

RFB 10-22: ATTACHMENT NO. 2

SELLER'S SECURITY CLEARANCE REQUIREMENTS

1.0 Seller shall conduct a Security Clearance Check and a Urine Drug Test of the type and kind defined below for each of its employees, agents and/or subcontractor's personnel who will be assigned to work on UTMB's premises. The type of Security Clearance Check required is indicated below by a "X" beside Level One, Level Two, or Level Three.

Notes: *Employees, agents and/or subcontractor's personnel who have already been security cleared by UTMB and issued a contractor's badge will not require a security clearance check under these requirements until such time as their badge expires.*

XX 1.1 Level One (Cost is \$19.00 per individual)

- a) Texas Conviction Check
- b) Terrorist Watch List
- c) Sex Offender List

_____ 1.2 Level Two (Cost is \$36.50 per individual)

Required for all **non-escorted** work in all Non-Public Areas:

- a) Criminal History Check for last seven (7) years including residence and employment
- b) Terrorist Watch List
- c) Sex Offender List

_____ 1.3 Level Three

Required for all work in Secured areas.

In addition to the security clearance requirements identified in 1.2, above Seller shall have each employee, agent and/or subcontractor's personnel who will be working in a Secured Area contact UTMB's Office of Environmental Health and Safety at 409-772-1781 to obtain further instructions. Escort by approved UTMB personnel will be required at all times for all work in Secured Areas.

Note: *When submitting a security clearance check, use Level Two (ref, Section 3.0, below).*

1.4 Urine Drug Test

The Urine Drug Test must be conducted by a certified Substance Abuse and Mental Health Services Administration Laboratory (SAMHSA) and the collection site must be Department of Transportation (DOT) certified. The Urine Drug Test must, at a minimum, be a 5 panel non-DOT urine drug screen that tests for marijuana, opiates, amphetamines, phencyclidine (PCP), and cocaine.

At a minimum, the Urine Drug Test must have been performed and passed by the individual at time of hire by Seller.

1.5 UTMB Contact

Question or concerns regarding these requirements or the suitability of an individual to work on UTMB's campus may be directed to: Debbie A. Conley, UTMB Human Resources at 409-772-8679.

2.0 Prior to commencing work on UTMB's premises, Seller's employees, agents and/or subcontractor's personnel must first obtain a "vendor badge" from the UTMB Police Department. Vendor badges will only be issued when the following requirements have been met:

- a) A completed Security Clearance form (ref. Exhibit A) has been faxed to the Contract Officer or Coordinator who in turn will submit the information to UTMB Police with an assignment of appropriate time frame badge to remain valid. No badge will remain valid longer than one (1) year without recertification by the Seller.

Contract Officer/Coordinator: _____
Phone: _____
Fax: _____

- b) Persons requesting a vendor badge must present valid identification matching the information contained in the Security Clearance form to UTMB Police at Suite 1.112 Administration Building UTMB Campus
- c) Upon completion of badge validity period or upon termination of employment, whichever earlier occurs, the badge shall be turned in to UTMB Police at the location above.

3.0 All costs associated with conducting the Security Clearance Checks and Urine Drug Testing pursuant to these requirements shall be the responsibility of Seller.

4.0 To ensure consistency in methods, practices and procedures, UTMB has designated Acxiom as the approved provider to perform the security clearance checks. Attached hereto as Exhibit B are the instructions for accessing Acxiom's website to set-up an account and order security clearance checks.

4.1 Acxiom Contact Information

Acxiom Information Security Services
Attn.: Rachel Braden
6111 Oak Tree Blvd.
Independence, Ohio 44131

Ph: 800.853.3228 ext. 57663
Fax: 831.305.6810
e-mail: rachel.braden@acxiom.com

5.0 Seller acknowledges and agrees, that at any time during the term of its agreement with UTMB and for a period of four (4) years thereafter UTMB or a duly authorized audit representative of UTMB, The University of Texas System, or the State of Texas, at its expense and at reasonable times, reserves the right to inspect and/or audit any and all of Seller's records relating to Security Clearance Checks and Urine Drug Testing for each of Seller's employees, agents and/or subcontractor's personnel assigned to perform work at UTMB.

6.0 Seller acknowledges and agrees that the performance of Security Clearance Checks, Urine Drug Testing, and the maintenance and retention of related records is a material obligation of Seller under its contract with UTMB. Seller recognizes that its failure to conduct such Security Clearance Checks, Urine Drug Testing, and/or maintain and retain related records places a significant risk and burden on UTMB, and agrees to pay to UTMB the amount of \$1,000 for each individual that Seller has assigned to work at UTMB for which Seller has not conducted a Security

Clearance Check or Urine Drug Test of the type and kind required or for which Seller has failed to provide to UTMB appropriate files and records validating that a Security Clearance Check and Urine Drug Test has been properly performed. The parties agree that the amount of \$1,000 shall not be construed as a penalty but as liquidated damages representing the parties' estimate of the damages which UTMB will sustain for Seller's failure to perform its obligation under these requirements.

- 7.0** Notwithstanding anything to the contrary contained in this Section or the Agreement UTMB may, at its sole discretion, deny or restrict access to any of Seller's employees, agents and/or subcontractor's personnel

**EXHIBIT A
UTMB SECURITY CLEARANCE
SELLER'S CERTIFICATION**

By my signature below, I hereby certify and affirm that a security clearance check has been completed for the individual identified in Section 1, below, and I have determined that he/she is fit to perform work on UTMB's premises. I understand that providing a false statement hereunder shall be deemed as a material breach of our contractual obligations with UTMB and may, at UTMB's option, result in contract termination and/or disbarment from performing work for UTMB in the future.

1. Individual Information

Name: _____

Home Address: _____

Texas Driver License No.: _____; expiration date: _____

2. Security Clearance Check Level & Urine Drug Test

Please indicate the type of Security Clearance Check & Urine Drug Test performed and the date completed.

A. Level 1 _____; Date: _____

- Texas Conviction Check
- Terrorist Watch List Check
- Sex Offender List Check

B. Level 2 _____; Date: _____

- Criminal History Check for the last (7) years, including residence and employment
- Terrorist Watch List Check
- Sex Offender List Check

C. Urine Drug Test _____; Date: _____

- 5 panel non-DOT urine drug screen that tests for marijuana, opiates, amphetamines, phencyclidine (PCP), and cocaine.

3. Location of Work

The above-identified individual will be performing their work at the following UTMB location:

Attested by: _____ (Company Name) _____ (Date)

_____ (Authorized Signature) _____ (Printed Name/Title)

For Internal Use:		
Reviewed by:	_____	_____
	Department	Name/Title
		Date

EXHIBIT B

How Do I Get Started with Acxiom

- ✓ Each contractor must set up an online account with Acxiom through the contractor web site. Log on to the internet web address: <https://aissreports.acxiom.com/consumer/contractor.asp>
- ✓ The first time you visit the main web page, you will enter the partner code:
- ✓ **To be setup for a Level One background check profile. Use the partner code: UTMB7245**
- ✓ **To be setup for a Level Two background check profile. Use the partner code: UTMB7246**
- ✓ Skip past the login and password fields. Click on “I am a New User.”



Setting up an Account with Acxiom

- ✓ Complete the required business information. Where it asks for “Company ID” you will need to just re-enter your company name again.
- ✓ Select which method you wish to have the results of the background checks returned (by email or fax. Only one method may be selected.)
- ✓ Next, choose a login and password. This will allow you access to the website after your initial registration to submit additional background check requests.
- ✓ Review and accept the Liability Agreement and the Adverse Action Instructions.
- ✓ Under federal law (Fair Credit Reporting Act), it is required that employers provide notification to their employees before a background check (or consumer report) is requested. In addition, the law requires that written authorization and consent be obtained from each individual prior to the requesting of any consumer report. A sample release/authorization form is enclosed.

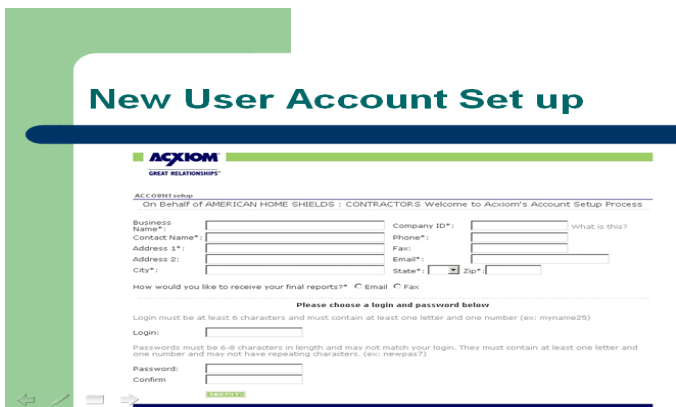


EXHIBIT B

Ordering a Background Check

- ✓ After completing the registration process, a screen showing “backgrounds requested” will appear. On the right side margin, you will need to select “order a background report.”
- ✓ The next screen will ask for information on the individual you are requesting the background check be processed.
- ✓ When all information is entered, click “submit” at the bottom right-hand side of screen.
- ✓ A confirmation report screen will appear, showing the individual’s name and summary of charges. Click on “submit” at the bottom right-hand side of screen.

ACXION
GREAT RELATIONSHIPS™

Home » Your Company Name
Able Insurance & Contracting

ORDER information

First** : Middle: Last** : SSN** : DOB** : Maiden:

House # Street Apt City State Zip

Contractor Order: TRUSST w/Federals, GTWL, NBD Order Price: \$35.00

Pkg	Product	Reference
9386	5011: TRUSST	
	1160: National Background Directory Search	
	8010: Global Terrorist Watchlist	

Note: If a New York Criminal Record check is needed, there will be a \$52.00 fee added to the cost of the standard fee. If a Puerto Rico Criminal Search is needed, there will be a \$30.00 fee added to the cost of the standard fee. If either fee applies, you will be notified of these additional charges and you will be required to authorize the payment of this fee before you will be charged and/or the background report is released.

Confirmation Report

ACXION
GREAT RELATIONSHIPS™

Confirmation Report Back to Order Home

Request ID: 2972

Applicant: Doe, John

Alias Name: Known Address: 1) 123 Main Street Independence, OH 44131

Requested Services:

- 1) 9386 5011: TRUSST
- 2) 8010: Global Terrorist Watchlist

Order Amount:	\$35.00
Additional Fees:	\$0.00
Order Total:	\$35.00

Payment for Background Checks

- ✓ Payment via major credit card is required at the time of the background request. The fee for the required checks is level One \$19.00* & Level Two \$36.50* per employee. *Additional charges may be incurred by the contractor for certain state/government requirements. *Additional charge of \$52.00 for New York OCA/Statewide or \$14.00 for Puerto Rico.
- ✓ After the background check is ordered, a billing and payment information screen will appear. You must complete the required information fields to proceed.
- ✓ Click on submit at the bottom right-hand side of the screen.
- ✓ You will receive immediate payment approval and confirmation.

EXHIBIT B



Home » Your Company Name
Able Insurance & Contracting

BILLING information

Check here if same as name/address on file:

Name*: as it appears on credit card

Address 1*:

Address 2:

City*: State*: Zip*:

PAYMENT information

Credit Card Type*

Credit Card Number* Numbers only, no spaces or non-numeric characters

Expiration Date*

Security Code* What is this?

Please charge order price of \$35.00 to my account
*This may take a few moments. DO NOT click Submit more than once!
Each click on the submit button initiates a charge to your credit card.*

Acxiom Contact Information

- ✓ Additional background check information is available through Acxiom if you are interested.
Acxiom contact person is Rachel Braden:
Ph: 800.853.3228 ext. 7663
Fax: 831.305.6810
e-mail: rachel.braden@acxiom.com

Background Check Results

- ✓ Average turnaround time for processing and completing background checks is 2-3 business days.
- ✓ Under federal law, any individual who fails the background check must be provided with a copy of the report, along with a Summary of Rights under the FCRA (Fair Credit Reporting Act) and Acxiom's toll-free telephone number and address. This is required should the individual wish to dispute or question information contained in the background check report.