



# FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

520 Fifth Ave. Fairbanks, AK 99701 (907) 452-2000 (907) 451-4465 [fax]

## REQUEST FOR PROPOSALS

Solicitation No: 23-R0010

Greetings:

You are invited to submit your proposals for:

### BACKGROUND CHECKING SERVICES

Proposals must be received at the Purchasing Office, 3rd Floor of the Administrative Center, 520 Fifth Ave., prior to: April 3, 2023 at 4:30 p.m.

A pre-proposal conference for the discussion of specifications will be held in Room 322 near the Purchasing office on March 20, 2023 at 10:30 a.m.

To attend virtually via Google Meet:

Video call link: <https://meet.google.com/amf-xcjh-wyr>

Or dial: (US) +1 319-382-9594 PIN: 672 727 947#

This solicitation consists of the sections listed in the table of contents which will be part of any resulting contract.

Offerors/proposers should familiarize themselves with the entire proposal packet. Proposals will be submitted as specified herein under this cover sheet.

Sincerely,

Yvette Birkholz  
Purchasing Agent  
yvette.birkholz@k12northstar.org

Business Name: \_\_\_\_\_

Alaska Business License No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Address (Street Address): \_\_\_\_\_

Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

SECTION I - INSTRUCTIONS TO OFFERORS (CONT)

TABLE OF CONTENTS  
RFP 23-R0010

<b>SECTION I - INSTRUCTIONS TO OFFERORS</b>	<b>1</b>
<b>SECTION II - STATEMENT OF WORK (SOW)</b>	<b>7</b>
<b>SECTION III - GENERAL PROVISIONS SERVICE CONTRACTS</b>	<b>9</b>
<b>Enclosures:</b>	
<b>Submittal Tab a -- Policy and Operations</b>	<b>19</b>
<b>Submittal Tab b - Corporate Experience and Capacity</b>	<b>20</b>
<b>Submittal Tab c - References</b>	<b>21</b>
<b>Submittal Tab d - Acceptance of Conditions</b>	<b>22</b>
<b>Submittal Tab e - Additional Data</b>	<b>23</b>
<b>Submittal Tab f - Cost Data</b>	<b>24</b>
<b>Submittal Tab g - Amendment Acknowledgement</b>	<b>25</b>
<b>Submittal Tab h -Non-Collusion Certificate</b>	<b>26</b>

**SECTION I - INSTRUCTIONS TO OFFERORS**  
**RFP 23-R0010**

TABLE OF CONTENTS  
FOR SECTION I  
INSTRUCTIONS TO OFFERORS

Clause		
1.	<b>INTRODUCTION</b>	1
2.	<b>ORGANIZATION OF RFP DOCUMENT</b>	1
3.	<b>SOLICITATION REVIEW</b>	2
4.	<b>INTERPRETATION OR REPRESENTATIONS</b>	2
5.	<b>PROPOSAL FORMS</b>	2
6.	<b>PRE-PROPOSAL CONFERENCE</b>	2
7.	<b>SUBMITTING PROPOSALS</b>	2
8.	<b>CONTENTS OF PROPOSAL</b>	3
9.	<b>RECEIPT AND OPENING OF PROPOSALS</b>	3
10.	<b>LATE PROPOSALS</b>	4
11.	<b>PRICES</b>	4
12.	<b>CONTRACTOR'S TAX ID NUMBER</b>	4
13.	<b>MODIFICATION, CORRECTION, OR WITHDRAWAL OF PROPOSALS</b>	4
14.	<b>EVALUATION OF PROPOSALS</b>	4
15.	<b>CONTRACT DOCUMENTS</b>	5
16.	<b>AWARD OF CONTRACT</b>	5
17.	<b>ACCEPTANCE PERIOD</b>	6
18.	<b>AGGRIEVED OFFERORS</b>	6
19.	<b>ORDER OF PRECEDENCE</b>	6

1. **INTRODUCTION**

The Fairbanks North Star Borough School District herein after referred to as the "District" or "Buyer" will receive proposals from firms having specific experience and qualifications in the area identified in this solicitation. For consideration, proposals for the project must contain evidence of the firm's experience and abilities in the specified area or other disciplines directly related to the proposed service. Other information required by the School District is specified in the "CONTENTS OF PROPOSAL" clause included in this RFP. A selection committee shall review and evaluate all replies and identify the firm(s) that constitute the "competitive range". The firm(s) included in the competitive range may be invited to submit more detailed information, make oral presentations, and/or enter into competitive negotiations. A contract will be offered to the qualified offeror that makes the most attractive offer to the School District based on the evaluation factors specified herein.

2. **ORGANIZATION OF RFP DOCUMENT**

This RFP is organized into three sections:

Instructions to Offerors;  
Statement of Work (SOW); and  
General Provisions.

The description of the task to be performed is included in the Statement of Work. The General Provisions section is included to provide the offeror with the standard contract clauses included in any contract of this type. Unless otherwise specified in this RFP neither the SOW nor General Provisions are binding. Clauses in these sections may be deleted, modified, or new clauses added in your proposal or during the negotiation phase of this procurement. Any changes in existing language should be identified in your "ACCEPTANCE OF CONDITIONS" submittal tab. Offerors are placed on notice, however, that a proposal that complies

**SECTION I - INSTRUCTIONS TO OFFERORS (CONT)**

with these clauses (few or no exceptions stated and a plan that meets the needs of the District as specified in the statement of work) will probably score higher than a proposal with exceptions and a deviation from the stated needs.

**3. SOLICITATION REVIEW**

Offerors shall carefully review this RFP for defects or ambiguities. Offeror's comments concerning defects or ambiguities in the RFP must be made in writing and received by the Buyer at least four (4) working days before the proposal opening date. Such comments will allow time for an addendum to be issued, if one is required. Offerors should send any such comments to the Buyer listed on the front of this RFP. Offerors' protests based upon any omissions, errors, or the content of the RFP will not be considered if not made known prior to the proposal opening date.

**4. INTERPRETATION OR REPRESENTATIONS**

The FNSB School District assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated in a written addendum to the RFP. No oral interpretation will be made to any Offeror as to the meaning of this solicitation or any part thereof. Every request for such interpretation shall be made in writing to the Buyer. Oral explanations or instructions given before the award of the contract will not be binding. Every interpretation made to an offeror will be in the form of an addendum to this solicitation, but it shall be the offeror's responsibility to make inquiry as to the addenda issued. All such addenda shall become part of the contract and all offerors shall acknowledge receipt of the addenda. Failure to acknowledge receipt of the addenda may be cause for rejection of the proposal as non-responsive.

**5. PROPOSAL FORMS**

Offerors will submit proposals on the schedules provided herein. Offerors will also submit the cover sheet to this solicitation with their proposal and other documents as provided herein. Forms submitted must be complete, legible, and manually signed. Telegraphic or "FAX" proposals will not be accepted.

**6. PRE-PROPOSAL CONFERENCE**

Pre-proposal conferences are held to give offerors an opportunity to address ambiguities, defective specifications, and other concerns contained in the proposal document. The purpose is to identify and resolve issues that have the potential of generating an award protest based on defective or ambiguous specifications. Unless defective specifications are brought to the FNSB School District's attention at the pre-proposal conference, or as stated in the "Solicitation Review" clause, protests or appeals of award based on alleged defective specifications will not be favorably considered.

**7. SUBMITTING PROPOSALS**

- a. Proposals must be submitted in a sealed envelope, marked and addressed as shown below. Envelopes with proposal numbers written on the outside will not be opened until the scheduled date and time. Proposals must be received prior to the opening date and time.

-----  
 | Offeror's Return Address  
 |XXXXXXXXXXXXXXXXXXXXXXXXXX  
 |XXXXXXXXXXXXXXXXXXXXXXXXXX

FNSB School District  
 Purchasing Department  
 520 Fifth Ave.  
 Fairbanks, Alaska 99701

RFP No: (insert the request for proposals number on your envelope)  
Opening Date: (insert the opening date on your envelope)

## SECTION I - INSTRUCTIONS TO OFFERORS (CONT)

- b. Neither the Fairbanks North Star Borough School District nor its officers or employees shall be responsible for the premature opening or failure to open a proposal which is not properly addressed and identified.
- c. The FNSB School District Purchasing Department is located on the 3rd Floor at 520 Fifth Ave., Fairbanks, Alaska, 99701; and is open for business from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m., Monday through Friday. Acceptance of Special Delivery mail is not available Saturday, Sunday or holidays. The ultimate responsibility for the delivery of the proposal document lies with the offeror. The FNSB School District shall make no concession regarding postal service or any other form of conveyance of the proposal document even when timely delivery of the proposal fails through no fault of the offeror.
- d. Offerors are encouraged to mail return proposals at least five (5) working days prior to proposal opening. Proposals mailed less than five (5) working days before opening should be sent by Postal Express, UPS, FedEx, or similar service.
- e. This is a suggestion only to minimize late proposals received and does not negate the aforementioned disposition of late proposals.

### 8. CONTENTS OF PROPOSAL

The original and three (3) copies of the proposal must be submitted under the Request for Proposal cover sheet. The Request for Proposal Cover Sheet must be completed and signed and shall be the face document of the proposal. Offerors shall present their responses to the items in the order that the items are listed, identifying each response by the tab numeral. Failure to submit proposals in the format specified below shall be considered just cause for rejection of the proposal at the sole discretion of the District. Brochures or other promotional presentations beyond that sufficient to present a complete and effective proposal are not desired. Elaborate artwork, expensive paper or binders, and expensive visuals are not necessary. The proposal shall include, as a minimum, the following:

#### TAB ITEM

- a. Policy and Operations. Describe in detail how the service will be provided. Include a description of the major tasks and subtasks.
- b. Corporate Experience and Capacity. Describe the experience of the firm providing the service, the number of years that the service has been delivered.
- c. References. Provide at least three (3) references for contracts of similar size and scope, including at least two references for current contracts or those awarded during the last three years. The School District reserves the right to ask for additional references or to seek references from other sources..
- d. Acceptance of Conditions. Indicate any exceptions to the clauses contained in Section II (Statement of Work), Section III (General Provisions - Service Contracts), or any other enclosures/attachments contained in this solicitation.
- e. Additional Data. Provide any additional information that will aid in evaluation of the response.
- f. Cost Data. Provide a detailed fee structure for all services available to clients including any pricing discounts available to your clients. Describe your client billing process including payment terms and associated late fees.
- g. Amendment Acknowledgement.
- h. Non-Collusion Certificate.

### 9. RECEIPT AND OPENING OF PROPOSALS

- a. Proposals received prior to the advertised hour of opening will be kept secured and sealed. The District representative whose duty it is to open them will decide when the specified time has arrived, and no proposal received thereafter will be considered.

## SECTION I - INSTRUCTIONS TO OFFERORS (CONT)

- b. No responsibility will attach to the District or its representatives for the premature opening of, or the failure to open, a proposal not properly addressed and identified in accordance with the instructions contained herein.
- c. At the time and place fixed for the opening of proposals, the School District's representative will cause the proposals to be opened and recorded. The number of offers received, the identity of offerors, or the contents of a proposal will not be disclosed to the public until all proposals have been evaluated, negotiations completed if required, and a recommendation for award has been prepared for the School Board.

### 10. LATE PROPOSALS

Proposals received after the exact date and time specified for opening shall not be considered, and shall be held unopened by the FNSB School District until after the award of the contract. The District reserves the right, at its discretion, to consider proposals which have been delayed or mishandled by the District.

### 11. PRICES

- a. The offeror shall state prices in the units of issue on this RFP. Prices quoted for commodities or services must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized, or the services can be provided without further cost.
- b. Prices quoted in proposals must be exclusive of federal, state, and local taxes. If the offeror believes that certain taxes are payable by the FNSB School District, the offeror may list such taxes separately, directly below the proposal price for the affected item.
- c. The School District shall receive the benefit of any general reduction in Seller's price prior to delivery and in no event shall the District be charged higher prices than the Seller's similar customers who take delivery in substantially the same amounts and substantially similar circumstances.

### 12. CONTRACTOR'S TAX ID NUMBER

If goods or services procured through this RFP must be included on a Miscellaneous Tax Statement, as described in the Internal Revenue Code, a valid tax identification number must be provided to the District before payment will be made.

### 13. MODIFICATION, CORRECTION, OR WITHDRAWAL OF PROPOSALS

Proposals may be modified, corrected, or withdrawn on written, FAX or telegraphic request received prior to the time fixed for the Proposal opening, provided that written confirmation of any telegraphic withdrawal over the signature of the offeror is placed in the mail and postmarked prior to the time set for proposal Opening. Proposals may not be modified or corrected verbally. The offeror bears the same responsibility for delivery of proposal modifications, corrections, or withdrawals as for the original document. All modifications, corrections, or requests for withdrawal must be clearly marked as such. Any attempt to make additions, deletion, corrections, or withdrawals of the proposal not in compliance with these provisions may be construed as a lack of "Good Faith" and may be cause for forfeiture of a bid bond and/or rejection of the proposal.

### 14. EVALUATION OF PROPOSALS

- a. Evaluation Factors. Evaluation of proposals will be based upon the following factors:
  - i. Accuracy and Completeness of information presented in Proposal
  - ii. Experience, qualifications and financial stability of the Offeror's Firm
  - iii. Overall administrative simplicity of program offered
  - iv. Capacity to fulfill Scope of Service
  - v. Technical merit of program offered

## SECTION I - INSTRUCTIONS TO OFFERORS (CONT)

### vi. Total cost

#### b. Negotiations

Offerors are asked to provide their best offer to include pricing as their initial submittals. The School District desires to award a contract based on the initial submissions and offerors should not rely on the negotiation process to modify their offers. However, the District may conduct negotiations in accordance with the following at the District's option:

- i. With the offeror of the most attractive proposal in an attempt to modify the proposal to be acceptable to the District.
- ii. With the offerors who have submitted proposals that are within the established competitive range; or
- iii. With all offerors.

Negotiations, if conducted, will occur after the opening date of the request for proposal. Offerors shall be accorded fair and equal treatment during negotiations with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information derived from proposals submitted by competing offerors.

#### c. Best and Final Offer

Upon completion of negotiations, if any, the School District may call for "best and final offers" (BAFO) at its discretion.

### 15. **CONTRACT DOCUMENTS**

If a formal contract is not prepared upon award, the final agreement shall include and shall constitute the entire agreement:

- a. This RFP;
- b. Amendments to this RFP (if any);
- c. Offeror's proposal;
- d. Amendments to the Offeror's proposal and/or BAFO generated during the negotiation process.

If a formal contract is prepared and executed, it shall constitute the final agreement.

### 16. **AWARD OF CONTRACT**

- a. The resulting contract will be awarded to the responsible offeror submitting the most attractive proposal as determined by the evaluation factors and complying with the requirements of this solicitation, provided the proposal is reasonable and it is in the best interest of the School District to accept it. The School District, however, reserves the right to reject any and all proposals and to waive any informality or irregularity in proposals received whenever such rejection or waiver is in the School District's interest.
- b. The School District reserves the right to accept or reject any or all items of any proposal, where such acceptance or rejection is appropriate and does not affect the basic proposal.
- c. The School District reserves the right to reject any or all proposals, to waive deviations from the specifications and to waive informalities in the proposals received whenever such rejection or waiver is considered to be in the best interest of the School District.
- d. The School District reserves the right to reject the offer of an offeror who has previously failed to perform properly or complete on time contracts of a similar nature; to reject the proposal of an offeror who is not, in the opinion of the School District, in a position or qualified to perform the Contract; and any or all offers when such rejection is in the interest of the School District.

## SECTION I - INSTRUCTIONS TO OFFERORS (CONT)

e. Award in part or in whole is contingent upon available funding.

### 17. **ACCEPTANCE PERIOD**

To provide time for evaluation of offers received and approval of proposed awards, all offers submitted shall remain valid for a period of 60 days.

Any extension of this 60 days acceptance period shall be requested by the District in writing.

### 18. **AGGRIEVED OFFERORS**

The administration shall make available its recommendations for award by 12:00 Noon, on the Wednesday preceding the scheduled Tuesday School Board meeting for those contracts requiring School Board approval. Any aggrieved offeror may appeal to the School Board in writing, for those proposals requiring School Board action, the award of a contract. The appeal must be received by the Superintendent's office prior to 12:00 Noon on the day of the School Board meeting at which award of the contract is to be made. The appeal must include the name of the person submitting the protest, the name of the offeror represented by that person, the specific proposal which is being appealed and a detailed explanation of the reasons for the appeal. The aggrieved offeror must serve all other offerors with the notice of appeal in order to afford them the opportunity to rebut. Failure to give written notice of the appeal provided herein constitutes a waiver by the aggrieved offerors right of any objections to the award.

### 19. **ORDER OF PRECEDENCE**

The following order of precedence shall govern in the event of a conflict between documents of this Solicitation:

- a. Section II entitled "Statement of Work".
- b. Section III entitled "General Provisions Service Contracts".
- c. Section I entitled "Instructions to Offerors".



**SECTION II - STATEMENT OF WORK (SOW)  
RFP 23-R0010**

TABLE OF CONTENTS  
FOR SECTION II  
STATEMENT OF WORK

Clause		
1.	<b>SCOPE</b>	7
2.	<b>BACKGROUND</b>	7
3.	<b>CONTRACTOR'S RESPONSIBILITIES</b>	7
4.	<b>DISTRICT'S RESPONSIBILITIES</b>	7
5.	<b>OTHER DESIRED FEATURES</b>	8
6.	<b>CONTRACT PERIOD</b>	8
7.	<b>CONTRACT ADMINISTRATOR</b>	8

1. **SCOPE**

The Fairbanks North Star Borough School District is requesting proposals for Criminal Background Checking Services. The purpose of the criminal background check is to properly screen potential employees, leased employees, or volunteers who have contact with School District students through their affiliation with the School District in order to provide a safe and secure environment for students, staff, and volunteers.

2. **BACKGROUND**

The Fairbanks North Star Borough School District (FNSBSD, District or Buyer) is responsible for the public education programs for those guaranteed a public education by law. In order to provide a safe and secure environment for students, staff and volunteers, a criminal background check program has been instituted as part of the vetting process for employment and volunteer candidacy for the District. As a minimum staffing level is required to maintain a safe environment for students, the delay in placing new employees, leased employees or volunteers cannot be unreasonable.

The District currently processes approximately 1,300 background checks per year and anticipates reaching a volume of between 1,300 - 2,600 checks per year.

3. **CONTRACTOR'S RESPONSIBILITIES**

Contractor will provide background checking services via a secure internet based system and in compliance with all applicable laws/guidelines (e.g. Fair Credit Report Act, Equal Employment Opportunity Commission, any applicable State laws).

Contractor should be able to maintain a secured server with appropriate backup systems to adequately provide for the security of the Buyer's background check reports in active and archived files for a period of no less than 5 years from the creation date of each report.

Contractor should be able to provide legal updates and continuing education opportunities to the Buyer's system administrators to facilitate efficient use of the database and inquiry mechanism.

4. **DISTRICT'S RESPONSIBILITIES**

The District will provide staffing, computers and internet access necessary to initiate the review background check results.

5. **OTHER DESIRED FEATURES**

1. Previous and/or current work history with a Public School District client(s) is favored.

6. **CONTRACT PERIOD**

July 1, 2023 (or date of contract execution) through June 30, 2025. This contract may be extended upon mutual agreement of the Buyer and Seller for up to five (5) additional one (1) year periods.

7. **CONTRACT ADMINISTRATOR**

Robyn Anderson  
Human Resources  
FNSBSD  
520 Fifth Avenue, Fairbanks, AK 99701

SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

SECTION III - GENERAL PROVISIONS SERVICE CONTRACTS  
RFP 23-R0010

TABLE OF CONTENTS  
FOR SECTION III  
GENERAL PROVISIONS

Clause		
1.	<b>APPLICABLE LAW AND DISPUTES</b>	9
2.	<b>ASSIGNMENT AND SUBCONTRACTING</b>	10
3.	<b>AUDIT OF RECORDS</b>	10
4.	<b>BANKRUPTCY</b>	10
5.	<b>BUYER FURNISHED PROPERTY</b>	10
6.	<b>BUYER'S INSPECTORS</b>	11
7.	<b>BUYER'S RIGHT TO USE INFORMATION DISCLOSED BY SELLER</b>	11
8.	<b>CALENDAR DATES</b>	11
9.	<b>CHANGES</b>	11
10.	<b>CLAUSE HEADINGS</b>	11
11.	<b>CONFIDENTIAL RELATIONSHIP</b>	11
12.	<b>CONTINUITY OF SERVICES</b>	12
13.	<b>CONTRACT ADMINISTRATION</b>	12
14.	<b>DEFINITIONS</b>	12
15.	<b>EXCUSABLE DELAYS</b>	13
16.	<b>IDENTIFICATION OF SELLER'S EMPLOYEES</b>	13
17.	<b>INDUSTRIAL LAWS AND BENEFITS</b>	13
18.	<b>INSPECTION OF SERVICES</b>	14
19.	<b>INSURANCE</b>	14
20.	<b>LAWS AND ORDINANCES</b>	15
21.	<b>NON-DISCRIMINATION</b>	15
22.	<b>MATERIAL AND WORKMANSHIP</b>	15
23.	<b>MODIFICATION OF CONTRACT</b>	15
24.	<b>NO WAIVER OF CONDITIONS</b>	15
25.	<b>NON APPROPRIATION</b>	16
26.	<b>NOTICE TO THE BUYER OF LABOR DISPUTES</b>	16
27.	<b>OPERATION AND STORAGE AREAS</b>	16
28.	<b>OTHER CONTRACTS</b>	16
29.	<b>PERMITS AND RESPONSIBILITIES</b>	16
30.	<b>PROTECTION OF BUILDINGS, EQUIPMENT AND VEGETATION</b>	16
31.	<b>PUBLIC RELEASE OF INFORMATION</b>	16
32.	<b>REMOVAL OF SELLER'S UNSATISFACTORY EMPLOYEES</b>	17
33.	<b>SAFETY</b>	17
34.	<b>SUPERINTENDENCE BY SELLER</b>	17
35.	<b>TAXES</b>	17
36.	<b>TERMINATIONS</b>	17
37.	<b>UTILITY SERVICES</b>	17
38.	<b>WARRANTY OF SERVICES</b>	18
39.	<b>PAYMENT</b>	18
40.	<b>INDEMNITY</b>	18

1. **APPLICABLE LAW AND DISPUTES**

Any dispute with respect to this contract shall be governed by the laws of Alaska and FNSB School Board Policies. Any appeal of an administrative order and any original action to enforce any provision of this agreement or to obtain any relief from remedy in connection with this agreement may be brought only in the Superior Court for the Fourth Judicial District of Alaska.

## SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

### 2. ASSIGNMENT AND SUBCONTRACTING

This Contract or any interest hereunder shall not be assigned or transferred by the Seller without the prior written consent of the Buyer and subject to such terms and conditions that the Buyer may impose. The Buyer shall not consent to any proposed assignment unless and until the Seller furnishes the Buyer with two (2) executed copies of the assignment. The Seller shall not subcontract the furnishing of any of the complete or substantially complete items required by this Contract, without the prior written approval of the Buyer.

### 3. AUDIT OF RECORDS

Seller shall keep adequate records of direct labor costs and all other costs of the performance of this Contract, which shall be subject to audit by the Buyer in the event of termination for convenience or with respect to any work for which the price or any part thereof is based on time and cost of materials.

### 4. BANKRUPTCY

The Buyer may terminate this Contract in whole or in part by written or telegraphic notice:

- a. If the Seller shall become insolvent or make a general assignment for the benefit of creditors; or
- b. If a petition under any bankruptcy act or similar statute is filed by or against the Seller and is not vacated within ten (10) days after it is filed.

Termination under this clause shall be in accordance with the "Termination for Default" clause.

### 5. BUYER FURNISHED PROPERTY

#### a. Furnished Property

The Buyer shall deliver to the Seller for incorporation into the work to be performed, the property described in the SOW as Buyer furnished property, hereinafter referred to as "property". All property shall be identified as property of the Buyer. The property shall be used exclusively on the work required by this Contract. The Seller shall establish procedures for the inventorying, storage, maintenance, and inspection of the property. Records of such shall be made available to the Buyer upon request.

#### b. Delivery

The performance schedule of this Contract is based upon the premise that property suitable for use will be delivered to the Seller at the times stated in the SOW or, if not so stated, in sufficient time to enable the Seller to meet the performance schedule. If the property is not delivered to the Seller by such time or times, the Buyer shall, upon timely written request made by the Seller, make a determination of the extent of the delay, if any, incurred by the Seller thereby, and shall equitably adjust the performance schedule or the Contract price, or both, and any other contractual provision affected by such delay, in accordance with the "Changes" clause. If the property is received by the Seller in a condition which makes it not suitable for its intended use, the Seller shall, upon receipt thereof, notify the Buyer of such fact. Upon such notice, the Buyer shall advise the Seller of the disposition to be made of the property and issue a change order, with respect to such property, under the "Changes" clause.

#### c. Risk of Loss

The Seller assumes the risk of, and shall be responsible for, any loss or damage to property furnished under this clause upon its delivery to the Seller. Seller shall maintain adequate insurance to cover this risk.

#### d. Access

The Buyer, and any persons designated by the Buyer, shall at all reasonable times have access to the premises where the property is located for the purpose of inspecting the property.

#### e. Changes in Property

### SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

- i. By notice in writing, the Buyer may:
  - (1) increase, decrease or withdraw the property provided or to be provided by the Buyer under this clause, or
  - (2) substitute other property for property to be provided by the Buyer. The Seller shall promptly take such action as the Buyer may direct with respect to the removal and shipping of property delivered and later withdrawn by such notice.
- ii. Upon any increase, decrease, withdrawal or substitution of property pursuant to paragraph E.1 above, the Buyer, upon the written request of the Seller or on the Buyer's own accord, shall equitably adjust such contractual provisions as may be affected by the increase, decrease, withdrawal or substitution in accordance with the "Changes" clause.

f. Title

Title to all property shall remain in the Buyer.

6. **BUYER'S INSPECTORS**

The work shall be subject to inspection by the Buyer's appointed inspectors to insure strict compliance with the terms of the Contract. The inspectors are not authorized to change any provision of the specifications or any other part of this Contract without written authorization of the Buyer, nor shall the presence or absence of an inspector relieve the Seller from any requirements of the Contract.

7. **BUYER'S RIGHT TO USE INFORMATION DISCLOSED BY SELLER**

Unless otherwise expressly set forth to the contrary in this Contract, the Buyer shall have the right to use and have used, for any purpose, unpatented information concerning the services performed by the Seller hereunder which Seller may disclose to the Buyer during performance of this Contract if such information is furnished without restrictions on its use.

8. **CALENDAR DATES**

All periods of days referred to in this Contract shall be measured in calendar days.

9. **CHANGES**

The Buyer may, at any time, and from time to time, by a written order, make changes, within the general scope of this Contract, including but not limited to the definition of services to be performed, and the time (i.e., hours of the day, days of the week, etc.) and place of performance thereof. If any such change causes an increase or decrease in the cost of, or the time required for the performance of any part of the work under this Contract, whether changed or not changed by any such order, an equitable adjustment shall be made in the Contract price or performance schedule, or both, and the Contract shall be modified in writing accordingly. Any claim by the Seller for adjustment under this clause must be asserted, by the Seller, in writing within fifteen (15) days from the date of receipt by the Seller of the written Change Order unless the Buyer grants, in writing, an extension to the fifteen (15) day period. Where the cost of property made obsolete or excess as result of a change is included in the Seller's claim for adjustment, the Buyer shall have the right to prescribe the manner of disposition of such property. Failure to agree to any adjustment shall be a dispute within the meaning of the "Applicable Law and Disputes" clause. Charges for any extra work or material will not be allowed unless made pursuant to this clause.

10. **CLAUSE HEADINGS**

The headings and subheadings of clauses contained herein are used for convenience and ease of reference and shall not limit the scope or intent of the clause.

11. **CONFIDENTIAL RELATIONSHIP**

The Seller shall treat as confidential all information supplied by Buyer or obtained by the Seller as a result of performance under this Contract unless such is in the public domain. The Seller shall not disclose any information related to this Contract to any person not authorized by the Buyer in writing to receive it.

### SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

#### 12. CONTINUITY OF SERVICES

- a. The Seller recognizes that: (1) the services provided under this Contract are vital to the Buyer's operations, (2) continuity thereof must be maintained at a consistently high level without interruption, (3) upon expiration of this Contract or termination of this Contract for convenience or default, a successor, either the Buyer or another seller, may continue the services performed hereunder, (4) the successor will require phase-in training and assistance, (5) the Seller's cooperation is required in order to effect an orderly and efficient transition to a successor.
- b. Therefore, the Seller shall, upon written notification by the Buyer, provide phase-in and phase out (PIPO) services for up to sixty (60) days after expiration or termination of this Contract. Such notice shall be given sixty (60) days prior to Contract expiration or concurrently with the notice of termination. After notification, the Seller shall negotiate in good faith with a successor in determining the nature and extent of the PIPO services, including the cost thereof and a mutually acceptable detailed plan for PIPO operations. The plan shall have a training program and specify a date for shifting the responsibilities to the successor for each division of work set forth in the plan. The plan shall be subject to the approval of the Buyer.
- c. The Seller shall provide sufficient experienced personnel during the PIPO period to ensure that the services performed under this Contract are maintained at a high level of proficiency.
- d. The Seller shall be reimbursed for all reasonable PIPO costs which are those costs accruing within the agreed period after Contract expiration or termination which result from the PIPO operations. A profit shall be paid on said costs unless the Contract has been terminated for default.
- e. The Seller shall cooperate with the successor in allowing as many of the Seller's personnel as practicable to remain on the job and to transfer to the successor in order to enhance the continuity and consistency of the services required under this Contract. Therefore, the Seller shall furnish to the successor the necessary personnel records and allow the successor to conduct onsite interviews with the Seller's employees. If said employees are agreeable to the transfer and are accepted by the successor, then the Seller shall release them for employment by the successor at a mutually acceptable date and shall negotiate the transfer of their earned fringe benefits, if any, to the successor.

#### 13. CONTRACT ADMINISTRATION

Notwithstanding any other provisions of this Contract or any document referenced herein, the Buyer's Director of Procurement, or cognizant Contract Administrator are the only individuals authorized to make the changes in or redirect the work required by this Contract. Where the Buyer's approval is required under the terms of this Contract, it shall be construed to mean the approval of the Buyer's Director of Procurement or the cognizant Contract Administrator. In the event the Seller effects any change at the direction of any other person, the change will be considered as having been made without authority and an adjustment shall not be made in Contract price or performance schedule as a result thereof.

#### 14. DEFINITIONS

As used in this Contract, the following terms shall have the meanings set forth below:

	<b>TERM</b>	<b>MEANING</b>
a.	"Advise"	Advise in writing.
b.	"Appoint"	Appoint in writing.
c.	"Approval"	Approval in writing.
d.	"Buyer"	Person or persons designated in writing who are authorized to act on behalf of the Buyer. This designation shall be made by the Buyer on or before the date work commences under this Contract.

### SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

e.	"Change Order"	A written order signed by the Buyer directing the Seller to make changes in the work without the consent of the Seller.
f.	"Contract Amendment" or "Contract Modification"	A written alteration in any part of the Contract whether accomplished by unilateral action in accordance with a contract provision, or by mutual action of the parties. It includes change orders and notices of termination.
g.	"Designate"	Designate in writing.
h.	"Direction"	Direction in writing.
i.	"Includes"	Includes but is not limited to.
j.	"Item"	Hardware, data, software, materials, spare parts and other articles to be delivered or services to be performed.
k.	"May"	May is permissive, however, the words "no person may" mean that no person is required, authorized, or permitted to do the act prohibited,
l.	"Shall"	Shall is imperative.
m.	"Statement of Work"/ "SOW"	All specifications, drawings, data and other information included or referenced in the Statement of Work.
n.	"Subcontractor(s)"	All persons, vendors and entities furnishing work, property or services to the Seller for use on this Contract.
o.	"Work"	Includes equipment, installation, material and services.

#### 15. **EXCUSABLE DELAYS**

The Seller shall not be liable for damages, including liquidated damages, if any, for delays in performance or failure to perform due to causes beyond the control and without the fault or negligence of the Seller. Such causes include but are not limited to, acts of God, acts of the public enemy, acts of the United States Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or unusually severe weather.

#### 16. **IDENTIFICATION OF SELLER'S EMPLOYEES**

The Seller shall be responsible for furnishing to each employee and for requiring each employee engaged on the work site to display such identification as may be approved and directed by the Buyer. All prescribed identification shall be delivered immediately to the Buyer, for cancellation upon the release of any Seller's employee. The Seller shall include a clause containing the substance of this clause in all subcontracts hereunder.

#### 17. **INDUSTRIAL LAWS AND BENEFITS**

In all matters relating to this Contract, the Seller shall be acting as an independent contractor. Neither the Seller nor any of the persons furnishing materials or performing work or services which are required by this Contract are employees of the Buyer within the meaning of or the application of any Federal, or State Unemployment Insurance Law, or other Social Security, or any Workmen's Compensation, Industrial Accident Law, or other Industrial or Labor Law. At its own expense, the Seller shall comply with such laws, and assume all obligations imposed by any one or more of such laws with respect to this Contract.

### SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

#### 18. INSPECTION OF SERVICES

- a. All services shall be subject to inspection and test by the Buyer, to the extent practicable at all times and places during the term of the Contract and during PIPO operations. All inspections and tests by the Buyer shall be made in such a manner as not to unduly delay the work.
- b. If any services performed hereunder are not in conformity with the requirements of this Contract, the Buyer shall have the right to require the Seller to perform the services again in conformity with the requirements of the Contract, at no expense to the Buyer. When the defective services performed are of such a nature that the defect cannot be corrected by reperformance of the services, the Buyer shall have the right to: (1) require the Seller to immediately take all steps necessary to ensure future performance of the services in conformity with the requirements of the Contract; (2) and reduce the Contract price to reflect the reduced value of the services performed, If the Seller fails to perform promptly the services again or to take necessary steps to ensure future performance of the services in conformity with the requirements of the Contract, the Buyer shall have the right to either (a) by Contract or otherwise have the services performed in conformity with the Contract requirements and charge the Seller any cost incurred by the Buyer that is directly related to the performance of such services; or (b) terminate this Contract for default pursuant to the "Termination for Default" clause.
- c. Records of all inspections and tests by Seller shall be kept complete and available to Buyer during performance of this Contract and for such a longer period as may be specified elsewhere in this Contract.

#### 19. INSURANCE

Before commencing work, Seller shall procure and maintain insurance of the limits and kinds enumerated hereunder with an insurance company rated as "Excellent" or "Superior" by A. M. Best Company. Certificates of such insurance issued by the Seller's insurance carrier shall be filed with the Buyer before commencement of work and shall set forth the following:

- a. LIMITS The contractor shall obtain insurance for not less than the following limits:
  - i. Commercial general liability: \$1,000,000 limit
  - ii. Comprehensive automotive liability: \$1,000,000 combined single limit
  - iii. Workers compensation: \$100,000 each accident, \$500,000 disease-policy limit, and \$100,000 disease-each employee. This policy must be endorsed with a waiver of subrogation in favor of the School District.
- b. AUTOMOBILE LIABILITY INSURANCE.
  - i. All automobiles must be insured when the contractor is using them to do work under this agreement. The following coverages automatically qualify:
    - (a) All autos or
    - (b) All owned, nonowned, and hired autos.
  - i. If the contractor submits insurance covering only scheduled autos, then the contractor agrees to use only those insured vehicles for the work and to insure any additional vehicles before using them for the work.
- c. WORKER'S COMPENSATION The contractor understands that all employees must be covered by worker's compensation insurance during the term of the contract with the School District.
- d. ALTERNATE COVERAGE A combination of primary and excess/umbrella policies may be used to fulfill the insurance requirements of the section.
- e. ADDITIONAL INSURED The School District must be listed as an additional insured in the contractor's commercial general liability policy.



### SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

- f. **CERTIFICATE OF INSURANCE** Before starting work, the contractor will provide a certificate of insurance in a form acceptable to the School District showing that the contractor has the required insurance coverage.
- g. **CANCELLATION** The School District must receive notice if the contractor's insurance is going to be canceled, not renewed, or changed in some important way. The certificate of insurance must say that the insurer will notify the School District at least 30 days before the insurer cancels, refuses to renew, or materially changes the coverage.
- h. **INCREASED COVERAGE** During the contract term, the School District might require higher limits of insurance than those listed in this section. If the School District requires such insurance, and the insurer raises its premium as a result of higher limits, then the Borough will pay the contractor the difference between the old and the new premiums.
- i. Certificates of Insurance shall be issued to:

Fairbanks North Star Borough School District  
520 Fifth Avenue  
Fairbanks, AK 99701

20. **LAWS AND ORDINANCES**

The Seller shall comply with all applicable laws, ordinances, rules and regulations including Federal, State and Municipal authorities and departments relating to or affecting the work hereunder or any part thereof, and shall secure and obtain any and all permits, licenses and consents as may be necessary in connection therewith. The Seller agrees to indemnify and hold harmless the Buyer from and against any and all liability or direct consequential damage, including but not limited to, any fines, penalties, or other corrective measures the School District may suffer resulting from any violation by the contractor of such laws, ordinances, rules, and regulations.

21. **NON-DISCRIMINATION**

The Seller agrees that if awarded a contract under this invitation they shall comply with the applicable provisions of the Federal Civil Rights Act of 1964 and all amendments thereto, the Equal Employment Opportunity Act and all amendments thereto, the Fairbanks North Star Borough School Board Policy, article 441, and all regulations issued thereunder by the Federal and State governments. If the contractor fails to comply with such acts and regulations, the School District shall have the right to immediately terminate this contract.

22. **MATERIAL AND WORKMANSHIP**

All equipment, material and articles used in the work covered by this Contract are to be of the most suitable grade for the purpose intended. Unless otherwise specified herein, reference to any equipment, material, article, or patented process by trade name, make, or catalog number shall be regarded as establishing a standard or quality and the Seller may, with the Buyer's prior written approval, substitute any equipment, material, article or process which in the judgment of the Buyer is equal to that named.

23. **MODIFICATION OF CONTRACT**

This Contract contains all the agreements and conditions under which the work is to be performed and no course of dealing or usage of the trade shall be applicable unless expressly incorporated in this Contract. The terms and conditions contained in this Contract may not be added to, modified, superseded or otherwise altered except by written modification signed by authorized representatives of the Buyer's Procurement Department and the Seller.

24. **NO WAIVER OF CONDITIONS**

Failure of the Buyer to insist on strict performance shall not constitute a waiver of any of the provisions of this Contract or waiver of any other default of the Seller.

### SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

#### 25. **NON APPROPRIATION**

All funds for payment by the School District under this contract are subject to the availability of annual appropriations for this purpose by the state legislature and the Fairbanks North Star Borough Assembly. In the event of non appropriation of funds by the above governing bodies for the services provided under the contract, the School District will terminate the contract, without termination charge or other liability, on the last day of the then-current fiscal year or when the appropriation made for the then-current year for the services covered by this contract is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this contract, cancellation shall be accepted by the contractor on thirty days' prior written notice, but failure to give such notice shall be of no effect and the School District shall not be obligated under this contract beyond the date of termination.

#### 26. **NOTICE TO THE BUYER OF LABOR DISPUTES**

- a. Whenever the Seller has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this Contract, the Seller shall immediately give notice thereof, including all relevant information with respect thereto, to the Buyer.
- b. The Seller shall insert the substance of this clause, including this paragraph B., in any subcontracts hereunder. Each such subcontract shall provide that in the event of its timely performance is delayed or threatened by delay by any actual or potential labor dispute, the subcontractor shall immediately notify the Seller of all relevant information with respect to such dispute.

#### 27. **OPERATION AND STORAGE AREAS**

All operations of the Seller, including storage of materials, shall be confined to areas authorized or approved by the Buyer. No unauthorized or unwarranted entry upon, passage through, or storage or disposal of materials shall be made upon other premises. The Seller shall hold and save the Buyer, its employees, officers and agents, free and harmless from liability of any nature of kind arising from any use, trespass or damage incurred by Seller's operations on premises of third persons.

#### 28. **OTHER CONTRACTS**

The Buyer may undertake or award other contracts for additional work, and the Seller shall fully cooperate with such other contractors and Buyer's employees and carefully fit its own work to such additional work as may be contracted for by the Buyer. The Seller shall not commit or permit any act which will interfere with the performance of work by any other contractor or by Buyer's employees.

#### 29. **PERMITS AND RESPONSIBILITIES**

Without additional expense to the Buyer, the Seller shall be responsible for obtaining any necessary licenses and permits, and for complying with all applicable laws, codes, and regulations, in connection with the prosecution of the work. The Seller shall be responsible for all damages to persons or property that occur as a result of its fault or negligence. Seller shall take proper safety and health precautions to protect the work, employees of the Buyer and Seller, the public, and the property of others.

#### 30. **PROTECTION OF BUILDINGS, EQUIPMENT AND VEGETATION**

The Seller shall use reasonable care to avoid damaging existing buildings, structures, equipment and vegetation such as trees, shrubs and grass on the Buyer's facility. If the Seller fails to do so and damages any such buildings, structures, equipment, or vegetation, Seller shall replace or repair the damage at no expense to the Buyer as directed by the Buyer. If Seller fails or refuses to make such repair or replacement, the Seller shall be liable for the cost thereof which may be deducted by the Buyer from payments due or which may become due to the Seller.

#### 31. **PUBLIC RELEASE OF INFORMATION**

Unless the prior written consent of the Buyer is obtained, the Seller shall not, except as may be required by law or regulations, in any manner advertise or publish or release for publication any statement or information mentioning the Buyer, or the fact that the Seller has furnished or contracted to furnish to the Buyer the services required by this Contract, or quote the opinion of any employee of Buyer.

### SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

#### 32. **REMOVAL OF SELLER'S UNSATISFACTORY EMPLOYEES**

By written notice, the Buyer may require the Seller to remove from the work any employee the Buyer deems incompetent, careless, or otherwise objectionable.

#### 33. **SAFETY**

- a. Seller shall be responsible for safety related to and during the performance of the work hereunder. Seller shall insure that its employees and the employees of its subcontractors are notified of and observe and abide by all safety regulations and laws including but not limited to those issued by the Buyer, and any revisions of the foregoing that may hereinafter be applicable.
- b. Said laws and regulations are minimum requirements for the Seller. Seller shall take any additional precautions necessary or proper under the circumstances to prevent injury to or death of persons and/or damage to property. Compliance with such laws and regulations by the Seller, or Buyer's approval of any actions or procedures of the Seller, as provided herein shall not relieve the Seller of its obligations to use due care in performing the work required under this Contract.
- c. Seller shall immediately notify Buyer of any damage to property and/or injury to, or death of, persons which occurs in connection with or is in any way related to the work. Seller shall furnish Buyer a written report of the aforesaid as soon as possible.

#### 34. **SUPERINTENDENCE BY SELLER**

The Seller shall have a competent foreman or superintendent, satisfactory to the Buyer, on the work site at all times during the performance of work. Said foreman or superintendent shall have the authority to act for the Seller.

#### 35. **TAXES**

Unless prohibited by law or otherwise stated to the contrary in this Contract, the Seller shall pay and has included in the price of this Contract, any Federal, State or Local Sales Tax, Transportation Tax, or other similar levy which is required to be imposed upon the work or services to be performed.

#### 36. **TERMINATIONS**

##### a. **TERMINATION FOR CONVENIENCE**

The School District may terminate a contract, in whole or in part, without showing cause upon giving written notice to the Contractor. The School District shall pay all reasonable costs incurred by the Contractor up to the date of termination. The Contractor will not be reimbursed for any anticipatory profits which have not been earned up to the date of termination.

##### b. **TERMINATION FOR DEFAULT**

If the contractor refuses or fails to prosecute the work or any separate part, with the diligence that will ensure its completion within the time specified in this contract including any extension, or fails to complete the work within this time, the School District may, by written notice to the Contractor, terminate the right to proceed with the work (or the separable part of the work) that has been delayed. In this event, the School District may take over the work and complete it by contract or otherwise, and may take possession of and use any materials, appliances, and plant on the work site necessary for completing the work. The Contractor and its sureties shall be liable for any damage to the School District resulting from the Contractor's refusal or failure to complete the work within the specified time, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the School District in completing the work.

#### 37. **UTILITY SERVICES**

The Buyer will make available to the Seller, from existing outlets and connections, the utilities specified in the SOW. Except as otherwise provided in the SOW, utilities shall be furnished without charge. The Seller shall conserve utilities furnished without charge.

### SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

#### 38. **WARRANTY OF SERVICES**

Notwithstanding inspection and acceptance by the Buyer or any provision concerning the conclusiveness thereof, the Seller warrants that all services performed under this Contract shall, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this Contract. The Buyer shall give written notice of any such defect or nonconformance to the Seller within five (5) days after date of acceptance by Buyer. Such notice shall state either (1) that the Seller shall correct or reperform any defective or nonconforming services, or (2) that the Buyer does not require correction or reperformance. If the Seller is required to correct or reperform, it shall be at no cost to the Buyer, and any services corrected or reperformed by the Seller pursuant to this clause shall be subject to all provisions of this clause to the same extent as work initially performed. If the Seller fails or refuses to correct or reperform, the Buyer may, by contract or otherwise, correct or replace with similar services and charge to the Seller the cost incurred to the Buyer thereby or obtain an equitable adjustment in the Contract price. If the Buyer does not require correction or reperformance, the Buyer shall make an equitable adjustment in the Contract price. Except as otherwise provided herein, the Seller warrants that all articles, materials, and equipment supplied under this contract are new, conform to the specifications of this contract, to be of merchantable quality, are fit for the use intended, and are free from defects in materials and workmanship. The Buyer requires that the Seller honor guarantees and warranties offered by the manufacturer.

#### 39. **PAYMENT**

Unless otherwise stated in the SOW, payment will be tendered after all work is complete, has been inspected by the appropriate School District inspector and found to be in compliance with commonly accepted industry standards, building codes and regulations, and the terms and conditions of this document. Contingent with the above, payment will be made within 30 days of receipt of an invoice by the School District.

#### 40. **INDEMNITY**

Except for claims arising out of acts caused by the sole negligence of the School District, its agents, servants or employees, the contractor agrees to indemnify and hold harmless the School District, its agents, servants and employees, from acts or omissions of any nature whatsoever of the contractor, its agents, servants and employees, causing injury to, or death of person(s) or damage to property during the term of this contract, and from any expense incident to the defense of the School District therefrom.

## Submittal Tab a - Policy and Operations

Policy and Operations. Describe in detail how the service will be provided. Include a description of the major tasks and subtasks.

1. Screening Services –
  - a. Provide a detailed listing of screening services available to clients including sources used to provide reports.
  - b. Describe International background report availability and the process for procuring an international criminal search. Please provide information relating to the company's ability to handle international disputes. Is the company Safe Harbor Certified?
  - c. Describe the methods available to customize background search reports.
  - d. Describe the average turnaround time for each type of report.
  - e. Describe the management reporting available with your services and method used to conduct the management reporting.
2. Implementation Management -
  - a. Describe your new client implementation process in detail including the key steps and average timeline to complete.
  - b. Describe the training and educational resources the company provides to clients including both pre and post client implementation.
  - c. Outline the proposed client management team including team location and functional roles and hours of operation.
3. Customer Service –
  - a. Describe the hours of operation for customer service.
  - b. Describe how problem identification and problem resolution will be handled.
  - c. Describe how you respond to customer complaints and service issues.
  - d. Describe how you assess customer satisfaction.
4. Technology and Data Security –
  - a. Describe in detail the online system that will be used to place orders, accept electronic authorization and track results. Include all methods available to clients to process order requests.
  - b. Describe how employees are granted access to sensitive customer data. Explain how you manage internal access rights.
  - c. Describe any technical features unique to the company that provide greater efficiency or are value added services to clients.
  - d. Provide a list of specific software requirements needed by clients to access and utilize the system.
  - e. Describe the notifications available to clients for delays in report completion.
  - f. Provide information about batch processing availability.
  - g. Describe the password policy for system access by clients.
  - h. Describe the retention and disposal policy.
  - i. Describe the data recovery and backup systems.
  - j. Describe in detail security measures used to secure the Buyer's background reports - both active and archived.
5. Compliance & Training –
  - a. Describe all measures the company takes to ensure legal compliance pertaining to employment screening including Fair Credit Reporting Act (FCRA) and Equal Employment Opportunity Commission (EEOC).
  - b. Describe adverse action process systems available to clients.
  - c. Describe the ongoing legal compliance training provided to clients and identify if this is an additional cost.

Submittal Tab b - Corporate Experience and Capacity

Corporate Experience and Capacity. Describe the experience of the firm in providing the service, the number of years that the service has been delivered.

Describe expansions (if any) necessary to accommodate the described requirement.

Detail any adverse actions that have been taken against your firm relating to legal action due to alleged negligence.

- a. The company's full contact information including website.
- b. The vendor client relation ratio for the past 3 years.
- c. A brief history of vendor business including professional organization membership, awards, and accreditation.
- a. Describe the internal process for training new employees prior to engaging them with client relations.

### Submittal Tab c -References

Provide at least three (3) references for contracts of similar size and scope, including at least two references for current contracts or those awarded during the last three years. The School District reserves the right to ask for additional references or seek references from other sources.

Submittal Tab d - Acceptance of Conditions

Acceptance of Conditions. Indicate any exceptions to the clauses contained in Section III (General Provisions - Service Contracts), Section II (Statement of Work), or any enclosures/attachments contained in this solicitation.



Submittal Tab e - Additional Data

Additional Data. Provide any additional information that will aid in evaluation of the response

## Submittal Tab f -Cost Data

1. Service Costs & Client Billing -
  - a. Provide a detailed fee structure for all services available to clients including any pricing discounts available to your clients.
  - b. Provide a package price for the following 5 searches:
    - i. Social Security Trace
    - ii. Search of all County Criminal Courts where applicant has resided for past 7 years
    - iii. Search of all Federal District Courts where applicant has resided for past 7 years
    - iv. Search of National Sex offender
    - v. Search of National Database
  - c. Describe your client billing process including payment terms and associated late fees. Please provide sample billing/invoice.

Submittal Tab g - Amendment Acknowledgement

RFP-23-R0010

Please indicate each amendment received and sign to acknowledge receipt. Return this form with your proposal packet. Failure to acknowledge receipt of amendments may result in a determination of your proposal as nonresponsive.

Amendment No.	Receipt Acknowledged (Signature)	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Submittal Tab h - Non-Collusion Certificate

THE OFFEROR CERTIFIES THAT

- a. THE PRICES IN THIS OFFER HAVE BEEN ARRIVED AT INDEPENDENTLY, WITHOUT, FOR THE PURPOSE OF RESTRICTING COMPETITION, ANY CONSULTATION, COMMUNICATION, OR AGREEMENT WITH ANY OTHER OFFEROR OR COMPETITOR RELATING TO (I) THOSE PRICES, (II) THE INTENTION TO SUBMIT AN OFFER, OR (III) THE METHODS OR FACTORS USED TO CALCULATE THE PRICES OFFERED,
- b. THE PRICES IN THIS OFFER HAVE NOT AND WILL NOT BE KNOWINGLY DISCLOSED BY THE OFFEROR, DIRECTLY OR INDIRECTLY, TO ANY OTHER OFFEROR OR COMPETITOR BEFORE CONTRACT AWARD UNLESS OTHERWISE REQUIRED BY LAW, AND
- c. NO ATTEMPT HAS BEEN MADE OR WILL BE MADE BY THE OFFEROR TO INDUCE ANY OTHER CONCERN TO SUBMIT OR NOT TO SUBMIT AN OFFER FOR THE PURPOSE OF RESTRICTING COMPETITION.

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Title)**

\_\_\_\_\_  
**(Business Name)**

\_\_\_\_\_  
**(Date)**