

## INFORMATION FOR VDOT CONTRACT OFFICERS and STAFF

Prior to the advertisement of an Invitation For Bid (IFB) or Request For Proposal (RFP), VDOT's Contract Officer will contact, **via email** the VDOT Transportation Critical Infrastructure Section to verify if a facility, structure or system is designated as Critical Infrastructure (CI), or Critical Infrastructure Information (CII).

**Contact Information: Steven D. Weber**  
TCI Section Manager  
1221 East Broad Street, 4<sup>th</sup> Floor  
Richmond, Virginia 23219  
804-786-8758  
[Steven.weber@vdot.virginia.gov](mailto:Steven.weber@vdot.virginia.gov)

For Administrative related services, the Contract Officer will contact the Human Resources Division, via email, to verify if the work is designated as Personally Identifiable Information (PII).

**Contact Information: Katherine McAndrew**  
Human Resources /Policy & Planning  
1221 East Broad Street  
Richmond, Virginia 23219  
(804) 371-6798  
[Katherine.McAndrew@vdot.virginia.gov](mailto:Katherine.McAndrew@vdot.virginia.gov)

Prior to the commencement of any work, VDOT's Contract Officer will contact the VDOT Personnel Security Section to coordinate the CHRC process with the Contractor to:

- a. Determine the appropriate type of criminal history records check required:  
(Capital Police Records Check or VDOT Fingerprint based-Criminal History Records Check)
- b. VDOT Personnel Security Section can be contacted by calling (804) 786-1000 or via email at [Personnel.Security@VDOT.Virginia.gov](mailto:Personnel.Security@VDOT.Virginia.gov). The Contract Officer will be required to coordinate with both the Contractor and VDOT Personnel Security Manager to determine the mutually agreeable date, time and location for conducting required background check prior to contract award
- c. Ensure that the following information is provided to the Personnel Security Section:
  - 1.) Contractor name
  - 2.) Address
  - 3.) Phone number
  - 4.) Email address
  - 5.) Contact person
  - 6.) Description/Type of work
  - 7.) Location of work
  - 8.) Proposed contract start date
- d. Results of VDOT fingerprint-based CHRC:
  - 1.) Favorable results may be available within twenty-four to forty-eight hours of transmittal
  - 2.) Some favorable and Non-favorable results (record on file with VSP and FBI) may take 2 weeks or more.
- e. The VDOT Suitability Review Committee will evaluate CHRC records received from VSP and FBI. VDOT reserves the right to approve and deny issuance of any Security Clearance. Upon denial, there are no available appeals.