

# Sample Business Proposals



## Security Services Proposal

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William J. Voth  
Operations Manager  
Cascade BioChem Research  
891 Canyon Road  
Fresno, CA 93721

Dear Mr. Voth,

I'd like to thank you for taking the time to meet with Svetner Security to formulate a security plan for your company. I understand that you have not previously contracted out for security services, but do have a state-of-the-art surveillance system already in place. However, with new federal regulations requirements, your facilities and staff will have to answer to much higher standards than ever required before for chemical and pharmaceutical companies.

We can supply you with both on-site security services and executive bodyguard services to meet your needs and to ensure that all federal guidelines are continually met. We have spent considerable time this past week performing site vulnerability assessments, the results of which you will find on our Needs Assessment Forms. We do prefer that we start on-site at Cascade BioChem next week so that over the course of the continuing month, we can refine our assessments and goals as we further evaluate your staff.

We can take care of all your security needs and provide you with officers specifically trained with the CPSO designation (Chemical Security Officer). In addition, for your executive bodyguard services, we have highly trained officers who can assume a low profile while protecting your executives. We have successfully served many high-tech companies in the California area, and have helped many of the same companies meet and exceed federal guidelines.

Please do not hesitate to let us know any further needs you may have. I will be on-site at your facilities conducting further analysis next week, and I will need to meet with you in person late next week to finalize plans, costs and contracts. Thanks again for your call. Svetner Security will provide you with the best possible services. I look forward to meeting with you.

Sincerely,

Michael Svetner  
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## Facilities / Personnel Security for Cascade BioChem Research

**Prepared for:** William J. Voth  
Operations Manager

**Prepared by:** Michael Svetner  
Owner



Cascade BioChem Research is in need of both improved facilities and personnel security. Svetner Security has made a preliminary analysis of where improvements are needed and required and have included our analysis below. Svetner Security has the experience and personnel to provide all of your security needs.

Proposal Number: 54-5454





## FACILITIES NEEDS ASSESSMENT

Svetner Security has identified the following vulnerable areas in facilities, technology and storage. We find your greatest vulnerabilities lie in your storage areas, which is commonly the least secure of facilities. Some of the following needs must be addressed in order to comply with the new Homeland Security Act of 2007, but we suggest correcting all vulnerabilities in order to avoid legal complications, information breaches, and theft.

### Needs:

1. All chemicals and controlled substances must be recorded in a chemical survey assessment and submitted to DHS. Depending on the risk category you are assigned by DHS as a result of your chemical survey, you will be asked to comply with additional regulations.
2. Access to your chemical storage area needs to be restricted to authorized personnel only. We suggest that you increase your restrictions to the facility by building a 6-foot fence topped with barbed wire and having only one main gate with key card access that can track entries.
3. Advanced tracking of chemical use needs to be put in place. As of now, research personnel are estimating their chemical usage, which could lead not only to non-compliance, but also to theft.
4. Access to your pharmaceutical storage area needs to be restricted to only a few key personnel who are monitored. These key personnel will use advanced technology to track pharmaceuticals. Your policies to date do comply with federal guidelines, but we find that drug theft by employees is becoming an increasing problem for many companies. All employees who have job descriptions that don't necessitate access should be immediately restricted.
5. While your technology facilities are protected very well electronically, we find that the site itself has numerous vulnerabilities. As of now, your personnel need a key card only at the outside entrance. Secure data storage information is currently accessible to all technology personnel and needs to be restricted. Secure servers further need to be placed in a separate locked area rather than in the main area, and only authorized personnel should have access to that area.
6. While the visitor parking area is fine, your employee parking areas are not secure and are very dark. We suggest key card access to all employee parking areas because they border secure facilities. We further suggest you double the lighting in all employee parking areas.
7. Your basement passageways lead to secure areas, including one of your research labs, but because of lack of use, the passageways are not monitored by surveillance. This needs to be corrected immediately.





# S A M P L E

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