



Dear valued supplier,

OPPDP will be implementing new changes to the way we maintain accountability of our suppliers. Effective June 12, 2017, if a supplier has an employee who requires unescorted physical or electronic access to OPPD facilities and/or the corporate network, a Contractor Staffing Requisition Form must be completed. Once submitted, an OPPD badge with a contingent worker number will be provided to your employee.

The Contractor Staffing Requisition Form will be initiated by the OPPD sponsor, who will send it to the supplier to complete with their employee's personal information. Once completed, please send the form and the employee's background check to Corporate Security at CWApproval@oppd.com. All supplier employees who are currently working on OPPD property or our corporate network prior to June 12 will not be required to submit a Contractor Staffing Requisition Form for those employees.

If you have any questions I encourage you to contact OPPD.

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