**ATTACHMENT A**

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**CONTACT INFORMATION/BID AUTHORIZATION**

|  |  |
| --- | --- |
| **Primary Contact Name Primary Contact Phone Number Primary Contact Email Address** |  |
| **Company Legal Name Company Address Company Phone Number** |  |
|  |  |
| **Company Website** |  |
| **Year Company Founded** |  |
| **Years Operating in New Orleans** |  |
| **Number of Clients** |  |
| **Number of Employees** |  |
| **Certified SLDBE (yes/no) If YES, Year Certified** |  |

|  |  |
| --- | --- |
| **Authorized Representative Name** |  |
| **Authorized Representative Signature** |  |
| **Date of RFQ Proposal Submittal** |  |

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### **ATTACHMENT B**

**Vendor Background Checks at FirstLine Schools**

**If selected to provide services for FirstLine Schools, we are required to have a background check on all vendors that will work with our students and/or have unsupervised access to our students.** [**For more information, please go here**](http://www.louisianabelieves.com/docs/school-choice/faq---background-check.pdf?sfvrsn=2)**.**

**Background checks to be used, according to vendor’s role and level of authority (see below chart for details, custodial staff are considered level “V3”):**

* LobbyGuard (See <http://lobbyguard.com/k-12-education-school-safety/>)
  + Sex Offender Registry

1. Employment Research Services (ERS) online background check
   * 7-year Criminal History Search
   * Social Security Search (shows past addresses)
   * Child Abuse Search
   * Sex Offender Search
2. [Louisiana State Police Bureau of Criminal Identification and Information](https://drive.google.com/a/firstlineschools.org/file/d/0B4SABbWt3vfNNmcwSWpmb0tyMm8/view?usp=sharing)
   * State Criminal History Record
   * Federal Criminal History Record- FBI Report
   * National Criminal History Record

**Background check results remain in effect for 3 years, with the vendor’s written agreement that the vendor will notify FirstLine if criminal status changes for any reason.**

**Guidelines for Disqualification (includes, but is not limited to)**

* **Conviction of any of the criminal offenses listed in the** [**Louisiana Child Protection Act**](http://legis.la.gov/lss/lss.asp?doc=79264)
* Registered sex offenders
* Criminally found guilty of or pled nolo contendere to a charge of child abuse or neglect
  + Pending charge of child abuse on a case-by-case basis

1. Conviction or a plea of nolo contendere to any felony
2. Conviction or plea of no contest to any misdemeanor that indicates the individual may pose a threat to the integrity or safety of the school environment
3. Currently on probation for offenses that indicate the individual  may pose a threat to the integrity or safety of the school environment will be further reviewed by HR
4. A pattern of criminal charges and arrests, even if they were dismissed, which cause concern that the individual  may pose a threat to the integrity or safety of the school or school environment
5. Intentionally falsifying any information or documents submitted during the employment application process

|  |  |  |
| --- | --- | --- |
| **Vendor Type** | **Background Check Required** | **Cost to Vendor** |
| **V0:** No Student Contact , off-site vendors (e.g. works out of office and not in our schools) | * No background check required | $0 |
| **V1:  Assisting**- Provides services while a school employee is present, such as in a classroom or school office. Does not handle money and is never left alone with a student | * Must provide a state issued id to be scanned by LobbyGuard each time individual enters school building. | $0 |
| **V2: Limited authority**- Vendor who is responsible for a group of children, but is always within eyesight of a school employee and is never in direct or sole supervisory or decision-making authority over students. | * All of the above, and must be cleared by ERS online background check prior to working with our students (2-3 day process). | $30-70 depending on number of past zip codes |
| **V3:  Authority**-  Vendor who will have unsupervised access to or authority over students.  Ex: bus drivers, cafeteria workers, custodial staff, facilities maintenance staff. | * All of the above and a fingerprint background check through the Louisiana State Police Bureau of Criminal Identification and Information. Must be cleared by ERS online background check prior to working with our students (2-3 day process). | $42.50 + cost of fingerprinting |

NOTE:  Vendors are NEVER allowed to transport students in any vehicle other than via a formal contract (school bus or van).

NOTE: Vendors at all tiers are not allowed to be one-on-one with a student without being within eyesight of a school employee. This is why we require cameras on all of our school buses and prefer cameras on all of our vans.

**END OF RFQ DOCUMENT**