



CONTRACTOR'S CHECKLIST January 2019

The following information is a checklist to assist you in bringing your employees into compliance with the required legislation. If you have any questions regarding the steps to follow, do not hesitate to contact the Fingerprinting Department at (813) 840-7178 or email fingerprinting@sdhc.k12.fl.us. Please download the required forms and duplicate as needed. ***Please ensure that your company name is on each document you send to us to include the I-9 for every employee listed.***

Steps to Follow:

- Register on www.myvendorlink.com to become an approved vendor.
 1. Open www.sdhc.k12.fl.us
 2. In the Search bar type **vendor**
 3. Select the link **Vendors/Bidders**
 4. Select the link **Vendor Registration**
- Complete the [Vendor/Contractor Information Form](#) and provide to the Fingerprinting Department, listing the name of your company, contact person, phone number, and email address where they may be reached. Include in the document the names of all of your employees who will have access to school sites as a part of your contract with our district, their social security numbers, and birth dates. **It is required that you attach a copy of each employee's completed I-9 document.** Email your list and I-9 documents to fingerprinting@sdhc.k12.fl.us or fax to 813-840-7191.
- DO NOT send any employees to the Fingerprinting Department until someone in the Fingerprinting Department has emailed you and informed you which of your employees qualify to be fingerprinted, and arrangements have been made for a time to fingerprint. Those employees with criminal history disclosure must meet the approved [background qualification guidelines](#) set by Florida Statute 1012.467. Employees who do not meet the guidelines will not qualify to fingerprint and will not be approved to access any School District site or obtain a statewide badge. Contractors will be notified immediately by Human Resources. If it is reported to the School District by FDLE/FBI that an employee has any of the **nine disqualifying charges**, they will be denied access to school sites. All fingerprinting fees and administrative fees are non-refundable.
- Once employees are qualified to fingerprint and arrangements have been made for your employees to fingerprint, the two required fingerprinting forms must be completed – the [Fingerprint Verification Form](#) and the [Employee Information](#) form. The Fingerprint Verification Form requires a supervisor's signature from your company acknowledging that you are aware the individual is one of your employees needing to meet the Level II screening. A copy will be maintained in the Fingerprinting Department. Individuals will be required to have their original **social security card and a valid photo ID to fingerprint.**

The fee for fingerprinting is \$93.00 payable by Money Order, Credit or Debit Card
(Includes fingerprinting, State JLA badge & HCPS County Badge)

Note: A \$4.95 bank/convenience fee will be added to all credit/debit card payments.

- All fees must be paid at the time of fingerprinting and are **NON-REFUNDABLE**.
- It will be the responsibility of the contractor to contact the Fingerprinting Department to inform them that you have removed an employee from your company roster. Additionally, if you add a new employee, you must notify the Fingerprinting Department in writing via email at fingerprinting@sdhc.k12.fl.us or by fax at 813-840-7191 of the new employee and forward to them the required documents prior to your new employee being qualified to fingerprint.
- Each approved employee will receive a statewide badge and a yellow District badge both of which must be displayed at all times while on the job site, and will be required to show photo identification upon request.
- All monitoring of employees will be the responsibility of the Fingerprinting Department. The District will review any arrest information and you will be contacted immediately if the arrest falls within the nine disqualifiers. Make sure your contact person listed on the vendor/contractor information form is cleared to receive this information. If it is determined that an employee is no longer qualified, it will be the contractor's responsibility to permanently remove the employee from the job site or delivery route. The contractor must return the badge to the issuing district within 48 hours of the notification of arrest.
- The penalty for failure
- If a company has a break in service with the School District, their employees will be monitored for five years from their original fingerprint date, keeping the employees current and up-to-date in the event you should be awarded a new contract with the District as long as it is within the validity window of your employees' fingerprints. Contractors/vendors/employees will be required every five years to reapply for their statewide badge and will be responsible for any related fees.
- Contractors/employees **WILL NOT BE GIVEN CLEARANCE TO ENTER** a job site until their employees have been fingerprinted and qualified, and can present their approved statewide badge and yellow JLA District badge.
- Contractors/vendors/employees are required to sign in at the school office or with the site administrator when accessing District school sites or District offices. District staff will check vendors/contractors and their employees on a regular basis for proper identification badges while on school sites. Employees who cannot produce both of their approved badges will be required to leave the job site immediately, and contractors will be reported to the office of Procurement Services.

Please Note: Any contractor/vendor who does not have the Statewide AND Yellow JLA badges will be denied access to school or District job sites.