

PERSONNEL SECURITY CLEARANCE AND USER AGREEMENT REQUIREMENT AND FINGERPRINTING

The Department of Public Safety (DPS) requires that each individual contracted to work onsite in the performance of work for this contract, complete the attached Personnel Security Clearance and User Agreement Form (two pages) and be fingerprinted before final clearance is granted.

Security clearance is conducted by DPS, Division of Statewide Services (DSS). The process is as follows:

1. Each individual shall complete the attached Personnel Security Clearance and User Agreement Form (two pages) and submit the forms to the Procurement Officer named herein via email, U.S. Mail, facsimile or hand ***delivered within five business days of the Notice of Intent to Award or Notice of Award.***
2. The Procurement Officer will review the documents to ensure completeness and legibility and will forward them to the DPS, DSS for initial name check screening. If no disqualifying information is found, interim clearance will be granted.
3. Once interim clearance is granted, the individual is required to schedule an appointment to be fingerprinted at the nearest DPS security fingerprinting location.
4. Once the fingerprinting is processed and cleared, final security clearance is granted. Fingerprinting processing may take as long as three or four weeks.

The Procurement Officer will receive notification that an individual is cleared or denied. A copy of the background check is confidential and not provided to the Procurement Officer or Contractor. If disqualifying information is found, the decision may be appealed to the Procurement Officer and additional appeal paperwork is completed. A decision after appeal is final.

If during the performance of this contract, an individual that is approved access needs to be replaced with another person, the substitute person must pass the same Personnel Security Clearance and User Agreement and Fingerprinting Requirements.

Under no circumstances can a contractor substitute an individual that has not passed the security background check. If the contractor, or its employee or approved subcontractor, violates the Personnel Security Clearance and User Agreement, the contract is subject to immediate cancellation.

LEVEL TWO SECURITY AWARENESS TRAINING

The contractor's onsite personnel are required to complete the Level Two Security Awareness Training which is offered online. Once an individual is granted final security clearance, they are required to complete the Level Two Security Awareness Training within six weeks of obtaining their final personnel security clearance.

Onsite personnel are required to provide an email address where they will be provided a link to complete the Level Two Security Awareness Training. Each individual taking the online Level Two Security Awareness Training shall have a unique email address. The same email address cannot be used for multiple individuals when taking the online Level Two Security Awareness Training. If an individual does not have an email address, the individual shall contact the Procurement Officer to arrange to receive the Level Two Security Awareness Training via PowerPoint.

After an individual has completed the Level Two Security Awareness Training, the Level Two Security Awareness Training must be completed every two years thereafter. The contractor is responsible for providing a copy of the Level Two Security Awareness Training certificate of completion document to the Procurement Officer to be filed in the contract file.

Failure to complete the Personnel Security Clearance and User Agreement Form and Level Two Security Awareness Training within the timeline identified herein, may result in the contractor being deemed non-responsible and the contract may be cancelled and awarded to the next responsive and responsible offeror.