



DURHAM PUBLIC SCHOOLS BOARD OF EDUCATION

Request for Proposal

Criminal Background Check Services

August 29, 2023

P.O. Box 30002

Durham, North Carolina 27702

RFP#: 179-2324-228-BACKGR-CK-SVS

DURHAM PUBLIC SCHOOLS REQUEST FOR PROPOSAL (RFP)

The Board of Education of Durham Public Schools (hereinafter called the “unit”) invites qualified independent criminal background check vendors (hereinafter called “vendors”) having sufficient experience in performing timely and accurate criminal background checks to submit a Request for Proposal.

There is no expressed or implied obligation for the unit to reimburse vendors for any expenses incurred in preparing proposals in response to this request.

The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFP shall govern in any resulting contract(s) unless approved otherwise in writing by the unit. The bidder consents to personal jurisdiction and venue in a state court of competent jurisdiction in Durham County, North Carolina.

Type of Criminal Background Check Services:

The unit is seeking comprehensive Criminal Background Check Services for all employees, volunteers, applicants, and other persons that provide services to Durham Public Schools. Criminal Background Check Services will include any state, federal, and local information related to criminal charges and/or convictions, as well as sex offender registry information.

Period

The unit intends to enter into a two year contract, subject to annual governing board approval. The unit reserves the right to request proposals at any time following the first year of this contract, to begin on or after July 1, 2023.

Requirements

The Criminal Background Check Services must be conducted in accordance with generally accepted standards.

The vendor will provide accurate criminal background reports electronically within 1-2 business days of the unit’s request throughout the entire calendar year. The vendor will be ultimately responsible for the preparation, typing, proofing, printing, and accuracy of all criminal background checks provided.

The vendor must submit a copy of a proposed contract for services including all fees and costs, as well as provisions for assuring accuracy of the criminal background checks.

Description of Selection Process

One original and two copies of the proposal should be submitted at the time and place indicated below in the section **Time Schedule for Awarding the Contract**

The Assistant Superintendent for Human Resources and/or designee will evaluate the vendor based on the proposed contract terms and professional reputation, The vendor best meeting the unit’s expectations for Criminal Background Check Services processes, cost considerations, and professional reputation will be selected.

PLEASE KEEP IN MIND THAT COST, WHILE AN IMPORTANT FACTOR, WILL NOT BE A SOLE DETERMINING FACTOR. UNUSUALLY LOW BIDS THAT ARE OBVIOUSLY OUT OF LINE WITH OTHER BIDDERS OR ARE SIGNIFICANTLY LOWER THAN OUR CURRENT FEES WILL RAISE CONCERN. THE LOWEST BID WILL NOT AUTOMATICALLY BE AWARDED PREFERENTIAL CONSIDERATION.

The Board of Education requests that no Durham Public Schools officials be contacted during this process. The Assistant Superintendent for Human Resources and/or designee may be contacted, via email only, to clarify questions concerning the RFP.

The Board of Education reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the Board of Education.

Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid.

REQUEST FOR PROPOSAL (RFP)

The RFP should address the requested information below. The corresponding responses should begin with the number below for the requested information.

1. Indicate the number of people (names, contact information, title, job duties) located within the headquarters and local office that will handle the Criminal Background Check Services.
2. Provide a list of the vendor's current and prior clients over the past 5 years, indicating the specific dates services were initiated and ended, as applicable.
3. Indicate the experience of the headquarters and local office in providing Criminal Background Check Services. Relevant experience with current reporting models should be clearly communicated.
4. Describe the vendor's participation in quality control programs, including but not limited to membership organizations, peer review, etc.
5. Describe the relevant educational background and professional experience of each person assigned to the provision of Criminal Background Check Services provision of
6. Provide names, addresses, and telephone numbers of personnel of current and prior school district and local clients who may be contracted for a reference.
7. Provide a copy of the firm's Statement of Policy and Procedures.
8. Describe the vendor's liability insurance coverage.
9. Describe any regulatory action taken by any oversight body or any lawsuits against the proposing vendor organization or local office.

Time Schedule for Awarding the Contract

The Request for Proposal, is due by September 19, 2023 at 1 p.m. Proposals signed by authorized officials should be sent under a separate cover to the attention of Tanita Nicholson, Durham Public Schools Purchasing Officer, 511 Cleveland Street, Durham, NC 27701.

Envelopes containing proposals should be clearly identified on the front with the words “RFP#: 179-2324-227-BACKGR-CK-SVS. The Purchasing Department will conduct the Bid Opening and refer the proposals to the Durham Public Schools Human Resources Department for review. A recommendation will be made to the Board of Education at a scheduled Board meeting following the Bid Opening. All questions regarding this RFP should be directed to Tanita Nicholson, Durham Public Schools, Purchasing Agent, at dist.purchasing@dpsnc.net.

EVENT	RESPONSIBILITY	DATE & TIME
Issue RFP to DPS & IPS Websites	DPS	August 29, 2023
Submit Questions to dist.purchasing@dpsnc.net	Vendor	September 6, 2023 by 2PM
Questions & Answers Posted to DPS & IPS Websites	DPS	September 11, 2023 by 5pm
Submit RFP to Purchasing	Vendor	September 19, 2023 by 1:00 P.M.
Bid Opening	DPS	September 19, 2023 at 2:00 P.M.

Description of the Governmental Entity

The Durham Public Schools Board of Education (Board) is a Local Education Agency empowered by State law (Chapter 115C of the North Carolina General Statutes) with the responsibility to oversee and control all activities related to public school education of Durham County, North Carolina. The Board consists of seven elected officials serving staggered terms of four years. The Board is responsible for the adoption of policies, which govern the operation of Durham Public Schools. The Superintendent of Durham Public Schools, appointed by the Board, serves as Secretary to the Board, and is a non-voting member of the Board. The Superintendent is responsible for the administration and management of the schools within the applicable parameters of state laws, State Board of Education rules, and School Board policies. The Board has no tax levying authority or borrowing authority, and is required to maintain accounting records according to a North Carolina uniform format. The Board receives State, local and federal government funding and private funding and must adhere to the legal requirements of each funding entity.

Durham Public Schools employs over 5,000 individuals to provide quality educational services to over 32,000 students in grades Pre-Kindergarten through Grade 12 in 57 locations throughout Durham, North Carolina.