

TRANSITION

The following pages represent a sample of our transition process. This sample is the initial shell of an actual transition we implemented for Freescale Semiconductor, based in Chandler, in June of 2014.

The amount of activity and scope of the transition was large compared to most other sites. However, in most cases of transition, the steps taken are quite similar. Adjustments are naturally made to adapt to any given environment and transition scenario, however we are forward thinking in our approach to transition and successfully managed this transition on time and with little challenge.

TRANSITION PLAN FOR FREESCALE					
Action Item	Information	Team Member	Week	Status	Date Completed
1) Designate Transition Team Members IPSA Security Services Team: <u>Team Leader</u> Derek Oldham, President <u>Team</u> Danielle Smith, Area Mgr Jenn Liddy, Office Mgr Roy Regalado, BDM Freescale Team: David Case, Regional Corp. Security Dir.	IPSA Local Team: Phoenix, AZ – 602/889-1626 President – Derek Oldham (DO) 480-710-0920 doldham@ipsasecurityservices.com Office Manager – Jenn Liddy (JL) jliddy@ipsasecurityservices.com FREESCALE Corporate Security Director – David Case David.case@freescale.com 480-814-4104	Teams Established	Pre-Week 1		
1) Meetings w/ FREESCALE <ul style="list-style-type: none"> Weekly – each <Day> @ <Time> In person for local reps/conference call for non local members 	On-going meetings	DO, DS & FREESCALE Team	Pre Week 1 thru Start		
1) IPSA Team Meetings <ul style="list-style-type: none"> Weekly – Every Tuesday @ 9am 	On-going Meetings	Entire IPSA Team	Pre Week 1 thru Week 4		
1) Notification of incumbent vendor by FREESCALE	30 day letter sent to ABSS	FREESCALE team	Pre Week 1		
1) Update of Transition Check List	IPSA Team to update and send via email to team members by COB each <u>Friday</u>	DO	Weekly		



Pre-week 1 = through
 Week 1 = through
 Week 2 = through
 Week 3 = through
 Week 4 = through
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Action Item	Information	Team Member	Week	Status	Date Completed
1) Negotiate Contact Language	IPSA/FREESCALE	Combined Teams	Prior to Week 1		
1) FREESCALE to provide security operating procedures, current schedules and employee rosters	<ul style="list-style-type: none"> Must be obtained PRIOR to notice being given to incumbent provider 	FREESCALE Team	Pre Week 1		
1) Review the FREESCALE Specifications with IPSA Transition Team	<ul style="list-style-type: none"> Service start-up Account specifications outline Service agreement Wage/rate structure Benefits Proposal Transition process and timelines 	IPSA Team	Week 1		
1) IPSA Internal Process Issues	<ul style="list-style-type: none"> Local Business Licenses Record of Client Contact/Rate Increase Complete new Account Form Submit Benefit Requirement Form Set up Account Budget Coordinate A/R Order Insurance Certificate 	IPSA Team	Week 1		
1) Identify Current Security Personnel for Rollovers	<ul style="list-style-type: none"> Will be taking on as many incumbent officers as possible. Identify Key People One-on-one Interviews to identify current wages, benefits, vacations, & schedules Make Job Offers 	Combined Teams	Week 1		



TRANSITION PLAN FOR FREESCALE					
Action Item	Information	Team Member	Week	Status	Date Completed
11) Clarify any open-ended or part-time shifts	<ul style="list-style-type: none"> Look at all angles of the schedule 	Combined Teams	Week 1		
12) In-person distribution of Introductory Recruiting letters to FREESCALE Incumbent Personnel	<ul style="list-style-type: none"> Introduction to IPSA Security Invite to Site and / or District for Open Houses Application Retention Program Rolled - out 	IPSA Team	Week 1		
13) Identify Current IPSA employees for transfer and/or promotion	<ul style="list-style-type: none"> Look at all clients 	IPSA Team	Week 1		
14) Begin External Recruiting	IPSA to reach out to all recruiting allies	IPSA Team	Week 1		
15) Review Recruiting Strategies	<ul style="list-style-type: none"> Open Houses Job Fairs Career Fairs On-line – Jobing, monster Community Outreach Process 	IPSA Team	Week 1 & On-going		
16) Establish pre-screening schedules	<ul style="list-style-type: none"> Who for initial interviews schedule as needed 	IPSA Team	Week 1		
17) Open Houses	<ul style="list-style-type: none"> Designate Branch Personnel to be on-site Conference Room During Shift Change Question and Answer Payroll questions 	IPSA Team	Week 1		



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Action Item	Information	Team Member	Week	Status	Date Completed
17) 18) 19) Complete employee processing and training and Coordinate OJT and facility testing	<ul style="list-style-type: none"> Complete applications, drug testing, backgrounds, confirm "rollovers" and conduct SOBC and Site Specific Training 	IPSA Team	Week 2		
17) Follow-up to Open Houses	<ul style="list-style-type: none"> How many new personnel 	IPSA Team	Week 2		
17) Develop Emergency Staffing Contingency Plan	<ul style="list-style-type: none"> What officers from IPSA team can help if an emergency arises. 	IPSA Team	Week 2		
17) Do a facility tour <ul style="list-style-type: none"> • Review security key control / storage • Check telephone use and controls • Perform Safety Audit • Determine required security equipment to inventory and use at site 	<ul style="list-style-type: none"> • Use Post Order completion Checklist • Safety Manual (Identify hi-rise concerns) • Flashlights, iphone, pump room, fuses, etc. 	IPSA Team	Week 2		
17) Confirm Uniform Style and order as necessary	<ul style="list-style-type: none"> • Hard look or soft 	IPSA & ACE uniforms	Week 3		
17) Incorporate FREESCALE deliverable standards into the branch operations	<ul style="list-style-type: none"> • Educate staff and insert into the client specifications 	IPSA Team	Week 3		
17) 18) Update security operating procedures	<ul style="list-style-type: none"> • Obtain & complete security operating procedures from FREESCALE 	IPSA Team	Week 3		
17) Order security equipment <ul style="list-style-type: none"> • Uniforms • Cell Phone • Blue tooth tagging • IPAD/iPhone 	Update equipment inventory <ul style="list-style-type: none"> • Submit IT needs 	IPSA Team	Week 3		



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Action Item	Information	Team Member	Week	Status	Date Completed
17) Complete/approval of security operating procedures and facility tests from client	Create security operating procedures and training outline. Get FREESCALE sign-off of the completed version	IPSA Team	Week 4		
17) Train Rovers	<ul style="list-style-type: none"> Training prior start up 	IPSA Team	Week 4		
17) Set up Account	Scheduling: client information, ideal schedules, post information, use list, Contract requirements.	IPSA Team	Week 4		
17) Start Up Materials in place at site	<ul style="list-style-type: none"> Security operating procedures Facility Tests Key Control Device Sign-in Sheets DARs, IRs, and other forms Required Equipment 	IPSA Teams	Week 4		
30) Start Up Account	<p>To assure a smooth start-up, the following team players will be on-site for the actual change at TBD</p> <ul style="list-style-type: none"> Extra Security Officers (# to be determined) 	IPSA Team	Week 4		
31)Overstaff (Extra officer per post)	<ul style="list-style-type: none"> Initial Start-up 	IPSA Team	As needed		
32)Team meeting each week after start-up	To taper off to monthly service review meetings	Combined Teams	Weekly		