



Vendor Checklist for the Louisiana Centralized Vendor Vetting Process (CVVP)

This checklist is a guide for vendors to follow to ensure that all information is gathered and submitted for the Centralized Vendor Vetting Process (CVVP) approval.

Initial Vendor Documentation

- Submit completed and signed LSP Vendor Sponsorship Form (requires the appointment of a Vendor Administrator)
- Submit completed and signed LSP CJIS Vendor Agreement

Submit completed forms to LSP.VendorVetting@la.gov

LSP shall provide an application confirmation to the Vendor and the sponsoring agency via email that the documentation has been received and accepted. The acceptance notification shall include information regarding the initial audit process.

Initial Vendor Audit

LSP shall issue the Vendor Administrator a CJIS Audit username and password. CJIS Audit is used for the initial online vendor audit as part of the approval process.

The Vendor Administrator shall complete and submit the audit within 15 calendar days of assignment. Depending on vendor responses the Vendor Administrator may be required to complete an additional 3rd Party Questionnaire.

Any questions regarding the audit should be forwarded to: LSP.VendorVetting@la.gov

LSP will review the audit and provide the Vendor Administrator with the findings, and any potential non-compliance audit issues. All non-compliance issues must be resolved prior to advancing in the centralized vendor vetting process.

Vendor Employee Information/Documents

Upon LSP Review Committee approval, the Vendor Administrator will be provided instructions on how to compile the fingerprint package for the personnel screening process as well as the documents required. The fingerprint processing fee, per employee is **\$39.25**, if a hardcard is submitted. The following will be required for each employee to be screened, in addition to the fingerprints:

- OTS Authorization form
- Criminal History-/Rapsheet Disclosure form
- ISP-End User Agreement form (emailed)

Fingerprint cards received prior to initial approval will not be processed.



Additionally, the Vendor Administrator shall

- Ensure all Vendor personnel who support the criminal justice information (CJI) contract are enrolled and have completed CJIS Online Security Awareness Training, and remain current
- Upload Vendor personnel's signed/completed CJIS Security Addendum Certification Page into each individuals' CJIS Online record
- Notify LSP of any employment changes to Vendor personnel who support the CJI contract, during the course of any engagement with a Criminal Justice Agency (See Vendor and Personnel Changes below)
- Respond to audits and requests for compliance related information in a timely manner
- Validate, annually, that assigned Vendor personnel continue to support the CJI contract in Louisiana



Post Approval

Vendor and Personnel Changes

The Vendor Administrator shall notify LSP by email (LSP.VendorVetting@la.gov and cjis-iso@la.gov) within 24 hours that an approved vendor employee has left the organization or been reassigned to duties no longer supporting the CJI related contract.

The Vendor shall notify LSP by email (LSP.VendorVetting@la.gov and cjis-iso@la.gov) within five (5) business days that the Vendor Administrator has changed. The notification email shall include a revised CJIS Vendor Agreement to reflect the new Vendor Administrator's information.

In the event the Vendor intends to withdraw from the LA CVVP, the Vendor Administrator shall LSP.VendorVetting@la.gov and cjis-iso@la.gov.

Arrest Notifications

In the event the Vendor, the Vendor Administrator, or any vendor personnel are made aware that a Vendor employee approved to support a CJI contract has been arrested, the Vendor Administrator shall notify the LSP within 24 hours by email. The notification shall include:

- Subject line "Vendor Personnel Arrest Notification"
- Vendor company name
- List all Louisiana criminal justice agencies contracted
- Name of subject who has been arrested
- Arrest Date
- Arrest Location
- Charges against the person

The notice shall be sent to LSP.VendorVetting@la.gov and cjis-iso@la.gov.

Additional Information

The LSP may remove a Vendor from the program for non-compliance with the LSP CJIS Vendor Agreement. In this situation, LSP shall contact the Vendor Administrator to advise them of the redress procedures.