

**Performance Work Statement (PWS)**  
**For**  
**Security Guard Services**  
**At**  
**Shomrim of Baltimore, Inc.**

**1. General Information**

Project Title: On-Site Security Guard Services at Shomrim of Baltimore, Inc.  
(Shomrim)

Place of Performance: 3014 Fallstaff Rd Unit A, Baltimore, MD 21209

Contract Type: **Labor-Hour**

Period of Performance (POP): **Award- 06/30/2026**

Maximum Value of Effort: **\$50,000.**

Shomrim POC: Avi Green, Director of Technology

Management & Administration (M&A) Consultant: Grant Guardians LLC

M&A POC: Josh Hirsh, Principal, [Josh@GrantGuardians.com](mailto:Josh@GrantGuardians.com)

*Note: This project is funded by the Governor's Office of Crime Prevention and Policy under subaward number PAHC-2026-0006.*

**2. Purpose**

The purpose of this effort is to provide physical, on-site, security guard services at the Place of Performance.

**3. Requirements**

- 3.1. The contractor shall staff on-site security guard shifts as requested by Shomrim (most will be night shifts). Shomrim shall provide each month's shift requirements no less than 1 week in advance of the start of the month.
- 3.2. Adjustments to shifts, short term needs, and ad-hoc requirements will be provided to contractor no less than 2 business days in advance of the need. If Shomrim fails to meet this 2-day requirement the contractor shall only be required to perform best effort in meeting the need. If contractor is unable to meet the need, they shall notify Shomrim as soon as practicable.
- 3.3. Contractor shall advise recommended security best practices for greatest level of security within the shifts requests. This may include but is not limited to recommendations of post locations, patrols, equipment

procurement/changes, and any other professional advice the contractor is able and willing to provide.

- 3.4. As the demeanor of guards impacts the deterrence of criminal activity and sense of safety for those in and around the building and grounds, the contractor shall fill shifts with guards that Shomrim, in their sole discretion, determines meets such demeanor requirements. In the event that a failure to meet this demeanor requirement is brought up to the contractor, the contractor and Shomrim shall discuss the failure. If after one warning, the guard does not improve performance of their duty, the order placing organization may request the guard be removed from the pool of eligible guards to fill shifts. If a removal occurs three times, it shall be grounds for Termination for Default.
- 3.5. Contractor shall be capable of providing on-site security guards to fill shifts as requested up to the number of hours proposed by the end of the POP.
- 3.6. Contractor shall have a UEI # assigned, through SAM.gov, and shall provide it in their proposal. Proposals without a verifiable UEI # may be deemed technically unacceptable and be ineligible for award. Verifiable means publicly searchable within Sam.gov.
- 3.7. Contractor shall be licensed/certified and insured throughout the POP of this contract.
- 3.8. Contractor shall provide an incident report for each incident that occurs.

#### **4. Data Deliverables**

- 4.1. The selected contractor shall list their billing frequency within their proposal. Invoices shall include clear designation as to which grant the invoiced time is being charged to. For example, the invoice number might be 25PAHC-INV0001, or the grant might be listed in the notes section of each invoice.
- 4.2. **Along with each invoice, an updated accounting shall be provided to Shomrim and Grant Guardians to include hours billed this period, total hours billed since the contract's award, total dollars billed this period, and total dollars billed since the contract's award. The accounting shall also include the balance of the hours and dollars until the contract's limit is reached.**
- 4.3. Incident reports shall be submitted no later than 1 business day after each incident occurs. An incident report shall be submitted for each incident

that occurs. An incident report shall include, to the greatest extent practicable, the date and location of the incident, name and phone numbers of those involved, as well as the history of the event from the guard's perspective, and the history of the event from the perspective of all other parties involved.

- 4.4. Contractor shall deliver proof of license/certification and insurance with their proposal.

## **5. Performance Monitoring**

- 5.1. Shomrim reserves the right for themselves and/or the M&A Consultant to request documentation supporting the invoiced hours.
- 5.2. Employee, member, officer, volunteer, and guest feedback will be heavily considered in the contractor's ratings/reviews which may impact potential future awards.

## **6. Definitions and Acronyms**

- 6.1. M&A Consultant- The Management and Administration (M&A) Consultant is the individual or company hired to assist Shomrim with oversight and management of the contract and grant.
- 6.2. Period of Performance (POP)- the duration in which a contract is "alive".
- 6.3. Firm Fixed Price (FFP)- a contract type where the scope of effort and price is locked in, or a formula is locked in which shall be used to determine the total amount able to be billed for. Examples include, buying 2x laptops for \$500 each, resulting in a total order of \$1,000. Alternatively, if you pay \$0.20 for a MB of cell phone data, then that rate would be used to calculate your bill.
- 6.4. Labor-hour - a contract type where a contractor is paid for the hours provided. The rates are locked into contract and they shall include all direct and indirect costs associated with the fulfillment of the contract's obligations.

## **Attachments**

Attachment 1- Clauses

Attachment 2- Quote Pricing Sheet