



Des Moines Independent Community School District
Division of Purchasing
1915 Prospect Road Suite 1200
Des Moines, Iowa 50310
Phone (515)242-7751
Fax (515)242-7550

March 9, 2016

Iowa School Finance Information Services (ISFIS)
1201 63rd Street
Des Moines, IA. 50311
Mr. Jonathan Muller
Partner

RE: RFP 6743 Background Screening Services

Mr. Muller,

The Des Moines Public School District is seeking to exercise its renewal option for the above mentioned RFP. This will be the **third renewal** of this option, with the contract period beginning July 1, 2016 and ending on June 30, 2017. Enclosed is a copy of the District's documentation associated with this bid.

The District requests the new price quote remain consistent with previous quotations in an effort to not employ the District's option to place the product category out for solicitation.

The District appreciates your past service. We look forward to continuing our business relationship with you in the months and years to come. Please sign and return the enclosed Form of Proposal by March 29, 2016 to:

Des Moines Public Schools
Division of Purchasing
Suite 1200
1915 Prospect Road
Des Moines, Iowa 50310
Attn: Melissa Read

Melissa Read

Purchasing Specialist

Non – Discrimination Policy:

It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isaiah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 Isaiah.mcgee@dmschools.org Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C

Debarment Policy:

The District is prohibited from entering into a contract where an organization or, its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency.

Payment Policy:

The District plans to pay Awardee (s) using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that Providers accept one of these forms of payment

Acknowledgement & Certification:

Awardee(s) must agree to complete and sign the Acknowledgement & Certification regarding their staff's ability to be in contact with the student population.



FORM OF PROPOSAL

No: RFP 6743

Third Extension FY16-17

Standard Package:

- Social Security Number Verification
- Multi-State Criminal Search
- Unlimited County Based Criminal Search – *all counties of residence*
- National Sex Offender Registry Check
- Iowa Health and Human Services Child Abuse Registry Check
- Iowa Health and Human Services Adult Abuse Registry Check
- Terrorist Search

\$ 42.00

FY14-15 Standard Package fee \$40.00 per search

FY15-16 Standard Package fee \$42.00 per search

Standard Plus MV Package:

- Includes everything in the Standard Package, plus
- Iowa Department of Motor Vehicle driver's license check

\$ 48.00

FY14-15 Standard plus MV Package fee \$46.00 per search

FY15-16 Standard plus MV Package fee \$48.00 per search

Basic Package:

- Social Security Number Verification
- Multi-State Criminal Search
- Single County Based Criminal Search – *most recent county of residence*
- National Sex Offender Registry Check
- Iowa Health and Human Services Child Abuse Registry Check
- Iowa Health and Human Services Adult Abuse Registry Check
- Terrorist Search

\$ 28.50

FY14-15 Basic Package fee \$26.50 per search

FY15-16 Basic Package fee \$28.50 per search

Basic Plus MV Package:

- Includes everything in the Basic Package, plus
- Iowa Department of Motor Vehicle driver's license check

\$ 34.50

FY14-15 Basic plus MV Package fee \$32.50 per search

FY15-16 Basic plus MV Package fee \$34.50 per search

Other Services:

Other services available upon request:

- Motor Vehicle History for states other than Iowa
- Professional License Verification
- Education , Employment Verification
- Credit History search

\$ _____

\$ _____

\$ _____

\$ _____

Fees vary based upon search service requested



FORM OF PROPOSAL

No: RFP 6743

Third Extension FY16-17

This contract is for the period July 1, 2016 through June 30, 2017. The District reserves the option to renew the contract with the successful bidder for up to four additional years. The amount of the contract for the second through the fifth year shall be negotiated at the close of each preceding year. The renewal option may not be exercised if it is not in the District's best interest **The undersigned bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency.**

The undersigned bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency. Further, it is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isaiah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 Isaiah.mcgee@dmschools.org Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C. The District plans to pay the Seller using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that the Seller accept one of these forms of payment. Finally by signing this document the Seller and their agent(s) have read, understand and will comply with the District's Acknowledgement & Certification requirements as detailed below

Company Name: Iowa School Finance Information Services, Inc.
Street Address: 1201 63rd St.
Company Representative: Jon Muller
City: Des Moines
State: IA
Title: Partner
Phone: 515-251-5970 Ext. 7
Fax: _____
Signature: [Signature]
Date: 3-24-16

THIS FORM AND EACH ADDITIONAL FORM OF PROPOSAL, IF ANY, MUST BE SIGNED. SUBJECT TO THE TERMS AND CONDITIONS AS FOUND ON THE DMPS WEBSITE: <http://www.dmschools.org/wp-content/uploads/2015/08/General-Terms-n-Conditions-New.pdf>