

## PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL

All personnel employed by the Contractor and performing work VAPHS must comply with Homeland Security Presidential Directive 12 (HSPD-12). Office of Management and Budget (OMB) Guidance M-05-24 and Federal Information Processing Standards Publication (FIPS PUB) Number 201, which requires all federal employees, contractors, and affiliates to have a Personal Identity Verification (PIV) identification card. The PIV process will be initiated and completed by the VA Medical Center. The Contractor Research Associates will be responsible for all costs associated with transportation of the employee to the VA Medical Center to initiate the fingerprinting and overall.

- a. All Contractor employees who require access to the Department of Veterans Affairs' computer system, access to sensitive records or require access to the facility shall be the subject of a background investigation and must receive a favorable adjudication from the VA Office of Security and Law Enforcement prior to contract performance. This requirement is applicable to all Subcontractor personnel requiring the same access. If the investigation is not completed prior to the start of the contract, the Contractor will be responsible for the actions of those individuals they provide to perform work for VA.
- i. Position Sensitivity - The position sensitivity has been designated as **low risk**.
- ii. Background Investigation - The level of background investigation commensurate with the **required level of access is T1, form required is a SF85**
- iii. Contractor Responsibilities
  1. The contractor shall bear the expense of obtaining background investigations, regardless of the final adjudication determination. A Bill of Collections shall be generated by the VA after final adjudication determination has been received. The VA facility will pay for investigations conducted by the Office of Personnel Management (OPM) in advance. In these instances, the contractor shall reimburse VA within 30 calendar days of receiving the Bill of Collections.
  2. The Contractor shall review the packet of information provided by the VA regarding background investigations and complete and submit required forms as directed in the instructions.
  3. The Contractor, when notified of an unfavorable determination by the Government, shall withdraw the employee from consideration from working under the contract.

4. Contractor shall provide names of backup personnel to COR for investigation within two weeks of replacement.
5. Failure to comply with the Contractor personnel security requirements may result in termination of the contract for default.

iv. Government Responsibilities

1. Upon contract award, the VA will provide the Contractor with a packet of information regarding the background investigation process. This packet will contain instructions and forms that must be completed in order to initiate the background investigation process.
2. The VA facility will pay for investigations conducted by the Office of Personnel Management (OPM) in advance. In these instances, the Contractor will reimburse the VA facility within 30 calendar days.
3. The VA Office of Security and Law Enforcement will notify the Contracting Officer and Contractor after adjudicating the results of the background investigations received from OPM.