

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 8	Health and Safety	Effective:	October 2003
Section 8.7	University Police	Revised:	
Policy 8.7.11	Contractors and Vendors	Responsibility:	Chief, University Police

CONTRACTORS AND VENDORS

Policy

To promote campus safety and the security of personnel and Health Science Center property, it is the policy of the Health Science Center to conduct criminal history checks and sanction checks on contractors, subcontractors, and vendors providing services to the University.

The Health Science Center shall conduct the criminal history checks before the contractors and vendors, and their agents or employees, are allowed on campus. As long as “service and installation vendor personnel” are on campus less than three (3) days, and are supervised by a Health Science Center employee, a criminal history check will not be required.

Sanction checks will be completed prior to contracting or hiring a contractor or vendor company, not the individual employees of the company.

Definitions

CONTRACTOR: A person, company or entity that furnishes or performs services for construction or major repairs.

SERVICE AND INSTALLATION VENDOR PERSONNEL: Service personnel are employees of a vendor conducting sales or service business with a University department who is on campus to perform or assist with remedial or preventive maintenance or installation of equipment that has been purchased. Generally the time spent on campus is less than one (1) full day, but could be as long as three (3) days.

SUBCONTRACTOR: A company or entity that a contractor assigns obligations of a contract to.

Criminal History Checks

If a contractor, subcontractor or vendor is on campus for three (3) consecutive days or less, and escorted by a Health Science Center employee at all times, no criminal history check is required.

If a contractor, subcontractor or vendor, and their agents or employees, are on campus for more than three (3) consecutive days, a criminal history check will need to be completed.

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In addition, there is a federal requirement that the Health Science Center check the *List of Specially Designated Nationals and Blocked Persons* when contracting with anyone.

The sponsoring department will need to notify University Police and provide a listing of the individuals that will be on Health Science Center sites, by completing the [Contractors and Vendors ID Request Form](#). University Police will conduct the criminal history check and other necessary federal checks upon receipt of the pertinent information, and will notify the sponsoring department of the results. The Chief of Police will confer with the sponsoring department regarding an individual's access to the Health Science Center if a record is found.

Sanction Checks

The Health Science Center does not knowingly hire an independent contractor, with or without pay, that is listed by a federal agency as excluded, suspended, or otherwise ineligible for participation in federal programs to hold any position or render any services for which the individual's or entity's compensation or the services rendered by the individual or entity are paid in whole or in part, directly or indirectly, by a federal health care program or otherwise with federal funds. In order to carry out this policy, the Health Science Center makes a reasonable inquiry into the status of any potential independent contractor. Such a reasonable inquiry is made during the hiring process and includes at a minimum a review of the Office of Inspector General's (OIG's) Cumulative Sanctions Report and the General Services Administration's (GSA's) list of parties excluded from federal procurement and non-procurement programs.

Identification Cards

See the *Handbook of Operating Procedures* policy on the appropriate issuance of identification cards at [Section 8.7.10](#), "Identification Badge Policy".
