

Various Facilities

NYS Office of Mental Health Statewide Physical Security Systems, Standards, Specifications, and Protocols

Owner: NYS Office of Mental Health

Completed: 2008 (estimated)

Total Construction Cost: \$40,000,000

Term contract with NYS Office of Mental Health for Implementation of Security Standards Statewide including: Facility Procedures, Review of System Updates, Implementation of Upgrades, Funding Request and Planning, Maintenance Contracts Statewide and Review the Quality of Service from Integrator. The scope of work involved all 29 Facilities throughout the State, plus a cook-chill Facility.

A. Security Standards

1. Facility Access Methods of Entry/Exit
 - a. Gathered all information developed to date for above entry/exit equipment.
 - b. Evaluated latest technological changes and updated all components.
2. Security Statewide Protocol
 - a. Developed standard protocol of individual access methods and applied them as they related to traffic flow and programmatic requirements for each specific Facility.
 - b. Reviewed existing OMH Security Plans as created for Governor's office.
 - c. Analyzed application of existing security plans with program and traffic flow.
 - d. Developed new security protocol as it applied to security requirements and latest technological advances.
3. Investigated integration methods for combining the various components.
 - a. Access Systems
 - b. CCTV Systems
 - c. Fire Alarm Systems integration of status reporting into common computer.
 - d. Intercom Systems
 - e. Burglar Alarm Systems
 - f. Video Entry Systems
4. Reviewed various types of Contracts.
 - a. Best Value Contract
 - b. RFP Requirements
 - c. Sole Source Contract
 - d. State Contracts with Standard of Purchases
 - e. Any other contract types to be determined
5. Evaluated the utilization of the various types of contracts for the process of Security Systems Statewide.
6. Investigated & tested all doors described under access methods of entrance/exit.
 - a. Manufacturers of different doors will create mock-ups .
 - b. Full real life testing of all components.
7. Developed an RFI for Security Access System.



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- a. Developed an outline of Request for Information (RFI).
 - b. Received any comments on the outline for editing.
 - c. Notification Letter drafted by Plumb and reviewed by OMH-Capital Operations. The intent of this letter was to notify all Security Access Integrators of the RFI availability and response for their interest in receiving this RFI. Once approved by OMH, Notification Letter was sent via Certified Mail to all integrators.
 - d. Draft of RFI, including incorporating comments received was completed by Plumb.
 - e. Submitted draft of RFI to OMH Capital Operations & CISM for comments.
 - f. Processed responses provided by OMH.
 - g. Comments incorporated into the RFI and final RFI completed and distributed to all interested respondents.
 - h. Required response of RFI's from Integrators was due in 30 days.
 - i. Determined the rating process and schedule of RFI's.
 - j. Evaluated all responses to RFI and assisted OMH in the selection process to determine the most competent manufacturer which met all OMH criteria.
8. Developed a Maintenance Contract for Security Systems Components.
- a. Created forms, standards and procedures for testing and maintenance.

B. Statewide Security

1. Reviewed the existing security systems installations in comparison with new standards and component updates.
2. Created scope of work and budget for all Facilities Security System Upgrades.
3. Created project schedule of security systems upgrades and time lines with milestones.
 - a. Developed Design Schedules
 - b. Tracking of Various Phases
 - c. Developed Installation Schedules
 - d. Developed Procedure for Commissioning Security System
 - e. Developed Procedure Manuals, as reference material for Facility personnel review and training of new personnel. Manuals were created with the participation of the system manufacturer.
4. Developed training with manufacturers of security systems for Facility personnel. Evaluated the most appropriate type of training for the specific applications by systems and by Facility.
 - a. By the Manufacturer at the Facility.
 - b. By the Manufacturer via Internet.
 - c. By the Manufacturer as recorded at the Facility.
 - d. By the Manufacturer via CD ROM.
 - e. CISM CD ROM Training.
5. Maintained statewide records of security systems and upgrades.
6. Maintained all archives for security systems in record files. Files can be hardcopies and/or digital, based on availability.



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7. Designed a process to track maintenance contracts and contractors' performance: Operational, Service and Billing.
 - a. Quarterly review of systems with OMH and manufacturers. Prior to the review meeting, gathered information from various Facilities regarding all systems operation and performance under review.
 - b. Reviewed any items that were not completed in the past.
 - c. Introduced and reviewed new issues or new necessary actions to be performed.
8. Developed a method of rating individual facility satisfaction with security system, contractor's response time and contractor's effectiveness.
9. Reviewed Updates. Developed a schedule and procedure with system and equipment manufacturers, 2 times per year, and continuous record of Security System Upgrades for both Software & Hardware.
 - a. Evaluated requirements.
 - b. Established a plan to perform upgrades.
 - c. Created an adequate timetable.
10. Identified the responsible person or entity of the team and enforce their responsibility to complete the tasks appropriately.



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