REQUEST FOR COMPETITIVE SEALED PROPOSALS
The University of Texas Medical Branch at Galveston

Job Order Contracting (JOC) Services
RFP No. 20-006

ATTACHMENT 4 - SECURITY CLEARANCE REQUIREMENTS

1.0 Contractor 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 an “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.

_X_ 1.2 Level Two (Cost is $38.50 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 Contractor 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 preformed and passed by the individual at time of hire by Contractor.

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, Contractor'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 Contractor.

Contract Officer/Coordinator: Michelle Buchanan
Phone: 409-772-0307
Fax: 409-772-3509
Email: mibuchan@utmb.edu

Contract Officer/Coordinator: Julie Boyle
Phone: 409-772-1480
Fax: 409-772-3509
Email: jboyle@utmb.edu

Contract Officer/Coordinator: Carol Luck
Phone: 409-772-8020
Fax: 409-772-3509
Email: csluck@utmb.edu

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 Contractor.

4.0 To ensure consistency in methods, practices and procedures, UTMB has designated PreCheck, Inc. as the approved provider to perform the security clearance checks. Attached hereto as Exhibit B are brief instructions for getting setup for clearance checks with PreCheck:

4.1 PreCheck Contact Information

PreCheck, Inc.
Attn.: Christine Williams
1287 N. Post Oak Rd.
Houston, TX 77055

Ph: 713-580-0519
Toll Free: 866-402-9343
Fax: 800-207-2778
e-mail: christinewilliams@precheck.com

5.0 Contractor 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 Contractor's records relating to Security Clearance Checks and Urine Drug Testing for each of Contractor's employees, agents and/or subcontractor's personnel assigned to perform work at UTMB.
6.0 Contractor 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 Contractor under its contract with UTMB. Contractor 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 Contractor has assigned to work at UTMB for which Contractor has not conducted a Security Clearance Check or Urine Drug Test of the type and kind required or for which Contractor 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 Contractor'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 Contractor's employees, agents and/or subcontractor's personnel
EXHIBIT A - UTMB SECURITY CLEARANCE CONTRACTOR’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: ________________________________________________________________
   - Driver License No.: ________________________________ Expiration Date: ________________
   - Date of Birth: ____________________

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 - UTMB SECURITY CLEARANCE GENERAL INFORMATION

How Do I Get Started With PreCheck
✓ If you are not already a client of PreCheck’s, you may contact Dustin Barker at 866-903-2289, and identify that you require a vendor/contractor account for UTMB requiring an account.
✓ If you’re an existing client with PreCheck, but have not previously ordered a UTMB Clearance Check, you should also contact Dustin Barker, specifying this information. He can add the appropriate package/s to your existing account, if necessary.
✓ PreCheck will forward you a User Agreement and Proposal, and you will be set up within 24-48 hours.
✓ Once you are setup you will receive access to PreCheck’s website, and the ability to place and retrieve clearance check orders.

Background Check Results
✓ Average turnaround time for processing and completing background checks is 2-3 business days.
✓ Under federal law, any individual whose background check results impact a placement or contracting decision must be provided with a copy of the report, along with a Summary of Rights under the FCRA (Fair Credit Reporting Act) and PreCheck’s toll-free telephone number and address. We also offer management of this process, allowing you to initiate Adverse Action from our website or by contacting us directly.