

UNITED ISD *Skyward Bound*

SOARING TO NEW HEIGHTS OF LEARNING

Vendor and Contracted Services Procedures



Contracted Services

Services provided by a vendor or an independent contractor to the District that offers their services to the public.

If services are for an **extended period of time and/or exceed a certain threshold amount**, the services are procured through a bidding process by the Purchasing Department

If services are for a **short-term period**, the District requires a service provider packet be completed by the end user (i.e. campus/department) and the vendor outlining the agreed terms (i.e. dates, amounts for services, etc.)

Contracted Services Procedures-Long Term

Services procured through Purchasing Department

- End-user (campus/department)
 - Determines the specific services/scope of work required
 - Establishes the duration of time the work is needed
 - Provides any required qualifications, certifications, etc. of the vendor and/or its employees
 - Furnishes any additional requirements
- Purchasing Dept. develops specifications based on information provided by end user and includes additional bid attributes (i.e. criminal history background, insurance requirements, warranty information, continuation of services, right to extend, etc).

Contracted Services Procedures-Long Term

Purchasing Department follows procurement procedures to comply with laws and regulations:

- Advertising,
- Setting evaluation criteria with end user,
- Facilitating review of bids,
- Obtaining best and final offers by bidders (if applicable)
- Obtaining end users recommendation of awarded bidder
- Presenting to Board of Trustees through an action item for their approval

Once awarded and approved by the Board of Trustees, purchasing department notifies the end-user

Contracted Services Procedures-Short Term

The District requires a service provider packet be completed by the end user (i.e. campus/department) and the vendor. Packet includes:

- Request for service provider form which documents the need for the service, required credentials, date/time of service, place of service, terms, fees, etc.
- Insurance requirements,
- Conflict of Interest questionnaire,
- IRS W-9 form
- Certification of Criminal History Record Information form

Contracted Services Procedures

For both long-term and short term service contracts, it is required to have a background check conducted on all employees of the vendor if it is determined there will be close contact with students.

Purchasing Department includes a Certification of Criminal History Record Information form in the bid specifications which is also part of the service provider packet. The End-User will be responsible for ensuring these requirements are maintained by the vendor.

If it is determined that there will be close contact with students for a specific time, the Human Resources Department requires additional steps to clear the vendor/service provider.



Human Resources Procedures if Applicable

Once the purchasing department has cleared the individual or awarded the bid, the company's employees or individuals must complete a background and possibly fingerprinting. **Texas Education Code (TEC) §22.0834 and §22.08341** govern the fingerprinting and criminal history record information requirements for contractors and employees working with school districts and charter schools that have **continuing** duties with related services and the opportunity for **direct contact with students**.

Option 1 - No Continues contact with students - Bid Condition Requirements (Construction)

Option 2 - No continues contact with students - Background check only (One Day Event - UIL Judge)

Option 3 - Continues contact with students - Background and Fingerprinting



District Background Process for Contracted Employees/Vendors



UNITED INDEPENDENT SCHOOL DISTRICT

District Background Process for Contracted Employees/Vendors

Texas Education Code (TEC) [§22.0834](#) and [§22.0834j](#) states that a contractor that provides services to a school district or charter school must be fingerprinted before beginning work if the contractor 1) will have continuing duties related to the contracted services, and 2) will have the opportunity for direct contact with students. Additionally, the law requires that a contractor certify to a school district or charter school that it has received all criminal history information for its employees who provide services for the school.

Step One:

Submit the Criminal History Record Information Authorization Form(s), DPS Computerized Criminal History (CCH) Verification form(s), and if needed, the fillable Purchasing Certification of Criminal History Record Information to the backgroundcheck@uisd.net.

NOTE: During the contract period, you must notify Human Resources of additional hires or dismissals once the contract is awarded.

Step Two:

1. Receive the *IdentoGO Fastpass form* from backgroundcheck@uisd.net. This form is needed to register fingerprinting through Identigo for all Texas Independent School Districts. Identigo does charge for this service. The cost is the responsibility of the contracted employee/vendor.
2. Digital fingerprinting for the Texas ISD site is only needed one time. The information remains on the Texas ISD site. However, the background review by the district is required each calendar year, of the last review date, for all contractors.

NOTE: During the contract period, you must notify Human Resources of additional hires or dismissals once the contract is awarded.

Step Three:

1. The Human Resources Department will complete the national fingerprint report within one to two workdays and report back to the entity of the approved contractors/vendors allowed on district property.
2. Contracted employees/vendors are required to repeat step one for any new person that is added to the agency.

Understanding the outcome of a Background check review from the district and steps to take:

- **Criminal Justice Agency (CJA) Approved** = The person may begin working on a UISD campus and with UISD students.
- **Ineligible** = This person has something in their background report that makes them ineligible and unable to be on a UISD campus or work with UISD students. (Example: Prior felony conviction, prior conviction less than five years old involving offenses of moral turpitude, open case, unsuccessful completion of deferred adjudication, etc.) **DPS does not allow the district to share the background information with anyone except the person in question.** The person in question may contact backgroundcheck@uisd.net with any questions.

United Independent School District
Human Resources
301 Lindenwood Dr., Laredo, Texas 78045 (956-473-6273)

Step I: Certification of Criminal History Record Information



United Independent School District Certification of Criminal History Record Information

Section 22.0834 of the Texas Education Code requires entities that contract with school districts to provide services to obtain criminal history records on *covered employees*. *Covered employees* with disqualifying criminal histories are prohibited from serving at a school district. Service contractors with access to the DPS FACT Clearinghouse under the National Child Protection Act (NCPA) or state criminal history information for employees hired before January 1, 2008, must certify to the district that they have complied and must obtain similar certifications from their subcontractors. Under the NCPA, only a *qualified entity* that is based in Texas may have access to the national criminal history record information (NCHRI) in the DPS FACT Clearinghouse. A *qualified entity* means a business or organization that provides care or placement services for the care, treatment, education, training, instruction, supervision, or recreation to children, the elderly, or individuals with disability; 34 U.S.C. § 40104. NCHRI consists of criminal history records from DPS and the Federal Bureau of Investigation (FBI) retrieved through fingerprint identification information. Tex. Educ. Code § 22.081(2); 19 Tex. Admin. Code § 153.1101(8).

The law requires each contractor to obtain the criminal histories of its *covered employees* if contractor access is permitted by law. For more information to set up an account for criminal history record information through the DPS FACT Clearinghouse, a contractor should contact the Texas Department of Public Safety's DPS Fingerprint Services Unit by email at fingerprint.service@dps.texas.gov or by phone at 512-424-2474-Option 6.

Definitions:

Covered employees: Employees of a contractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes *continuing duties* or *direct contact* with students. TEA rules define *continuing duties related to contracted services* as those work duties that are performed on a regular, repeated basis rather than infrequently or one-time only. 19 Tex. Admin. Code § 153.1101(2). **Direct contact with students** is contact that results from activities that provide substantial opportunity for verbal or physical interaction with student and that is not supervised by a certified educator or other professional employee.

Disqualifying criminal history: (1) a conviction or other criminal history information designated by the District, which includes: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; (c) an equivalent under federal law or the laws of another state; or (2) one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; (c) an equivalent under federal law or the laws of another state.

All contractors who contract with the District to perform services, must complete the attached UISD Form "Certification of Criminal History Record Information", which includes an information sheet related to the services to be performed and the duties related to those services that employees will be performing and the type of contact that those employees might have with students.



UNITED INDEPENDENT SCHOOL DISTRICT CERTIFICATION OF CRIMINAL HISTORY RECORD INFORMATION

Please complete this form and attach it to your proposal packet response.

Vendor: _____ Name _____	
Address / City / State / Zip Code _____	
RFP / CSP / RFCQ / BID Number: _____	
Answer Y for Yes or N for No:	
Section 1	<input type="checkbox"/> Will vendor's employees, including yourself, have continuing duties related to the services provided for in the proposal? <small>The Texas Education Agency rules define "continuing duties" as those work duties that are performed pursuant to a contract on a regular, repeated basis rather than infrequently or one-time only. 19 Tex. Admin. Code § 153.1101(2).</small>
	<input type="checkbox"/> Will vendor's employees, including yourself, have direct contact with students? <small>The Texas Education Agency rules define "direct contact" as contact that results from activities that provide a substantial opportunity for verbal or physical interaction with students and that is not supervised by a certified educator or other professional district employee. Obvious examples of direct contact include providing judging services, tutoring and physical therapy services with a student(s). If either question is answered "no", vendor should complete section 2 of this form. If answer to both questions is "yes", vendor should complete section 3 of this form.</small>
Section 2	The information provided on this form is true and accurate. I certify that none of Vendor's employees are covered employees, as defined above. I further certify that Vendor has taken precautions or imposed conditions to ensure that its employees will not become covered employees. I understand and agree criminal background checks are required in the event that I or any of my employees have continuing duties under a service contract and that such employees, including myself, will have direct contact with students. I agree to immediately notify the District so that a criminal background check may be conducted. I agree that all employees performing services under a service contract with the District must comply with all UISD policies as well as policies related to visitors on any of the District's sites, such as clearance through the District's RAPTOR System. NOTE: Completion of Section 2 requires no other forms to be submitted.
	Signature of Vendor _____ Date _____
Section 3	I, _____, certify that all employees performing services under this proposal including myself, of the company that I own, operate, or manage, or myself as an independent contractor, who have continuing duties related to the service to be performed on a United Independent School District property and who also have direct contact with students will undergo a national criminal history background check or national criminal history record information review which requires that certain information be submitted to the Texas Department of Public Safety so that a criminal history review may be conducted. Such information that may be required may include fingerprints and photographs. No employee, including myself, will provide services under this proposal until the employee, including myself, has been cleared by the District. I understand that I will be expected to pay a fee for each employee's background check. Additionally, if I receive information that a covered employee subsequently has a reported criminal history, I will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days. I will provide the District with the name and any other requested information forms of covered employees so that the District may obtain criminal history record information on covered employees. If the District objects to the assignment of a covered employee's criminal history record information, I agree to discontinue using that covered employee to provide services at the District. I also certify to the District on behalf of Vendor that Vendor has obtained certifications from its subcontractors of compliance with Texas Education Code Chapter 22. In the event that an employee is no longer servicing the District contract, Vendor shall notify the District's Human Resources Department within 3 business days of said employee no longer servicing the District contract. Noncompliance or misrepresentation regarding this certification may be grounds for contract termination. NOTE: Completion of Section 3 requires vendor submission of the Criminal History Record Information Authorization for Contracted Employees and Vendors Form, the DPS Computerized Criminal History (CCH) Verification Form, and the National Fingerprint Background Review EXHIBIT C.I/A.1 Form. Instructions for submission of these forms and/or other required documents, can be found on the District Background Process for Contracted Employees/Vendors Form and should be submitted through email at backgroundcheck@uisd.net. Refer to the form for detailed instructions.
	Name of Individual Signing form _____ Phone and email of Individual Signing form _____ Signature of Vendor _____ Date _____

Step I: Criminal History Record Information and Computerized Criminal History



UNITED INDEPENDENT SCHOOL DISTRICT

Human Resources Department

201 Lindenwood Dr., Laredo, Texas 78045 (956) 473-6273; (956) 473-6303 Fax

CRIMINAL HISTORY RECORD INFORMATION AUTHORIZATION FOR CONTRACTED EMPLOYEES AND VENDORS

The United Independent School District is required by the Texas Education Code Chapter 22, Subchapter C, to review the criminal history of applicants, employees, independent contractors, student teachers, and volunteers. The information requested below is necessary to obtain criminal history.

I authorize the United Independent School District to obtain copies of any information pertaining to any criminal history record maintained by any law enforcement agency and to use said information for the purpose of evaluating my application for contracted services.

In order to obtain a criminal check, you must be 18 years or older
PERSONAL INFORMATION

Legal Name: _____ Date of Birth: ____/____/____
First Name Middle Last Month/Day/Year

Address: _____ City: _____ State: _____ Zip Code: _____

Sex: _____ Driver's License Number/State Issued: _____
Male/Female Email Address: _____

Moral turpitude is an act of baseness, villainy, or depravity in the private or social duties outside the accepted standards of decency and that shocks the conscience of an ordinary person, including but not limited to theft, murder, rape, swindling, and indecency with a minor.

- Yes No Have you ever been arrested?
 *An arrest is not an automatic bar to be approved. The district will consider the nature and date of the offense and the relationship between the offense and the position you will service our students or district.
 If yes, please attach a statement of the nature of the offense.
- Yes No Have you ever been convicted of, pled guilty, or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or any offense involving moral turpitude (including, but not limited to theft, rape, murder, swindling, and indecency with a minor)?
 If yes, please attach a statement of the nature of the offense.
- Yes No Have you ever been charged with, been convicted of, received deferred adjudication (probation), pled guilty or nolo contendere for an offense or capital murder, attempted murder, murder, voluntary manslaughter, involuntary manslaughter, indecency with a child, injury to a child or elderly or disabled individual, kidnapping, the deadly weapon was used or exhibited or for any felony related to the manufacture, delivery or possession of marijuana, a controlled substance, or dangerous drug? "Conviction" shall include probation or deferred adjudication (probation), a finding of guilt or acceptance by the court of a plea of guilty, or nolo contendere review each application according to the criteria set forth in the district's DC (Local) policy.

Vendor Applicant/Employer Signature: _____ Date: _____

USD Form 903-050, 11-2021

DPS Computerized Criminal History (CCH) Verification

(UNITED ISD-AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at www.dps.texas.gov/Crime Records Information/Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by this agency. Required for future DPS Audits)

Signature of Applicant or Employee (optional) _____

Date _____

UNITED ISD

Agency Name (Please print) _____

Agency Representative Name (Please print) _____

Signature of Agency Representative _____

Date _____

Please:
Check and Initial each Applicable Space

CCH Report Printed: YES ___ NO ___ initial _____

Purpose of CCH: _____

Empl ___ Vol/Contractor ___ initial _____

Date Printed: _____ initial _____

Destroyed Date: _____ initial _____

Retain in your files

Rev. 06/2021

United Independent School District National Fingerprint Background Review EXHIBIT C.1/A.1

- 📄 Complete All requested information
- 📄 Use a current driver's license
- 📄 Attach additional page(s), if needed
- 📄 Submit form by email to the USD Contact Name AND backgroundcheck@uisd.net
- 📄 Please submit updates on a new EXHIBIT C.1/A.1 to the USD Contact Name AND backgroundcheck@uisd.net

Agency/Provider Name: _____
 Agency/Provider Contact Person(s): _____
 Agency/Provider Phone Number: _____
 Agency/Provider Email Address: _____
 Type of Service(s) to be Provided: _____
 USD Contact Name(s): _____
 Coordinating Dept./Campus(es): _____

LAST NAME <small>As it appears on driver's license (or last name used when fingerprinted)</small>	FIRST NAME <small>As it appears on driver's license</small>	Date Of Birth	Driver's License #, State ID, Passport, Military ID, or US Immigration Authorized ID	State Of Issue	Review results of the National Fingerprint Report USD HR USE ONLY
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

USD HR USE ONLY
 National Background and District Review by: _____



Step 2: IdentoGo Fingerprint Registration Process



Mr. David R. Canales,

As a USD vendor/contractor, you are required to complete the Fingerprinting process in order to be cleared to provide services.

Attached is a video showing the procedures for the Fingerprinting process.

Please make sure to email/submit your receipt, as indicated on the video, as soon as your fingerprinting is completed.



Step 3: Status of Fingerprint Report/Criminal History Report

Employee Relations Department emails purchasing or department on the status of vendor or contractor.



