

Criminal Background Screening FAQs

- 1. Are WMATA contractors now responsible for conducting and providing WMATA, evidence that a criminal background screening was performed?**

Yes. The contractor shall contract with, or otherwise engage, a reputable third-party vendor to conduct the required criminal background screenings.

- 2. How should I select a reputable third-party vendor to conduct the required criminal background screenings?**

You should choose a criminal background screening company that is capable of meeting standards of WMATA policies.

- 3. Will WMATA contractors be provided an equitable adjustment for conducting their own criminal background screenings?**

Yes. We will be providing equitable adjustment, however the Contractor must submit a claim for the equitable adjustment and the Contracting Officer will review and/or negotiate the claim and ultimately modify the contract if need be.

- 4. If WMATA no longer conducts criminal background screenings for its contractors, what substantiation is required to be provided when the contractor employee is onboarded?**

The Criminal Background Screening Certification.

- 5. Are WMATA contractors required to provide the completed and signed Criminal Background Screening Certification quarterly?**

Yes. At the end of each calendar quarter, the contractor shall certify to the contracting officer's technical representative (COTR) the contractor's compliance with the criminal background screening requirement and confirm that all persons required to be screened, passed the contractor's criminal background screening before being permitted to work on WMATA's premises or otherwise have access to WMATA's customers, property, or confidential information.

- 6. Must the contractors provide the results of the criminal background screening in order to receive the OneBadge?**

No. The Criminal Background Screening Certification should be forwarded to the Contracting Officer and Contracting Officer's Technical Representative. Additionally, a OneBadge Request Form must be completed for each employee. The contractor shall not place any person on or engage any person under the contract with WMATA who will be working on WMATA's premises, or otherwise have access to WMATA customers, property, or confidential information, unless that person passes the contractor's criminal background screening.

- 7. Does the Criminal Background Screening Certification (Quarterly) need to be submitted for each contractor working on WMATA's premises, or should one form per quarter be submitted for the contracting firm?**

One (1) Criminal Background Screening Certification form should be submitted by the contracting firm each calendar quarter. At the end of each calendar quarter, the contractor shall certify to the contracting officer or contracting officer's technical representative (COTR) the contractor's compliance with the criminal background screening requirement and confirm that all persons required to be screened passed the contractor's criminal background screening before working on the WMATA contract.

- 8. Are WMATA contractors expected to conduct a criminal background screening on its employees and subcontractors every quarter or just certify the criminal background screening was conducted and passed via the Criminal Background Screening Certification (Quarterly) form?**

Contractors are not required to conduct a criminal background check every quarter. They are to certify that a screening was conducted and the employee passed. The background check relied upon for the certification has to be no older than one year.

- 9. Is the criminal background screening process retroactive or is this a new process?**

Although WMATA has always conducted criminal background screenings on its employees and contractors, the OneBadge process for contractors is new and became effective October 2, 2017. WMATA is no longer conducting background screenings for contractors.

- 10. Does an existing contractor's badge need to be renewed?**

No. The new policy only pertains to new or expired badges.

- 11. What should I do if I do not know how to construct criminal background check screening policies and procedures?**

Contractors may use WMATA's Criminal Background Checks, Policy/Instruction 7.2.3/1 as a guide.

- 12. If a subcontractor works on multiple contracts, for more than one Prime, which Prime is responsible for certifying the subcontractor?**

All prime contractors are responsible for certifying any subcontractors on any project.

- 13. Where staff currently working on WMATA property had previously had a criminal background check performed by WMATA, but their badge needs to be renewed, does the contractor employee need a new background check to be performed by the contractor?**

Yes. A criminal background check needs to be conducted at the time of badge renewal.

- 14. Does the prime have to sign off for subcontractors or does each subcontractor validate their own staff with no involvement from the prime?**

It is the responsibility of the Prime to ensure their subcontractors are in compliance with the criminal background policy.

- 15. What if I lose my OneBadge?**

WMATA's lost badge policy and process will remain the same as it is now. You can replace your lost badge at the ID Office for \$5 after the first loss and \$25 for any subsequent loss.

- 16. Whom do I contact if my badge does not work?**

If you have a problem with your badge, please notify a OneBadge team member as soon as you can at an exchange location or at ITAPPS_OneBadgeSupport@wmata.com.