

State of Delaware Building Access Security Request Checklist

Associated Documents are found on the [DTI Extranet](#) or the [State's Network](#). If you don't have access, contact your IT support.

- Building Access Security Request Form (Step 3)
- Building Access Security Authorization Memo

Use this checklist to assist with the process.



Step	Action Item	Step Complete
1	Solicit quotes from any/all of the approved vendors on the Awarded Contracts Directory . Look for Contract No. GSS**599-BLDG-SECURE or Building Access Security Services .	
2	The bid must be in alignment with the Building Access Security standard. The standard is found at: https://dti.delaware.gov/pdfs/pp/BuildingAccessSecurityStandard.pdf	
3	Complete the Building Access Security Request Form. The form is found at: https://dti.delaware.gov/state-agencies-portal/dti-business-processes/	
4	Send request form and the quote from the <i>selected</i> vendor to the Statewide Building Access Committee for review: statewide_building_access_committee@delaware.gov	
5	The Statewide Building Access Security Committee will review and follow up with any questions and/or their decision within 5 business days.	
NOTE:	All new installations require a DTI Business Case submitted by the agency. For additional information visit: https://delaware.service-now.com . Look for Request Something > Business Case & Related Requests or contact your IRM for additional information.	