



Diocese of St. Petersburg

Contractors and Vendors Registration and Certification Procedures

September 24, 2011 (Rev. January 2015)

Contractors (Types 1 and 2) of Diocese of St. Petersburg (diocese) must meet the requirements of the Safe Environment Program (SEP) as contained in **the *Diocese of St. Petersburg Policy for the Protection of Children and Vulnerable Adults*** (as revised). The term "contractors" includes business relationship designations such as independent contractors (aka 3rd party contractors), vendors, licensees, consultants, resource employees of state or county agencies, and Memo of Understanding (MOU) personnel.

Type 1 contractors are firms or business entities of one or more persons whose employees have unsupervised access (aka care, responsibility, and or supervision) of children, youth and or vulnerable adults on diocesan property or to and from diocesan property. The employees of these firms who provide products and services to the diocese must successfully complete a criminal history background check, attend Safe Environment Program training, and meet additional requirement as listed below to become a certified contractor with the diocese. Type 2 contractor/vendors have less restrictive requirements as listed below.

Type 1 Contractors.

The Type 1 firm must:

1. Contact and register the firm with the Diocese of St. Petersburg Safe Environment Program Office. (727-344-1611, ext. 5377 or email the SEP program manager at aq@dosp.org).
2. Obtain contractor/vendor number and a registration package from the Safe Environment Program Office
3. Have a contract or license agreement with the diocesan entity being serviced
4. Provide proof of General Liability Insurance (at least \$1M)
5. Have sexual misconduct coverage either as a separate rider or this coverage is specified as part of general liability coverage. Some firms or individuals may need professional coverage as well (Contact Catholic Mutual Group Risk Control Specialists at 1-800-228-6108 or email at rdallan@catholicmutual.org for details)
6. Provide proof of Workers Compensation Insurance or a waiver from the State of Florida for business of more than 3 persons.
7. Those contractors working directly with children may need professional malpractice insurance and sexual misconduct and abuse coverage (based on case by case review by Catholic Mutual Group risk managers).

Employees of Type 1 firms must:

1. Successfully complete a FBI/FDLE (AFRNP) Level 2 background check performed by the diocese based on electronic fingerprinting. Diocesan contractors can submit a set of fingerprints at any diocesan fingerprinting site once they register online at www.dosp.sofn.net. Once a contractor employee goes online, he/she will land on the First Advantage SOFN landing page where he/she must register as a **contractor/vendor** when asked to enter "**Applicant Type**". For "**Job Location**", select

the **Pastoral Center**. Enter the firm's contractor/vendor code. If the contractor/vendor code is unknown, please contact the Diocese of St. Petersburg Safe Environment Program Manager at 727-344-1611, ext. 5377 or via email at aq@dosp.org.

This requirement includes those contract educators, counselors, and service providers from state or federal programs such as Title One, ESE, Memo of Understanding educators, etc. provided by county school boards or entities of higher education. These entities must also:

- a. Meet the same SEP training requirements as Type 1 contractors
- b. Be FBI/FDLE (AFRNP) Level 2 screened by the Diocese

NOTE: in the past, organizations such as county school boards used to certify by letter the Level 2 background check clearances of the educators they supplied to the diocese and other private schools/school systems. This practice is not sanctioned by the FBI and Code of Federal Regulations 50.12, which state that a FBI background check can only be used for the purpose intended and must not be used to meet other non-specific statutory requirements.

The online registration software provides [Fingerprinting Locations](#) as part of the online registration process. Contractor employees must pay online at the time of registration to complete the fingerprinting session.

The Diocese will initially pay the cost of screening state employees provided to the schools and centers through federal/state programs such as Title 1 and similar programs. Recoupment costs from user schools and centers is under consideration. However, contractor employees to the state are responsible for their own screening costs and must pay at the time of online registration.

2. Successfully complete the appropriate Safe Environment Program Training course i.e. SEP training for access to children and youth or SEP training for access to vulnerable adults (aka Eucharistic Ministers of Holy Communion (to the sick)/Pastoral Care Providers). Type 1 contractor employees can find the appropriate SEP training workshops on the diocesan Events Calendar at <http://www.calendarwiz.com/calendars/calendar.php?crd=dosp&PHPSESSID=ed4eff2c8760ac50388ba99814bf841d&jsenabled=1&winH=722>

At the conclusion of a Safe Environment Program (SEP) Training Course, attendees will receive a Safe Environment Program Attendance Certificate that they must provide as proof of SEP training. Type 1 Contractors must provide their clients with a copy of the SEP training certificate **AND** a copy of the FBI/FDLE (AFRNP) Level 2 Background Check Clearance Letter **BEFORE** they are cleared to have unsupervised access to children, youth, and vulnerable adults or to have the care, responsibility, and or supervision of members of these vulnerable populations.

The Safe Environment Program Office will:

1. Provide the contractor employer representative with a FBI/FDLE (AFRNP) Level 2 clearance letter for each employee screened. The letter will state that the screened employee can have access to diocesan property to provide products or services to the contracted parish, school, or other diocesan entity on behalf of his/her employer. This clearance letter will provide the 5-year expiration date of the individual contractor employee's background check and will act as proof of successful completion of a FBI/FDLE (AFRNP) Level 2 background check.

In those instances where a contractor/vendor employee **does not** successfully complete

a FBI/FDLE (AFRNP) Level 2 background check because he/she does not meet the Diocese of St. Petersburg Minimum Standards of Moral Conduct, the diocese will issue a **non-clearance letter** to the respective employer. The non-clearance letter will state that the firm's contractor employee cannot have access to diocesan property to provide products or services on behalf of his/her employer.

The Florida Department of Law Enforcement and the FBI prohibit the diocese from divulging contents of a contractor's employee background check to his/her employer. However, the individual contractor employee is entitled to a personal copy of the report upon which the diocese based its decision. This request must be in writing and addressed to the Diocese of St. Petersburg, Safe Environment Program Manager, 6363 9th Ave., North, St. Petersburg, FL 33710. The contractor employee is free to share the results of his/her background check with his/her employer **if he/she wishes to do so**. (Note: Contractors do not have access to the diocesan appeal process.)

Type 2 – Contractors firms are firms whose employees have access diocesan property to provide products and services **but**, the firm and its employees do not obtain a FBI/Level 2 background check for whatever reason. **However**, employees of these firms must be under escort at all times by an employee or volunteer of the entity being serviced. These firms and their employees are not required to attend Safe Environment Program training.

The Type 2 firm must:

1. Contact and register the firm with the Diocese of St. Petersburg Safe Environment Program Office. (727-344-1611, ext. 5377 or email the SEP program manager at aq@dosp.org).
2. Obtain contractor/vendor number and a registration package from the Safe Environment Program Office
3. Have a contract or license agreement with the diocesan entity being serviced
4. Provide proof of General Liability Insurance (at least \$1M)
5. Provide proof of Workers Compensation Insurance or a Waiver from the State of Florida if the firm has more than 3 employees

Please contact the Safe Environment Program Manager at 727-344-1611, Ext. 5377 or via email at aq@dosp.org with any questions or requests for clarification.