

Request for Proposals Background Screening Services

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting proposals from firms to perform background screening services for youth recreation volunteers.

All proposals must be in writing and delivered by hand, Fed Ex, or mail to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida 32570; and must be received by 10:00 a.m., November 29, 2005.

Scope of Services may be secured from Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1833.

Only proposals received by the aforesaid time and date will be considered. Proposals received after the time set for the proposal opening will be rejected and returned unopened to the submitter. All proposals shall be sealed and clearly labeled, "**RFP-Background Screening Services.**" Please provide twelve (12) copies of the proposal.

Questions concerning this request should be directed to Ms. Tammy Simmons, at (850) 983-1858.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

By order of the Board of County Commissioners of Santa Rosa County, Florida.

Legal Notice

One Issue – November 5, 2005 – Press Gazette, November 10, 2005 Navarre Press

Bill and Proof to Santa Rosa County Procurement Department, Attention: Orrin L. Smith, 6495 Caroline Street, Suite G, Milton, Florida 32570.

November 5, 2005

MEMORANDUM

TO: Company Addressed

FROM: Santa Rosa County Procurement Department

SUBJECT: Background Screening Services

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INTRODUCTION/OVERVIEW:

1. Purpose/Objective

Santa Rosa County is accepting proposals for provision of background screening services for youth recreation volunteers.

2. Scope of Services

Please provide information regarding your services and pricing for volunteer background screening. This information should include but is not limited to the minimum response requirements. Background checks could include obtaining criminal record information **and sexual offender information** from all states, and/or federal sources. All screening will comply with applicable federal, state, and local laws and regulations.

Pricing should be provided on the basis of per volunteer check.

Specify any price break if over a designated number processed in a designated period of time

Services requested:

- **Individual data entry accounts through the internet**
- **Response data to be submitted to one central location**
- **Billing to county to provide breakdown by association**
- **State Sex and Violent Offender Registry and how many states**
- **Nationally ALL statewide criminal records, department of corrections and county criminal records of participating states with the background check agency and how many states/records**
- **Can you do a check from a truncated social security number?**
- **Cost as an option for your company to do FACT Act (Fair and Accurate Credit Transaction Act) Compliance.**
- **Type of data to be returned to county: Pre-screened based on county adopted policy of a red and green system.**
- **Database of all volunteers that have or have not been checked along with any complaints/Code of Conduct infringements and provide the County Administrator a listing of their database periodically to ensure the policy is being followed.**

CONTRACT PERIOD:

1. The contract period shall be twelve (12) months from the date of award.

PRICING:

1. Prices must be firm for the term of the Contract. This Contract may be renewed upon terms acceptable to both parties.

RESPONSE INSTRUCTIONS:

1. Response shall include at a minimum:

- A. Qualifications:

Past experience with local government is preferred but not essential.

Length of time your company has been in business.

Advantages of your company providing these services compared to Santa Rosa County performing these services internally.

Additional qualifications that make your company unique or stand out above competition.

- B. References

Company name, contact name, phone number, and email address of at least three (3) similar completed projects, preferably with governmental entities.

- C. Description of services to be provided

- D. Estimated time to complete screening for each of the specified levels (turn-around time).

- E. Handling of emergency requests and expected turn-around time.

- F. Reporting/Communication with Santa Rosa County management

- G. Example of type of reports/documents that would be generated for each new volunteer.

- H. Example of type of summary reports/communication that would be available to Santa Rosa County.