ATTACHMENT 4 – DELIVERABLES OF WRITTEN DOCUMENTATION DETENTION/TRANSPORTATION

One hard copy of each deliverable shall be submitted to the Contracting Officer and the COTR, as described in the "Delivery/Days after Award Column".

D001 ACA Accreditation Immediately after contract award 1	ITEM	DESCRIPTION	DELIVERY/DAYS AFTER AWARD	NO. OF COPIES
Immediately after contract award and as required, Need COTR written approval before employee EOD	D001	ACA Accreditation	Immediately after contract award	
Need COTR written approval before employee EOD	D002			1
D003 Organizational Chart Within 15 days of award 1				
D004 Contraband control program 30 days after contract award and before contract performance begins and with 24 hours of document changes 1				
D005 Environment, Safety and Health Plan 30 days after contract award and before contract performance begins and with 24 hours of document changes 1 2 2 2 2 2 2 2 2 2	D003	Organizational Chart	Within 15 days of award	1
D005 Environment, Safety and Health Plan 30 days after contract award and before contract performance begins and with 24 hours of document changes 1 2 2 2 2 2 2 2 2 2	D004	Contraband control program	30 days after contract award and before contract	1
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ITEM	DESCRIPTION	DELIVERY/DAYS AFTER AWARD	NO. OF COPIES
D022	Manifest detainee intake report	Daily to COTR	14
D023	Manifest detainee release report	Daily to COTR	14
D024	Manifest midnight report by last 3 of A#	Daily to COTR	14
D025	Medical report update	Daily to COTR	1
D026	Segregation / report	Daily to COTR	1
D027	Shift supervisor inspection (Security & Sanitation)	Daily to COTR	1
D028	Transportation reports	Daily to COTR	1
D029	Employee termination, transfer, suspension, personnel action relating to disqualifying information or incidents of delinquency	Immediately (immediate verbal report, with written follow-up with in 24 hours	1
D030	Notification of change in employee's health status	Immediately (immediate verbal report, with written follow-up with in 24 hours	1
D031	Physical force incident Report	Immediately (immediate verbal report, with written follow-up with in 24 hours	1
D032	Random drug-screening results	Immediately (immediate verbal report, with written follow-up with in 24 hours	1
D033	Reporting of employee(s) in violation or attempt to violate standards of conduct	Immediately (immediate verbal report, with written follow-up with in 24 hours	1
D034	Reporting on Injury, illness, physical security, safety, health, welfare or threat to safety, health or welfare, or escapes/attempted escapes.	Immediately (immediate verbal report, with written follow-up with in 24 hours	1
D035	Kitchen menu	Monthly to COTR (Due 1 st of the Month)	1
D036	Monthly status reports, Programs, Environmental, Training, Firearms, Transportation, Segregation, Administrative segregation, intake & release, Transferred.	Monthly to COTR (Due 1 st of the Month)	1
D037	Firearms training	Seven days prior to performance of duty involving firearms	1
D038	Detention Officer Assignment Roster	Posted 24 hours in advance	1
D039	Certification that each contract employee has been issued approved uniforms and credentials	15 Days Prior to Entry On Duty (EOD)	
D040	Copy of Standards of conduct and corresponding disciplinary actions	15 Days Prior to Entry On Duty (EOD)	1
D041	Copy of the document stating that the employee has received and reviewed the Policy and Procedures Manual	15 Days Prior to Entry On Duty (EOD)	1
D042	Employee's certifications that they have read and understand the standards of conduct	15 Days Prior to Entry On Duty (EOD)	1
D043	E-QIP Security Process	15 Days Prior to Entry On Duty (EOD)	1
D044	Registrations, commissions, permits, or licenses for each uniformed employee	15 Days Prior to Entry On Duty (EOD)	1
D045	Detainee property inventory report	Quarterly to COTR (1 st due 3 months after start)	1
D046	Medical Grievance Report	Quarterly. Number of grievances received, reason, explanation of grievance resolution. (1 st due 3 months after start)	1
D047	Initial employment - Drug test results	Submitted 21 calendar days after receipt of an applicant personnel suitability packet	1

HSCEDM-11-R-00002

ITEM	DESCRIPTION	DELIVERY/DAYS AFTER AWARD	NO. OF COPIES
D048	Appropriate State and municipality permits and weapons permit for each officer	Three working days prior to the anticipated assignment date of any individual.	1
D049	Media contact report	Upon contact to COTR. No comments will be made to media by contractor.	1
D050	Log Books	Weekly and upon request by COTR	1
D051	Report of employees actually on duty with post assignments	Weekly and upon request by COTR	1
D052	Detainee dispensary reports	Weekly to COTR – Due Friday	1
D053	Detainee grievance report	Weekly to COTR – Due Friday	1
D054	Detainee phone report	Weekly to COTR – Due Friday	1
D055	Detainee work clearances	Weekly to COTR – Due Friday	1
D056	Personnel files	When requested	1

3