

**STATEMENT OF WORK**  
**May 12, 2022**

UT Battelle, LLC (UTB), operating Oak Ridge National Laboratory (ORNL), for the Department of Energy requests proposals for a highly-reliable, highly professional background check organization.

UTB obtains background investigation reports ("background checks") for all prospective new hires. The Background Check Reports obtained by ORNL constitute investigative consumer reports as this term is used in the Fair Credit Reporting Act of 1970, as amended (the Act). Their use is governed by §§604(b) and 615(a) of the Act (15 U.S.C. §§1681(b) and 1681m) and Federal Trade Commission regulations at 16 C.F.R. Parts 601 and 682.

IT Requirements.

\* Seller will provide a website for handling requests for background checks and for the candidate to fill out the information needed along with providing an electronic signature. This system must be capable of interfacing with the ORNL enterprise system.

\* Seller will provide an electronic Background Check application that can be customized to meet our requirements (with capability of fields being added or changed).

\* Seller shall provide documentation and certification of its handling, maintenance and protection of sensitive data. Our need is to ensure that this is commensurate with our certification and accreditations (with DOE) for "moderate" data classification. In the event of loss or suspected loss of data, Seller shall notify the ORNL Technical Project Officer (TPO) or designee within 30 minutes of the loss or suspected loss of ORNL data.

\* Seller shall electronically provide all ORNL data within seven calendar days following Subcontract completion, termination, or upon request.

The description of items that should be included in the background checks reports for UTB are as follows:

Social Security trace to include:  
o Name

- o Social security number
- o Current and former addresses

County Criminal history to include:

- o County level felony and misdemeanor history for 10 years.
- State Criminal history to include:

- o Criminal search of all 50 states and the District of Columbia which includes felony and misdemeanor history for 10 years.

Federal Criminal history to include:

- o Search of Federal District Court nationwide by district for federal crimes for 10 years.

Terrorist Search to include:

- o Search history from the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury.

Education Search to include both nationally and internationally.

- o Highest level of education
- o Confirm schools attended
- o Degrees obtained
- o Attendance dates
- o Grade point average

Employment Search to include both nationally and internationally for a period of **at least** 7 years (most recent).

- o Verification of current and previous employment
- o Dates of employment
- o Job titles
- o Reasons for leaving
- o Attendance
- o Employee ratings
- o Eligibility for hire

Motor Vehicle Search to include:

- o Driver's license history and status
- o Offenses and citations.

Interpol Criminal Database Search

Professional References Check: Obtain and provide answers to a short list of questions (no more than 7 questions) to client.

Credit History to include: **(ad hoc basis)**

- o Applicant's address
- o Past and current employers
- o Public-filing information
- o Debt load
- o Payment history
- o FICA score

Additionally, the Seller may be requested by UTB to provide a specific history (as detailed above) for current UTB employees transferring into new roles based on responsibilities or federal requirements for that role. It is expected that less than 80 annual requests of this type will be made.

### **Additional Language Applicable to API Integration**

1. INTEGRATION IMPLEMENTATION SERVICE. The Seller must offer the option to integrate their background screening solution with ORNL's selected human resource solution, Success Factors. Integration service consists of:

(a) Implementation services by dedicated resources to assist with the selection and implementation of appropriate integration and account configuration options. Includes Seller's system functionality necessary to access integration with the Integration Application Provider and the provision of configuration information necessary to enable the integration solution.

(b) 24/5 customer and technical support.

2. UPDATES & UPGRADES.

(a) Updates and Upgrades. As part of the Seller's integration maintenance and support services hereunder, Company shall automatically receive integration updates ("Updates") which they will deploy at no additional cost or license to all its customers on the same integration platform and version as Company. Updates shall relate to the generic integration architecture and functionality between the Integration Application Provider's system and the Seller's system. Updates shall not include any release, enhancement, feature, future product, new version or release that the Seller licenses and/or charges separately (individually or collectively, an "Upgrade").