

## Sample 60-Day Transition Plan

You have weighed your options carefully and selected your preferred contractor. Now what? It's time to begin the transition to your new provider. Here are some tips to help make the process as successful as possible. Request a transition plan. An effective plan should detail:

- Transition team
- Tasks to be accomplished
- Parties responsible for completing each task
- Any prerequisites
- Target completion dates
- Resources needed
- Staffing, Training, Procurement and Operational requirements

Conduct a pre-award conference involving the key members of your transition team, at which time program specifics can be confirmed and a schedule agreed upon. Ask your new partner about anticipated transition issues and how they will resolve them.

Develop open lines of communication to help ensure a smooth transition and a successful relationship for the long term.

Allow sufficient time for the contractor to prepare to begin service. Typical transition timeframes are 30, 60 or 90 days, depending on the size and complexity of the security program. Any direction and support you can provide will help them get started on the right track.

Communicate changes to existing security staff and provide direction on next steps.

This sample 60-day transition plan to give you an idea of the types of activities your security partner will engage in during the transition time frame.

Functional Area/Task	Transition Day																
	1-5		6-14		15-21		22-28		29-35		36-40		41-47		48-54		55-60
Administration																	
Finalize transition schedule																	
Finalize Transition Management Team																	
Receive contract deliverables summary																	
Review contractual deliverables with team																	
Collaborate and refine performance measurements and reporting																	
Legal																	
Certificate of Insurance forwarded																	
Invoicing Process/Cost Management																	
Reporting needs determined																	
Payroll and billing software set-up																	

<b>Recruiting</b>																
Job descriptions and selection criteria approved																
Current employees identified for promotion/transfer																
New candidates identified																
Interview process and pre-screen (as applicable)																
Selection of final candidates/due diligence screening/assignment																
<b>Human Resources</b>																
Communication plan and officer packets developed																
Incumbent staff eligibility determined																
Incumbent offer letters generated																
New employee processing																
<b>Operations</b>																
In-depth site familiarization																
Review of existing plan/program																
Site security/safety survey																
Post orders developed and implemented																
Facility tests and OJT checklist developed and implemented																
Staffing plan presented																
<b>Training</b>																
Review/coordination of training requirements																
Basic training conducted																
On-the-job training conducted																
Annual Training Plan developed																
<b>Procurement</b>																
Vehicles																
Equipment																
Uniforms																