

REQUEST FOR COMPETITIVE SEALED PROPOSALS
The University of Texas Medical Branch at Galveston
**Project Name: Jennie Sealy Hospital and
Clinical Service Wing Insulation Repair**
RFP No.: 19-018

ATTACHMENT 4 - SECURITY CLEARANCE REQUIREMENTS

- 1.0** General Contractor shall conduct a Security Clearance Check and a Urine Drug Test of the type and kind defined below in Exhibits A and B for each of its employees, agents and/or subcontractor's personnel who will be assigned to work on UTMB's premises.
- 2.0** Exhibit A shall be used by General Contractor/Construction Manager at Risk for its employees that require building access.
- 3.0** Exhibit B shall be used by General Contractor/Construction Manager at Risk and Subcontractors for its employees that do not require building access.

**EXHIBIT A – GENERAL CONTRACTOR’S
 SECURITY CLEARANCE REQUIREMENTS**

1.0 General 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 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 Precheck Package Level One = UTMB Level Two (Cost is \$36.50 per individual)

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

- a) National Criminal History Check for last seven (7) years including residence and employment
- b) Terrorist Watch List
- c) National Sex Offender List
- d) State/Federal OIG Searches
- e) Social Security Verification

 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.

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 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: Dr. Ronald McKinley, Vice President, Human Resources and Employee Services. UTMB Human Resources at 409-772-2636.

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 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: _____

Phone: _____

Fax: _____

Email: _____

- b) Persons requesting a contractor badge must present valid identification matching the information contained in the Security Clearance form to UTMB Police ID Badges 2.712 Rebecca Sealy. Phone # 409-772-0657 or 772-0658.
- 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 an approved provider to perform the security clearance checks. Attached hereto are brief instructions for getting setup for clearance checks with PreCheck:

4.1 PreCheck Contact Information

Chelsea Rivers
713-328-5623
chelsearivers@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 five (5) 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

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

Legal Name: _____

Home Address: _____

Driver License Number and Issuing State.: _____; expiration date: _____

Date of Birth: _____

Job Title: _____

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. Precheck Package Level 1=UTMB Level 2 _____; Report Date: _____

- National Criminal History Check for the last (7) years, including residence and employment
- Terrorist Watch List Check
- National Sex Offender List Check
- State/Federal OIG Searches
- Social Security Verification

B. Negative Urine Drug Test _____; Report Date: _____

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

C. Immunization Review _____; Date: _____

If the individual listed above will be within six (6) feet of patient air space, the required immunizations must be verified by employee health per IHOP Policy 3.7.7 Vaccinations of Healthcare Workers to Protect Patients from Vaccine Preventable Infections.

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

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.

EXHIBIT B – CONTRACTOR’S 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.
- 1.1 Prior to receiving an ID badge to begin construction related work on campus, each individual must pass a background investigation and drug test administered by FC Construction Services (FCCS).
- 1.2 Instructions
- Please contact Frank Childress with FCCS at 832-277-0719 or fchildress@fc-cs.com. You will be provided an enrollment packet with detailed instructions on setting up an FCCS account.
 - Do not send employees/workers to be screened at FCCS without first setting up an account with FCCS.
 - FCCS recommends you confirm company enrollment in the ROCIP before setting up your FCCS account. No FCCS account can be created until ROCIP enrollment or ROCIP exemption is confirmed by FCCS through the ROCIP Administrator.
 - Plan accordingly – results of the background check may take several business days due to the extent of the background investigation.
 - Badges are valid for one year and will need to be renewed once expired.
 - Price for the background investigation, driving record, drug test and photo ID badge is **\$125.00 per individual**, plus any additional fees for obtaining criminal records/case files and the state MVR fee (the Texas state fee for a MVR is \$7.50).
- 1.3 Allow a minimum of one week from account set up to being issued a contractor badge.
- 1.4 UTMB Contact
- Question or concerns regarding these requirements or the suitability of an individual to work on UTMB's campus may be directed to: Dr. Ronald McKinley, Vice President, Human Resources and Employee Services. UTMB Human Resources at 409-772-2636.

2.0 Minimum Qualifications

The minimum Qualifications an individual must meet in order to obtain a UTMB Contractor badge are below:

- Valid US Federal or State Government-issued picture ID card: Matricula cards (MCAS) are not acceptable
 - Completed consent form with employer's authorizing signature
 - OCIP enrollment confirmed; **if required for project**
 - Verified social security number (name and number match and no fraud warning)
 - No sex offender database records
 - No records from the Excluded Parties or TerroristWatch List
 - No felony convictions within the past seven (7) years relating to theft, violence or drugs
 - No Misdemeanor convictions within the past five (5) years relating to theft, violence or drugs
 - No positive drug test results; if at any time the individual fails a drug test administered under this project, he/she is not eligible to be badged for the remainder of the Project even with a different employer or different General Contractor/CMAR
- 3.0** Required for all work in Secured areas: In addition to the security clearance requirements identified 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.
- 4.0** All costs associated with conducting the Security Clearance Checks and Urine Drug Testing pursuant to these requirements shall be the responsibility of Contractor.
 - 5.0** To ensure consistency in methods, practices and procedures, UTMB has designated FC Construction Services as an approved provider to perform the security clearance checks. Attached hereto are brief instructions for getting setup for clearance checks with FCCS.
 - 6.0** Contractor acknowledges and agrees, that at any time during the term of its agreement with UTMB and for a period of five (5) 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.
 - 7.0** 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.
 - 8.0** 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



**University of Texas Medical Buildings (UTMB)
Contractor Screening & Badging
Galveston Campus
UTMB Campus - NON ROCIP**

Prior to receiving an ID badge to begin construction related work on campus, each individual must pass a background investigation and drug test administered by FC Construction Services.

Step One: Set up your project with FC Construction Services

- Visit <https://signup.fcbackground.com/> (Internet Explorer 5.0 or higher required)
- Enter your Project Pass Code: **UTMBNR16**

ATTENTION EXISTING CUSTOMERS: You will be required to provide your www.fc-cs.com login credentials to complete signup. If you do not know your login credentials, contact Customer Support.

You will be required to provide the following information. You will be unable to complete signup without all required information (see below).

- Billing address and contact information
- Contact information for all authorized users
- Credit card for payment
- Name of your CMAR (Construction Manager at Risk) contact (will ask for "Prime Contractor")
If not contracted directly with CMAR, provide information for the company who hired you.

Step Two: Begin screening & badging process – Easy as 1-2-3!

Screening, Drug Testing and Badging Package **\$125.00** (see online pricing agreement during signup for details)

1. Contractor will receive email with Use Web Instructions to download and print the [Consent Document](#).
\$10.00 handling fee for employees without a properly authorized Consent Document. No appointment is necessary.
Please make sure the donor brings their consent form and US id to our facility to be screened
2. Allow 1-3 business days (on average) for report results. Employer will be notified via email when report is completed.
UTMB will review report results and determine worker's eligibility for project badge based on results.
3. When approved, badges can be picked up at our Galveston facility.

Other Information:

- Plan accordingly – results of the background check may take several business days due to the extent of the background investigation.
- UTMB will make the decision whether or not a criminal record disqualifies your employee from receiving a badge.
- Badges are valid for ONE year. Upon expiration a new background check and drug screen is required.
- FC-CS will notify the CMAR on any outstanding balances.

FC Construction Services UTMB Support Services

Corporate Client Services Phone: (972) 404-4479 | Fax: (214) 306-8207
Monday - Friday 6:00am – 6:00pm CST | customer.support@fcbackground.com

Galveston Facility
600 Harborside, Lot W
Galveston, TX 77550
Phone: (409) 765-5242
Monday - Friday 7:30am – 2:30pm CST
txgal001@fcbackground.com

Houston Facility
11097C Northwest Freeway
Houston, TX 77092
Phone: (713) 316-0707
Monday – Friday 8:00am – 5:00pm CST
txhou001@fcbackground.com