

TCP – CONTRACT DELIVERABLES

MASTER DELIVERABLES	TCP Form #	DESCRIPTION
Agency Organization Chart		Consists of a flow chart of all the positions within the agency outlining staff names, positions, and supervisory tracks.
Employee Handbook/Policy Procedures		Document or manual that outlines the policies and procedures of the agency in which all staff, interns and/or volunteers are to follow. The employee handbook must also include the Youth Bullying Prevention Plan and its acknowledgement to be signed by all staff.
Code of Conduct		Document that outlines the agency's rules, responsibilities, proper practices and expectations for its employees. This document can be submitted as a stand-alone document or can be included in the agency's Employee Handbook. If it is included in the agency's Employee Handbook, please submit a Deliverable Exemption Form in lieu of this document indicating that the Code of Conduct is included in the Employee Handbook as well as the page in which this document can be found.
Record Keeping System		A document that outlines the agency's protocol for record retention, to include financial documents. This policy must be consistent with TCP's requirement of retaining financial records for a minimum of 3 years.

<p>Post Orders for Each Facility</p> <p>(Signed by each officer at each post at all sites)</p>		<p>Each security guard post will have a Security Guard Post Assignment Record (Post Orders). Any changes to Post Orders or changes to patrol protocol must be approved by TCP prior to implementation. At a minimum, Post Orders must be submitted to TCP for approval annually.</p> <p>The Contractor shall ensure that security guard post orders include the number of guards assigned to each facility and assigned to each floor (if applicable) as well as guidelines, duties and responsibilities related to:</p> <ul style="list-style-type: none"> a) Access control b) Package screening c) Personnel screening d) Traffic control e) Visitor processing f) Communications and dispatching g) Patrol operations h) Emergency and event response <p>The post orders must be signed by the officers who will be at the identified site and submitted as a supplement to this</p>
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		<p>submission.</p>
<p>Special Police Officer Licenses</p>		<p>Copies of current Special Police Officer (SPO) licenses for all security personnel charged to the contract.</p>
<p>Fitness for Duty Description</p>		<p>The Fitness for Duty Description outlines the educational, licensing, and physical requirements the Contractor requires of security personnel charged to this Contract.</p>

Blank Incident Report Form		This form details what information (time, date place, etc.) security personnel will report to program staff when an unusual incident occurs. The information security staff reports will be used by program staff to complete the required Unusual Incident Report for DHS and TCP.
Insurance Certificate		This certificate shows the amount of insurance that the provider has and must be in accordance with the minimum amount allowable as defined in the contract. An insurance certificate should list The Community Partnership for the Prevention of Homelessness (TCP) as the additional insured and must be current to the date of submission and issuance of the contract. All insurance or relevant forms submitted to fulfill this deliverable requirement must be current and cover the entire length of the contract. Therefore, contractors are required to share any forms that are updated throughout the duration of the contract. The provider must notify TCP within 30 days of any intent to cancel insurance.
Signed Certification of Fiscal Controls	TCP Form 298	This document certifies that agencies understand and abide by fiscal controls and practices including: disbursement checks, corresponding invoices, and additional documentation, petty cash and bank reconciliations.
Drug-Free Work Place Policy		This document addresses the agencies agreement to remaining free of illegal drugs in the workplace.
Procurement Policy		This document should include purchase products from the US and the purchase of equipment should have pre- approval from TCP
Signature Verification Sheet		This form should be on agency letterhead with the name, title and contact information for all persons with the authority to sign contracts. The form should also include the name, title and contact information for all persons with the authority to prepare, approve and review budgets or invoices.
Signed Audit Request Form	TCP Form 297	This form verifies that an agency has requested to be audited for the fiscal year. All providers no

		matter the amount of the contract should have this form signed.
Completed Previous Fiscal Year Audit or Hiring Manual		<p>This document is the summary of audit and findings of a financial audit conducted by a third-party auditor to review the financial management of the previous year.</p> <p>Hiring Manual should include employee personnel and nondiscrimination policies, , Living wage compliance; No Fraternalization Policy, call-out/leave policy, policy for instances where staff are no shows for their scheduled shift, uniform/equipment compliance policy.</p>
First Source Agreement (Confirmation of submitting agreement to the Department of Employment Services (DOES)).		<p>TCP requires each subcontractor to provide evidence that it has submitted its First Source Agreement to the Department of Employment Services (DOES) via the following email address:</p> <p>firstsource@dc.gov</p> <p>You may upload a PDF of the email sent to the aforementioned email address containing your completed First Source Agreement. After submission of your First Source Agreement, you should receive an executed agreement from DOES within one week. Please retain a copy of the executed agreement as this document will be requested during the Contract Closeout Period and when TCP completes a monitoring activity.</p>
Certificate of Good Standing		A document issued by the government of the District of Columbia that states that your agency has met all statutory requirements and is authorized to do business.

Business License		This document is issued by the government of the District of Columbia and verifies that the
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		organization has meet all requirements to conduct and operate business.
ACH Enrollment-Change form		This form is used for enrolling or making changes for direct deposit. Please note that this is required when there is new enrollment or a change to the account information. If there are no changes from the previous year, please submit a statement on agency letterhead signed by the executive director stating that there are no changes to the current ACH Enrollment Information.
Program Staff Information Form (Updated)	TCP Form 904	This form requests and verifies that all leadership, finance and programmatic staff information is up to date at the time the contract is issued. This includes all contact information: email, office phone, and office address.
TIER ONE DELIVERABLES		
Finance Deliverables		
Signed Contract		The signed original copy of the contract issued is to be submitted as a Tier One Deliverable.
Initial Budget	*Use only for programs funded with DHS dollars* TCP Form 327	This is the budget of the contracted amount and is not to be mistaken for the organizational budget.
Budget Narrative	TCP Form 328	The budget narrative is a description of how the funds budgeted will be used and must be signed and dated by the preparer and the agency Executive Director.
Staffing List	TCP Form 905	The staffing list includes all staff whose full or partial salaries are charged to the contract. The list should additionally be broken down according to operating and administrative staff. This form must be updated and submitted to TCP quarterly (March 31, June 30, September 30, December 31) and anytime there are staffing changes and vacant positions.

Payroll Calendar/Schedule		Calendar in which the provider will pay employees.
All Other Tier One Deliverables		
Scope of Work (TCP provided template)		<p>The Scope of Work (template provided by TCP) is a detailed narrative of the nature of the work that will be completed under the contract, as well as how the program services under the contract are intended to accomplish the goals and mission of the agency. The Scope of Work should also include a staffing plan that outlines the program’s plan for maintaining the required staff needed to perform the services under the contract, as well as the plan to fill vacant positions. The Scope of Work shall also include a Quality Control Plan that outlines quality assurance and explains how the program will ensure compliance with the terms of the contract. The Quality Control Plan section of the SOW shall contain, at minimum, the following:</p> <p>Procedures for when security personnel call out for their shift.</p> <p>Procedures for when security personnel walk off a shift (abandon post).</p> <p>Procedures for when officers are on scheduled leave.</p> <p>Description of how the Contractor will ensure security personnel are completing the daily tasks set forth in their post orders.</p> <p>Description of how the Contractor will ensure incident reports are clear, detailed, and accurate.</p> <p>Describe of how the Contractor will address officer performance deficiencies</p>