



The University Of

T A M P A

## Supplier Background Check Policy and Guidelines

Version: 1.0

Effective Date: 03/08/2021

### Policy Summary:

The University is committed to fostering a safe environment for students and protect itself and its community from various potential risks. This policy defines background check requirements as a condition prior to conducting business with the University.

### Applicability/Eligibility:

All prospective suppliers that will physically be on campus and have direct access to students.

### Exceptions:

International Suppliers.  
Suppliers only selling goods to the University.  
Other exceptions will be made on a case-by-case basis. Details are outlined below.

### Policy Administration:

Mandating Authority:  Federal Law  State Law or Regulation  
(Check all that apply)  University President  Accrediting Body  
 Other: Vice President of Administration and Finance

### Responsible Office(s):

Name	Campus Address	Phone Number
The Office of Administration and Finance	401 W Kennedy Blvd, Box 96F, Tampa, FL 33606	(813) 253-6214

### Responsible Individual(s):

Name	Title	Phone Number
Jamie Schabacker	Director of Administrative Services	(813) 258-7444
Cara Spoto	Director of Business Services	(813) 257-3028

### Policy Management:

The Director of Administrative Services, along with the Director of Business Services, will review this policy annually and recommend revisions when necessary..

### Policy History:

Date	Version	Reason for Change
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### Policy Approvals and Reviews:

Date	Organizational Group
03/2/2021	Senior Staff

## Web Links:

Policy Link: [Supplier Background Check Policy](#)

Associated Links: [www.ut.edu/purchasing](http://www.ut.edu/purchasing)

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## Full Policy:

### Purpose

The purpose of this policy is to define when the University requires prospective suppliers to participate in a background check.

### Scope

This policy applies to all prospective suppliers that will physically be on campus and have direct access to students.

### General

The University has contracted with a third-party consumer reporting agency to administer supplier background checks on individual suppliers and independent contractors. The background checks will include criminal record and Department of Justice Sex Offender searches.

Upon the review of a supplier's onboarding process, individuals required to participate in a background check will be notified via email with instructions regarding the background check process.

Corporate suppliers "shall ensure that... background checks are conducted on all personnel directly performing services", as stated in the University's Purchase Order Terms and Conditions<sup>2</sup>.

### Background Check Requirements

1. Supplier background checks must be administered by the University's designated background check service provider.
2. Background checks are required for all prospective suppliers that will physically be on campus and have direct access to students.
3. Refusal to participate in a background check without a granted waiver from the Office of Administration and Finance will result in denied authorization to conduct business with the University.
4. In the event of adverse information, each situation will be considered on a case-by-case basis. The University is sensitive to disparate impact on protected groups. Consideration will be given to the relationship between a conviction and the contract sought.
5. Not meeting the above-mentioned criteria will result in denied authorization to conduct business with the University.

### Contracts

1. Standard contract templates should be used whenever possible when contracting with independent contractors. Non-standard contracts should contain the University's standard background check clause.
2. Corporate contractors are responsible for ensuring all assigned personnel meet the background check requirements as contained in the contract or Standard Purchase Order Terms and Conditions.

### Exceptions

The University requires all requests to waive the background check requirements be submitted to the Office of Administration and Finance **prior** to the awarding of any contract or the performance of any work. The Vice President of Administration and Finance and Directors of Administrative Services are the only individuals authorized to grant waivers to background check requirements. Supplier Background Check Waiver requests<sup>1</sup> should be sent to [AdminAndFinance@ut.edu](mailto:AdminAndFinance@ut.edu) and include the supplier's name and reasoning for a waiver.

## Responsibility

- A. The Office of Administration and Finance
  - a. Final interpretation and application of this policy
  - b. Submit revisions or additions to this policy for adoption by Senior Staff
  - c. Evaluate waiver requests
  - d. Maintain the confidentiality of the results of all background checks and only share on a need-to-know basis.
- B. Business Services Department
  - a. Evaluate necessity of supplier background check
  - b. Initiate supplier background check
  - c. Evaluate reports marked as "Review/Consider"
  - d. Maintain the confidentiality of the results of all background checks and only share on a need-to-know basis.
- C. University Member Engaging Prospective Suppliers
  - a. Send prospective suppliers the Supplier Registration Email Template<sup>3</sup>
  - b. Standard contract templates should be used whenever possible when contracting with independent contractors. Non-standard contracts should contain the University's standard background check clause.
- D. Prospective Supplier
  - a. Utilize the Third-Party Background Check portal to electronically consent and authorize the background check
- E. Third-Party Background Check Provider
  - a. Administer the background check based on contracted package

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## **Definitions:**

1. Corporate Supplier: An organization with a U.S. Tax Identification Number (TIN) or Employer Identification Number (EIN)
2. Prospective Supplier: A person or organization that the University has engaged to provide goods or services
  - a. They have not completed the supplier onboarding process and are not authorized to conduct business with the University
3. Supplier: A person or organization that provides goods or services
  - a. They have completed the supplier onboarding process and are authorized to conduct business with the University
4. Supplier Onboarding: The process of collecting prospective supplier information to set up a person or organization as an approved supplier

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## **Additional Information and Resources:**

<sup>1</sup> Waiver requests will cause a delay in the supplier onboarding process. This delay could impact the University's processing of invoices and remittance of payment.

<sup>2</sup> [Purchase Order Terms and Conditions](#)

<sup>3</sup> [Supplier Registration Email Template](#)