

Administrative Center

111 East North Street
Eureka, MO 63025-1229

(636) 733-2032/ 733-2033

(636) 938-2251Fax

sloanwilliam@rockwood.k12.mo.us

William M. Sloan

Director of Purchasing and Transportation



September 4, 2013

Vendors Providing: Background Checks

Re: Rockwood School District Request for Quote – Services to perform Criminal Background Checks

The Rockwood School District Purchasing Department invites bids from vendors performing criminal background checks for Missouri public school district staff candidates being considered for employment or as volunteers for community education programs, as coaches, camp chaperones, literacy and reading volunteers, business partners in education, or other non-certificated positions identified by the District.

Background check services should be conducted based upon the candidate's name, date of birth, and social security number. Fingerprints will not be provided. The district requires approximately 675 background checks annually.

Bids must be submitted to my attention, Willam Sloan, Director of Purchasing, via email (sloanwilliam@rockwood.k12.mo.us) or delivered to 111 East North Street, Eureka, MO, 63025-1229 no later than **3:00 P.M. on September 20, 2013**.

Bidders must comply based upon the following:

1. Bids shall be sent by hardcopy to the address above or via email to sloanwilliam@rockwood.k12.mo.us.
2. Bid prices must remain in effect for 90 days to allow for analysis and a bid recommendation to the Board of Education.
3. Vendor's must commit to a price that will be valid during the current fiscal year ending 6/30/2014 with additional pricing provided for school years 2014/15 and 2015/16.
4. On-line web-based system to submit requests and obtain results.
5. Ability to provide report results summarizing requests submitted during the current year at no additional cost.
6. Criminal background checks must include databases for national, state, and local law enforcement agencies.
7. Provide additional follow-up at District's requests should an infraction require further investigation.
8. Government/ Public Education pricing if available
9. Background checks shall include:
 - a. Arrest and conviction records
 - b. Driving and traffic violation records

- c. Sexual predator databases
- 10. Approximately 675 individual background checks per year
- 11. District will consider 3 year agreement with options for two annual extensions.

Please write “**Background Checks**” on the outside of the envelope and on the email subject line.

No verbal statements from any individual will be allowed to interfere or change the specifications as written. Corrections to bids received prior to the deadline must be written in red ink and noted next to the item and re-submitted prior to the original deadline date. Changes will not be allowed after the deadline.

Thank you for your interest in working with the Rockwood School District. If you have any questions about the specifications, please contact me.

Sincerely,

William Sloan

William Sloan
 Director of Purchasing and Transportation

PRICING QOUTE
 Valid 90 Days from Date Below

Vendor Name: _____

Signature: _____

Date: _____

Contact Info: _____

School Year	Price for up to 675 Requests	Price for 676 or more Requests	Price for Additional Investigation regarding a reported incident
2013/14	\$ _____	\$ _____	\$ _____
2014/15	\$ _____	\$ _____	\$ _____
2015/16	\$ _____	\$ _____	\$ _____