

ATTACHMENT 1

Contractor and Vendor Background Check Policy

PURPOSE:

The purpose of this Contractor and Vendor Background Check Policy (“Policy”) is to ensure the safety and security of Louisiana State University Health Sciences Center New Orleans (“LSUHSC-NO”) faculty, staff, students, patients, and property by requiring background check information on prospective contractors and vendors providing service(s) to LSUHSC-NO.

Sworn statements shall be submitted in the form of an affidavit, executed and sworn to by the Contractor/Vendor before persons authorized by laws of the State of Louisiana to administer oaths. The Contractor or Vendor shall submit the original of such sworn affidavit before or with the execution of any contract and/or Professional Services Agreement.

Contractor/Vendor must attest that:

- A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership, along with any employee of the entity that will be performing services under the contract, in the bidding entity named below or has been convicted of, or has entered a plea of guilty or *nolo contendere* to, any of the following state crimes or equivalent federal crimes:
 - (a) Public bribery (La. R.S. 14:118)
 - (b) Corrupt influencing (La. R.S. 14:120)
 - (c) Extortion (La. R.S. 14:66)
 - (d) Money laundering (La. R.S. 14:23)

- B. Within the past five (5) years from the effective date of the contract, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership, along with any employee of the entity that will be performing services under the contract, in the bidding entity named below has been convicted of, or has entered a plea of guilty or *nolo contendere* to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded by a public body to Contractor:
 - (a) Theft (La. R.S. 14:67)
 - (b) Identity Theft (La. R.S. 14:67.20)
 - (c) Theft of a business record (La. R.S. 14:67.20)
 - (d) False accounting (La. R.S. 14:70)
 - (e) Issuing worthless checks (La. R.S. 14:71)
 - (f) Bank fraud (La. R.S. 14:71.1)
 - (g) Forgery (La. R.S. 14:72)
 - (h) Contractors; misapplication of payments (La. R.S. 14:202)
 - (i) Malfeasance in office (La. R.S. 14:134)
 - (j) Sex offense offender or child predator (La. R.S. 15:542)

The Contractor or Vendor and their agents or employees will ensure their employees considered for continuing duties on our campus do not have a disqualifying offense as defined above.

DEFINITIONS

Contractor/Vendor:

For purposes of this Policy, a Vendor includes, but is not limited to, a seller of goods or services such as a merchant, retail dealer, supplier, importer, wholesale distributor.

Contract:

An agreement between the parties, which creates an obligation to perform a particular thing or service.

Professional services:

Those that include work rendered by a contractor who has a professed knowledge of some discipline of learning or science used by its practical application to the affairs of others or in the practice of an art founded on it, which contractor shall include but not be limited to attorneys, doctors, dentists, nurses, architects, engineers, land surveyors, landscape architects, accountants, actuaries, appraisers, business consultants, investment advisors, and claims adjustors.

Professional:

The word “professional” implies professed attainments in special knowledge as distinguished from mere skill.

Professional Services Agreement (PSA):

An agreement for the provision of professional services that can be adapted for a specific project, for ongoing services, or for use as a master professional services agreement.