

It is the intent of Franklin County Municipal Court, Clerk of Court to obtain bids to establish a purchase order for the purchase of Background Check Services for potential applicants for use in the Clerk's Office, 375 South High Street 4<sup>th</sup> Floor, Columbus, Ohio 43215.

This contract will be for one (1) year and will start on day of confirmed purchase order.

The funds for a background check are paid only when a background check has been completed.

The maximum amount to be paid under any purchase order associated with the awarded Contract shall not exceed \$10,000.00 unless additional funds are appropriated and authorized.

Payment is only to be made when a service has been rendered.

**Clerk's Office will provide applicants:**

Name

Date of Birth

SSN

Driver License #

Address

This information is to be kept confidential.

**Vendor must be direct background check provider. No 3<sup>rd</sup> party pass-through providers will be accepted.**

Clerk requires the use of a secure portal for sensitive information transmission.

**Background checks should include the following applicant's records:**

Felony

Criminal

Civil

Driving

Sex Offender Registry Screening

Identity Verification

Estimated background checks for 1 month: 10

This is only an estimate and could be more or less

Turnaround time of background check: 1-2 business days, with awareness of out-of-state checks taking longer.

Clerk requires the use of a secure portal for sensitive information transmission.

Sensitive information should only be used to obtain a suitable background check.

Vendor must comply with all Ohio laws regarding personal information and the storage of personal information

All bids shall be submitted online.

Your bid attachment should list the following:

1. What – the databases and records you will search.
2. Where – the area of coverage for the search (Federal, State, County and Local Records).
3. Package to include all costs for the service.
4. List any additional cost that may pass through from Government Agency to Clerks Office

PLEASE TAKE NOTE: BY ENTERING A BID – YOU HAVE ACCEPTED ALL TERMS AND CONDITIONS OF THE CITY OF COLUMBUS.

The contract section contains forms and instruments that will be used in the event of a contract award. Do not complete and submit the contract with your bid. The contract will be completed by the selected bidder after an award determination has been made by the Clerks Office and the contract is delivered to the selected bidder for execution. The Clerks Office will not negotiate the terms contained in this contract.

If you have an agreement, please attach it to your bid, the City Attorney's Office will review it and take it into consideration.

The bid will be evaluated based on price of package to run one (1) employee background, plus addition pass through fees if any.