

STATE OF INDIANA/SECURITY CONTRACTOR
SECURITY SERVICES

Attachment K: Sub-Agreement- Scope of Work
Represented as Exhibit D in the Master Services Agreement

Document Purpose: *This document is identified as the template referenced in Exhibit C, as the sub-agreement template to be utilized for adding additional scope of work during the contract period and shall provide a template that shall be completed by the Agency for the purpose of formality and confirmation of the expectations for the agency site location scope of work. The final version of this document shall be approved by the Agency, the Contractor, and the State, as part of this contract.*

This Sub-agreement Scope of Work ("this SOW"), entered into by and between the **Family and Social Services Administration (FSSA)/Division of Family Resources (DFR)** (the "State Agency") and the **INSERT CONTRACTOR NAME** (the "Contractor"), and reviewed for approval by Indiana Department of Administration on behalf of All State Agencies (the "State"), in consideration of those mutual undertakings and covenants, the parties agree as follows:

Agency Department(s):

Family and Social Services Administration/Division of Family Resources (DFR)

Facility Name:

Division of Family Resources (DFR)

Facility Address:

3826 Madison Ave.
Indianapolis, IN 46227

Agency Site Designee:

Insert Site Designee Name and Title

Manager Cell:

E-mail Address:

Contact Name, Phone number(s), email, etc.:

Insert Name

Cell:

E-mail Address

Facility Hours of Operation:

8:00am to 4:30pm

Holidays observed not requiring security services:

All State Holidays

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Number of Armed or Unarmed Security Officers:

One Level 1 Armed Uniformed Security Guard

One full-time officer work from 7:30am-5:00pm on Monday through Friday with a 1/2 hour lunch break.

Officer abilities required:

- Guards must have one year of full-time paid experience as a guard, watchman, or police officer. Training may be substituted for experience at the discretion of the DFR Regional Manager.
- Guards must successfully pass a federal and state background investigation free of felony convictions.
- Guards must be at least 21 years old and authorized to work in the United States.
- Guards must possess a valid Indiana driver's license and be able to operate a motor vehicle.
- Guards who are veterans must have been discharged from the military under honorable conditions.
- Guards shall be equipped with radio equipment, which is provided at the Contractor's expense. The use of the radio equipment by the guards is provided at no additional cost to the State.
- The State (DFR Regional Manager) reserves the right, at its discretion, to request that any of the Contractor's employees be relieved of duties at the Division of Family Resources, and the Contractor shall honor such requests.

Training required:

Successfully complete required armed security training.

Duties Summary:

Police grounds, tour building and grounds, examine doors and windows. Intercept unauthorized persons, assist with traffic control, report unusual conditions, escort individuals to and from parking or building, prepare written reports, conduct fire drills, and serve as primary responder to all emergency situations.

Describe the Duty functions in greater detail (*please represent the tasks with a bullet-point number*):

- The armed and uniformed security officers shall protect and preserve the safety and security of the environment, both persons and property.
- The officers are required to manage possible hostile or distraught clients/consumers with emphasis on deescalating negative behaviors and maintaining a safe and secure environment.
- Security supervision for Family and Social Services Administration/Division of Family Resources staff and vendor staff located at the 3906 Madison Av address.
- The officers must be adequately bonded, trained and certified in firearms training.

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- The officer is to maintain relationships with the local fire and police authorities, and office in the event of fire, bomb threats, weather related problems and other emergencies.
- The officer shall assist with health related problems or injuries at the facility and call the necessary emergency personnel when required.
- The officer will be required to provide incident reports to the DFR Regional Manager. The report should include but is not limited to each situation of incident occurring during the shift or day such as theft, unruly and/or disruptive clients, a customer/consumer/client fall, fires, suspicious articles left unattended and alarms sounded. The report should include names of victim, witnesses, suspect's name, were first respondent personnel called, why or why not, first respondent's name and badge number.
- Conduct fire drills and various other duties when requested.
- Tour building and grounds; examine door and windows to determine their security.
- Request identification from individuals attempting to enter employee area who do not display valid employee or visitor badges.
- Escorts individuals to and from parking or building as requested by the DFR Regional Manager or her/his designee.

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Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that he/she is the Contractor, or that he/she is the properly authorized representative, agent, member or officer of the Contractor, that he/she has not, nor has any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, to the best of the undersigned's knowledge, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he/she has not received or paid, any sum of money or other consideration for the execution of this Contract other than that which appears upon the face of this Contract.

In Witness Whereof, Contractor and the State have, through their duly authorized representatives, entered into this Sub-agreement Scope of Work, as represented from the Master Services Agreement for **QPA#xxxxxx**. The parties, having read and understood the foregoing terms of this agreement, do by their respective signatures dated below hereby agree to the requirements thereof.

Contractor:
Security Contractor

State of Indiana Agency:
FSSA Division of Family Resources

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Indiana Department of Administration

Vendor Contract Manager:

Name: _____

Date: _____