



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

Submit completed forms to [LSP.VendorVetting@la.gov](mailto:LSP.VendorVetting@la.gov)

The 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**

The 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](mailto:LSP.VendorVetting@la.gov)

The LSP shall 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.

Upon successful completion of the initial audit, an approval package consisting of the Vendor Sponsorship form, the Vendor Agreement, a copy of the audit, and the recommendation will be forwarded to the LSP Review Committee for approval. Upon approval, the Vendor Administrator will be provided instructions on how to complete the personnel vetting portion of the process.

### **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 the LA Cybersecurity Awareness Training (recertified annually)
- Ensure all Vendor personnel who support the CJI contract have submitted a Criminal History Record Review Form and have completed a fingerprint based background check
- Upload each of 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)
- Notify LSP of any Vendor Administrator or Vendor changes including name, contact information, or address and submit a Vendor Change Form
- Immediately notify LSP if any approved Vendor support personnel are arrested for any offense, criminal or civil
- Respond to audits and requests for compliance related information in a timely manner, including the annual compliance check-in questionnaire, and the triennial audit.
- Validate, annually, that assigned Vendor personnel continue to support the CJI contract in Louisiana



## **Maintenance Checklist**

### **Vendor and Personnel Changes**

The Vendor Administrator shall notify the LSP by email ([LSP.VendorVetting@la.gov](mailto:LSP.VendorVetting@la.gov) and [cjis-iso@la.gov](mailto: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. At the same time, if the employee has left the organization, the vendor administrator shall mark the employee inactive in CJIS Online. If an employee is added to the Vendors personnel list, the Vendor Administrator shall notify the LSP by email and complete CVVP personnel vetting of the new staff prior to the employee receiving access to CJI.

The Vendor shall notify the LSP by email ([LSP.VendorVetting@la.gov](mailto:LSP.VendorVetting@la.gov) and [cjis-iso@la.gov](mailto: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 notify [LSP.VendorVetting@la.gov](mailto:LSP.VendorVetting@la.gov) and [cjis-iso@la.gov](mailto:cjis-iso@la.gov). As stipulated in the CJIS Security Addendum, the LSP has the right to conduct an audit to ensure proper disposal of CJI. If the Vendor no longer contracts with the Sponsoring Agency from initial vetting, the Sponsoring Agency shall notify [LSP.VendorVetting@la.gov](mailto:LSP.VendorVetting@la.gov) and [cjis-iso@la.gov](mailto: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 or convicted, 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](mailto:LSP.VendorVetting@la.gov) and [cjis-iso@la.gov](mailto:cjis-iso@la.gov). Personnel may be subject to further personnel vetting upon notifications. All personnel are subjected to a fingerprint based background check every five years to remain in compliance.

### **Post Approval**

Upon approval of both Phase 1 and Phase 2 in the CVVP, the vendor shall be added to an annual audit cycle. One year from the month the vendor received Phase 2 approval, the vendor administrator shall be sent a



compliance check-in questionnaire. This questionnaire shall include the results of the previous technical audit as well as a list of the approved personnel, that the vendor shall validate has not changed since approval.

If the technical configuration of the vendor's service has changed, the vendor shall receive a full vendor audit. If the personnel have changed, the vendor will work with the project teams to remove individuals who no longer require access to the CJIS System and vet new individuals as necessary.

Every approved CJIS-vendor shall complete the standard vendor audit every three years, regardless of configuration changes.

### **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.

Vendors who request to be on a hold for any reason will receive a three month due date to resume the process. If this timeframe is not met, the LSP reserves the right to remove the vendor from the process and will provide formal notification to the vendor administrator and sponsoring agency. If a Vendor removes themselves from the CVVP, the Vendor Administrator must notify the LSP and provide the reasoning for removal.

Should the vendor wish to restart the process, submission of a new vendor agreement and sponsorship form will be required. In addition, all components of the audit process will need to be completed regardless of previous submissions.