



Louisiana Outsourcing Request Form



By submitting this form, the Non-Criminal Justice Agency (NCJA) is requesting the approval to outsource non-criminal justice administrative functions relating to the processing of criminal history record information (CHRI) to a contractor. This form must be completed in its entirety and submitted to LSP.BCII.NCJA@la.gov.

Requesting Non-Criminal Justice Agency

Non-Criminal Justice Agency Name:	
Non-Criminal Justice Agency Address:	
Non-Criminal Justice Agency Representative (point of contact):	
Non-Criminal Justice Agency Phone Number:	
Non-Criminal Justice Agency Email Address:	

Proposed Contractor Information

Contractor Name:	
Contractor Address:	
Contractor Representative:	
Contractor Phone Number:	
Contractor Email Address:	

Please answer the below questions pertaining to the nature of the engagement that the NCJA has with the Contractor for the outsourced non-criminal justice administrative functions.

1. Provide the statutory authority that authorizes the NCJA to receive CHRI.

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2. Does the NCJA have the statutory authority to conduct background checks on their employees?

3. List all of the non-criminal justice administrative functions that the Contractor will be performing for the NCJA (examples include: making eligibility determinations and recommendations, off-site storage of criminal history record information or disposal of the records, onsite IT support, remote access IT support, contracted employees, etc.).

4. Is the Contractor providing an IT service or solution?

- ☐ Yes
- ☐ No
- ☐ N/A

5. Does your agency escort the contractor personnel at all times, when the contractor is onsite at the NCJA's facility?

- ☐ Yes
- ☐ No

☐ N/A

6. Does the NCJA virtually escort the contractor when they remotely access the systems that store and/or process CHRI?

☐ Yes

☐ No

☐ N/A

7. Is access to CHRI by the Contractor limited to any of the following:

(A) Storage of the CHRI at the Contractor's facility;

(B) Retrieval of the CHRI by Contractor personnel on behalf of the NCJA with appropriate security measures in place to protect the CHRI; and/or

(C) Destruction of the CHRI by Contractor personnel when not observed by the NCJA.

☐ Yes

☐ No

8. Is access to CHRI by the Contractor incidental, but necessary to the duties being performed by the Contractor?

☐ Yes

☐ No

☐ N/A

9. Is the Contractor restricted from disseminating the CHRI received from the NCJA to any other agency or contractor on behalf of the NCJA?

☐ Yes

☐ No

10. Are the Contractor's personnel subject to the same criminal history record checks as the NCJA's personnel?

☐ Yes

☐ No

11. Are fingerprint-based background checks of the Contractor personnel completed prior to work on the contract?

☐ Yes

☐ No

12. Does the Contractor perform additional tasks supporting the administration of non-criminal justice functions for the NCJA from what was identified in question 3 of this form?

☐ Yes

☐ No

☐ N/A

13. Does the Contractor intend to store the CHRI in a physically secure location?

- ☐ Yes
- ☐ No

The following questions are applicable when the contractor personnel/contract workers are operating as employees for the NCJA.

14. Do contract workers have access to CHRI while performing the duties covered in the outsourcing agreement?

- ☐ Yes
- ☐ No
- ☐ N/A

15. Does the NCJA maintain complete, positive control of the Contractor's/Contract worker's access to the computer system and CHRI contained therein?

- ☐ Yes
- ☐ No
- ☐ N/A

16. Does the contract workers' access to CHRI occur within the NCJA's facility and on NCJA-issued equipment?

- ☐ Yes
- ☐ No
- ☐ N/A

17. Do the NCJA personnel supervise the Contractor personnel?

- ☐ Yes
- ☐ No
- ☐ N/A

18. Does the NCJA provide security and privacy literacy annually to contractor personnel?

- ☐ Yes
- ☐ No
- ☐ N/A

19. Does the NCJA have a written policy regarding the suspension/termination of access to CHRI and potential reinstatement of access to CHRI for contractor personnel that violate security provisions?

- ☐ Yes
- ☐ No
- ☐ N/A