not surpass the expiration date of the centralized contract.

Coverage listed in the Cost Proposal form was presented as historical information. The Ordering Document will be used for current coverage needs. The gray fields below are illustrative. Please note coverage requests may differ from the Historical Coverage document.

Question	Information
Facility Name	
County	
Address	
City	
Zip Code	
Agency	
Type of Security Equipment currently at Facility	
Authorized User Contact Name	
Authorized User Contact Email Address	
Authorized User Contact Phone Number	
Requested Start Date	
Anticipated Duration of Services	
Do Security Guards and/or Fire Safety Directors currently service this facility?	(Yes/No)
If yes, would the Authorized User request that the Contractor consider the current Security Guards and/or Fire Safety Directors for employment?	(Yes/No/Not Applicable)
M/WBE goals at this facility	MBE % WBE %

Service Type	Number of Guards or Vehicles	Shift Coverage	Daily Hourly Total Per Guard	Number of Days Worked Per Week	Days Worked	Estimated Annual Special Event Hours	Additional Requirements or Training prior to beginning Services
Level 1	2	8AM – 4PM	8	5	M, Tu, W, Th, Fr		AED Training
Fire Safety Director	1	4PM – 12AM	8	5	M, Tu, W, Th, Fr		
Level 2	1	8AM – 4PM	8	2	Sa, Su		
Vehicle	1	N/A	N/A	N/A	N/A	N/A	