



Contractor / Vendor Information Form (CIF)

This form is required only if a contractor/vendor needs access to PacifiCorp systems or facilities.
Submit the completed form to the PacifiCorp sponsoring manager.

New/Rehire Certification

Recertification

Training and drug/alcohol screening are not required for recertification.

Contractor / Vendor

Personnel: _____

(Last, First, Middle initial)

Company Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

(1) Successfully Passed Employer's Background Check?
Yes No

Date Completed: MM/DD/YYYY

If any of the boxes below are checked the contractor/vendor company must check "No" above and email this form to NERC_consent@pacificorp.com. You will be notified whether your employee is approved to access company facilities.

- Has been convicted of a felony
- Has been convicted of a misdemeanor involving fraud, theft or violence
- Is under indictment for a felony
- Is a fugitive of justice
- Is an alien illegally or unlawfully in the United States

(2) Successfully Passed Employer's Drug / Alcohol Screen?
Yes No

Date Completed: MM/DD/YYYY

If no, email this form to NERC_consent@pacificorp.com. You will be notified whether your employee is approved to access company facilities.

(3) Completed PacifiCorp's Compliance Training?
1) *FERC Standards of Conduct*

Date Completed: MM/DD/YYYY

2) *PacifiCorp Security Training*

Date Completed: MM/DD/YYYY

The link to the mandatory compliance training is http://idoc.pacificorp.us/hr_library/he/mpt.html

I hereby certify that the information provided regarding the Contractor / Vendor is accurate and documentation to support this information will be retained by Contractor / Vendor employer and provided upon Company's request

Required Signature

_____ <i>Signature of Manager from Contractor / Vendor Company</i>	_____ <i>Date</i>
_____ <i>Printed Name</i>	



Guidelines

- Contractors / Vendors will not be permitted PacifiCorp unescorted access privileges without the prior completion of a drug / alcohol screening, background check, and required training.
- Contractors and Vendors are required to take mandatory pre-hire training. They have to complete pre-hire compliance training, which includes CIPS, PacifiCorp Security and FERC overview, prior to their first day on their job. The link to the mandatory pre-hire training is http://idoc.pacificorp.us/hr_library/he/mpt.html
- Contractor / Vendor companies are required to submit this completed form to the PacifiCorp sponsoring manager.
- The sponsoring manager will use the information on this form to complete a Personnel Action Input Form (PAIF), and will submit this form with the PAIF to the HR Service Center.
- For recertifications, this form is to be submitted directly to PacifiCorp's HR Service Center.

Overview of Background Check and Drug / Alcohol Screen Requirements

Background Check Requirements

Criminal background shall be updated no less frequently than every seven (7) years and shall consist of at minimum a social security number and identity verification and include confirmation of the personnel's current location, regardless of duration, and other locations during the seven years prior for any location where the personnel has resided for six consecutive months or more. Should the full seven years not be available, the reason why the full review could not be performed must be documented. All resulting documentation of this review must be retained and made available upon request.

Drug Screening Requirements

- Drug test shall, at a minimum, be a five (5) Panel Drug Test, which should be recognizable at testing labs as a "SamHSA5 panel at 50NG – THC cut-off".
- Alcohol screening will be conducted only where permitted by law.

Your contract with PacifiCorp requires compliance with the following:

- Ensure that Unescorted Personnel and Sensitive Personnel have passed the background checks outlined above and consistent with the Company's Background Check Criteria set forth in your contract prior to requesting unescorted physical access and/or cyber access to Company's Facilities and/or CIPS Covered Assets, as applicable.
- Ensure that Unescorted Personnel and Sensitive Personnel complete Company provided or approved initial CIPS compliance training prior to requesting unescorted physical access and/or cyber access to Company's Facilities and / or CIPS Covered Assets, as applicable.
- Ensure that Unescorted Personnel and Sensitive Personnel have passed Consultant's drug / alcohol screen and are in compliance with Consultant's substance abuse/drug and alcohol policy as outlined in your contract.
- Keep accurate and detailed documentation to confirm completion dates for background checks, all CIPS compliance training (initial and annual training, to the extent applicable), and drug /alcohol screen records, and certify to Company such documentation by completing this Contractor/Vendor Information Form.
- Company has the right to audit Consultant's records supporting each Contractor/Vendor Information Form submitted to Company, including background check results, and to verify that the requisite background checks and drug / alcohol screen records were performed consistent with Company's Background Check Criteria. Consultant shall provide Company with all requested records supporting Contractor/Vendor Information Forms within a reasonable time after receiving such request, and in the form requested by Company, but not longer than three (3) business days following the date of such request.