

Part II Chapter 36 Release of Supplier Security

- A. Requirements.** This procedure shall be used by Agencies when security in the form of certified checks and cashier checks is held pending the satisfactory delivery and inspection of ordered materials or services.
- B. General.** This procedure applies to procurements by the DGS Bureau of Procurement on behalf of another Agency. The performance security of a successful bidder shall not be released by DGS until the Agency confirms satisfactory delivery and inspection of the ordered materials or services in accordance with the specifications and conditions stipulated in the IFB or contract. Therefore, it is important for Agencies to inspect ordered materials or services within a reasonable time period after delivery and to promptly complete the security release forms if performance security in the form of a certified check or cashier check has been deposited with the Treasury Department.
- C. Procedures.**
- 1. Agency.**
 - a. Determines whether complete delivery and satisfactory inspection of the ordered material and/or service has been made.
 - b. Completes, affixes an electronic signature and returns [BOP-009, Security Release Form](#) to DGS to authorize the release of the supplier's security to the supplier. The form should be submitted to the following e-mail address: ra-bopcontractsecty@pa.gov.

Note: When security is being held, the Bureau of Procurement attaches Security Release Form (BOP-009) to the Purchase Order. After satisfactory delivery and inspection of the material and/or services have been accomplished, the Agency should immediately complete the release form and return it to the Bureau of Procurement to permit prompt release of the supplier's security.
 - 2. DGS, BOP.** Forwards Security Release Form (BOP-009) to the Agency when the form has not been returned by the Agency after a reasonable period of time. DGS, Bureau of Procurement shall record information on the form to identify the Agency Point of Contact and the date it was sent to the Agency.
 - 3. Agency.**
 - a. Completes Security Release Form (BOP-009) to indicate that:
 - (1) Security should be released, OR
 - (2) Security should be held and the reason.
 - b. Affixes the electronic signature and title of the individual authorized to sign Security Release Form (BOP-009).

- c. Immediately returns Security Release Form (BOP-009) to DGS, BOP via e-mail to ra-bopcontractsecty@pa.gov.
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References:

1. [BOP-009, Security Release Form](#)