REQUEST FOR PROPOSAL B0003961

Purchasing Department
3221 McKelvey Road
Bridgeton MO 63044

SPECIFICATIONS
FOR
BACKGROUND CHECKS, DRUG TESTING AND IMMUNIZATION TRACKING

FOR ADDITIONAL INFORMATION, CONTACT:
KeJuan Torrence, Buyer
Phone: (314) 539-5226
Email: Purchasing@stlcc.edu

RFP CLOSING DATE: Thursday, September 24, 2020
RFP CLOSING TIME: 2:00 p.m., CST

Date Issued: September 9, 2020
REQUEST FOR PROPOSAL
B0003961

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St. Louis Community College is committed to providing equal opportunities for business growth and development to Minority and Women Business Enterprises (M/WBEs). St. Louis Community College will ensure that M/WBEs are given the opportunity to do business with the college by increasing the amount of business placed with such enterprises when possible. The goal is to ensure supplier diversity is part of both the pool of suppliers and part of the supply chain in all areas of the College’s sourcing activities in our procurement and engineering and design departments.
INSTRUCTIONS TO ALL BIDDERS

St. Louis Community College ("College") welcomes all interested parties to participate in its competitive bid process. Bidders will be expected to submit bids that are in compliance with the terms and conditions as outlined below:

1. All awards are subject to final approval by St. Louis Community College’s Board of Trustees, or their designated representative(s).

2. Bids may be submitted via email to Purchasing@stlcc.edu or the Department of Purchasing, 3221 McKelvey Rd, Bridgeton, MO 63044, on or before the time and date stipulated in the Request for Proposal document. All late bids will be rejected.

3. The successful bidder(s) must comply with the State of Missouri’s Revised Statue RSMO 285.530 which states: No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. The affidavit included in Attachment A must be completed and notarized to meet this provision. (This may be submitted after the notice of award is given.)

4. All bids must be signed by a duly authorized representative of the person, partnership or corporation offering the bid. Failure to sign the College Request for Proposal will result in automatic disqualification of the bid. The College reserves the right to request written confirmation of persons authorized to sign all bids on behalf of a company.

5. Vendors may submit more than one bid. No penalty or credit will be given for submitting multiple bids.

6. Bidders are responsible for reviewing their bids prior to submission to be certain they can honor all prices, terms and conditions offered in bid. Bidders may submit written amendments or withdraw their bid up until the date and time of the scheduled bid opening. Once bids have been opened, all bidders will be expected to honor all prices and terms offered in total. Unit price will prevail in cases of extension errors. Bid defaults will result in either temporary or permanent removal from the College’s list of vendors in good standing.

7. If this bid is accepted by the College, in whole or in part, it becomes a binding contract for the item(s) or section(s) designated when signed by an authorized representative of the College and returned to the Bidder. By signing and submitting this bid, you are offering to sell the goods and services to the College on the terms and conditions contained in this Request for Proposal. All purchases are subject to the terms and conditions contained in and attached to this Request for Proposal. By submitting a bid, bidder agrees to these terms and conditions. Any additional or different terms proposed by bidder are hereby objected to. The College may issue one or more “Purchase Orders” in connection with the contract formed by acceptance of this bid. Any such Purchase Order shall be governed by this contract and shall not be deemed a proposal for chance or amendment, unless specifically so designated by the College.

8. Request for clarification on bid specifications should be addressed to the buyer identified in the bid document. Any changes in specifications will be sent to all bidders in the form of a written addendum. All addenda become a part of the Request for Proposal. Bidders are to sign and include all addendums with each bid being submitted.

9. Bidders are to check the College’s website at www.stlcc.edu/departments/procurement.aspx to ensure all addendums are included with submission of bid responses.

10. Bidders may obtain Request for Proposal results by either attending the bid opening or by appointment with the assigned buyer.

11. Invoices must be submitted to:

DELIVERY AND INVOICING INFORMATION

Accounts Payable
St. Louis Community College
3221 McKelvey Rd
Bridgeton, MO

Invoices must reference the purchase order number, show unit and extended price on each item and list the “ship to” address.

12. The College renders payment only after delivery of services.

13. St. Louis Community College is a tax-exempt public institution. The College’s tax-exempt Missouri I.D. is 11166584.
REQUEST FOR PROPOSAL BID NUMBER B0003961

BUYER: KeJuan Torrence (314) 539-5226

DATE ISSUED: Wednesday, September 9, 2020

ITEMS/SERVICE REQUESTED: Background Check, Drug Testing and Immunization Tracking Services

Bids will be received at the Department of Purchasing, St. Louis Community College, Corporate College, 3221 McKelvey Rd., Bridgeton, MO 63044 until the time and date given herein and then publicly opened for reading and evaluation: Please note that the College retains the right to make an award on an item by item or all or nothing basis.

DATE & TIME BID WILL BE OPENED AND READ: Thursday, September 24, 2020 at 2:00 p.m., cst.

If this bid is accepted by St. Louis Community College (“College”), in whole or in part, it becomes a binding contract for the items or sections designated below when signed by an authorized representative of the College and returned to the Bidder. By signing and submitting this bid, you are offering to sell the goods and/or services to the College on the terms and conditions contained in this Request for Proposal. By submitting a bid, bidder agrees to these terms and conditions. Any additional or different terms proposed by bidder are hereby objected to. The College may issue one or more “Purchase Orders” in connection with the contract formed by acceptance of this bid. Any such Purchase Order shall be governed by this contract and shall not be deemed a proposal for chance or amendment, unless specifically so designated by the College.

Applicable Locations

<table>
<thead>
<tr>
<th>Meramec</th>
<th>Forest Park</th>
<th>Florissant Valley</th>
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</thead>
<tbody>
<tr>
<td>11333 Big Bend Blvd.</td>
<td>5600 Oakland Ave.</td>
<td>3400 Pershall Rd</td>
</tr>
<tr>
<td>Kirkwood MO 63122</td>
<td>St. Louis MO 63110</td>
<td>Florissant MO 63135</td>
</tr>
<tr>
<td>Wildwood</td>
<td>Corporate College</td>
<td>Harrison Education Center</td>
</tr>
<tr>
<td>2645 Generations Dr.</td>
<td>3221 McKelvey Rd.</td>
<td>3140 Cass Ave.</td>
</tr>
<tr>
<td>Wildwood MO 63040</td>
<td>Bridgeton MO 63044</td>
<td>St. Louis MO 63106</td>
</tr>
<tr>
<td></td>
<td>Meramec Bottom – South County</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11333 Big Bend Blvd.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kirkwood MO 63122</td>
<td></td>
</tr>
</tbody>
</table>

Is your company/firm certified as: Minority Owned Business Enterprise______ Woman Owned Business Enterprise_____

Payment Terms: _______ Freight: Origin______ Destination______

(Unless otherwise stated, terms will be Net 30)

Telephone:________________ Fax:________________

Prices quoted are guaranteed for ______ calendar days from the date of the bid opening under the terms and conditions offered in bid herein. (120 days unless otherwise specified)

In compliance with the above, the undersigned offers and agrees, if this bid be accepted, to furnish any and all of the goods and/or services at the price quoted, delivered to the designated point(s) within the time specified in this Request for Proposal document. **IF NOT SIGNED BELOW BID WILL BE DISQUALIFIED.**

____________________________________________________________________________________________
(Seller – Company Name)/FEIN#

____________________________________________________________________________________________
(Signature)

____________________________________________________________________________________________
(Printed Name and Title)

____________________________________________________________________________________________
(Company Address)

____________________________________________________________________________________________
(City/State/Zip Code)

Bid is accepted for the College by:

____________________________________________________________________________________________
Cynthia Green, Purchasing Supervisor

____________________________________________________________________________________________
Items/Sections Accepted:
CONTRACT OR BLANKET ORDER AGREEMENTS

The purpose of this Request for Proposal is to solicit quotations from qualified vendors to establish a contract or blanket order for the routine purchase of goods and/or services on an “as or when needed” basis.

The quantity and dollar estimates provided represent the purchasing history of the College and/or a reasonable estimate of future activity in the area specified. While the College strives to make these estimates as realistic as possible, they do not constitute a guarantee of volume.

The College reserves the right to inspect the bidder’s facility prior to award to assure that they meet the requirements and can provide the necessary support for the contract goods and services specified.

The College may cancel a contract at any time by giving the seller thirty (30) days written notice of failure to comply in part or total with the prices, terms and conditions offered in bid.

The College retains the right to take extensions to the contract agreement of up to twelve (12) months, provided said extension is mutually agreeable to both the seller and the College.

<table>
<thead>
<tr>
<th>Contract Period:</th>
<th>Three (3) years</th>
</tr>
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<tbody>
<tr>
<td>Contract Start Date:</td>
<td>November 1, 2020</td>
</tr>
<tr>
<td>Contract End Date:</td>
<td>November 2, 2021</td>
</tr>
<tr>
<td>Estimate of Dollar Expenditure:</td>
<td>$100,000.00</td>
</tr>
</tbody>
</table>

Contract Liaison Person (to be completed by bidder)

______________________________________________________________
(Name/Title)

Tel No.: __________________________
Fax No.: __________________________
Email: ___________________________
St. Louis Community College is soliciting bid proposals for a contract to provide the following services:

Section I: Background Check Services
Section II: Background Check Pricing
Section III: Drug Testing
Section IV: Immunization Tracking
Section V: Billing & Invoicing
Section VI: Escalation Clause
Section VII: Bidders Company Profile and Procedures
Section VIII: References

These services are to be accessed by Human Resources. This contract will be for a period of three (3) years.

GENERAL INFORMATION:

The successful bidder will acknowledge that the College may at any time during the term of the contract, add or delete additional departments to this contract which require the same or similar services provided by the successful bidder. The decision to add additional departments to participate in such an agreement will be made mutually by the College and the successful bidder.

The College prefers that the on-line platform will allow the students to select their program of study and only their program package will appear as this reduces the error of students selecting another program’s package. This will be worked out after the bid has been awarded.

**Bid Evaluation**

This bid will be evaluated on an “all or nothing” basis. The evaluation criteria are as follows:

I. Pricing (Including Escalation)
II. Ability to provide Services, Process,
III. Procedure, Company Profile, Billing
IV. Lab Locations for (Drug Testing)
V. References

The College reserves the right to make the sole determination of whether any bid proposal meets the requirements and specifications of the College.

Bidders should be prepared to present an oral presentation of the services that they are offering to the College, if after the bid opening, the College deems it necessary for evaluation purposes.

Also, if for evaluation purposes, individual total base pricing for a sample of listed programs is necessary, the bidders will be notified, and such a request will be e-mailed to them.
SECTION 1 – BACKGROUND CHECK SERVICES

The successful bidder will be required to comply with the following approved Regional Guidelines for Human Resources and other relevant departments:

I. Scope of Services needed for Human Resources

1) Successful bidder, upon request, must check the following databases in the required turn-around time, prior to the College placing a student in a hospital/healthcare system for a clinical rotation, including supervising nursing school and allied health faculty:
   a. Missouri Highway Patrol Criminal Background Check
   b. Illinois State Police Criminal Background Check
   c. Other State Criminal Background Check (previous residences other than Missouri/Illinois in the past 10 years or since 18 if the individual is under 28 years of age)
   d. Office of the Inspector general (OIG)
   e. General Services Administration (GSA) Registry Search
   f. Missouri Sex Offender Registry
   g. Illinois State Police Registered Sex Offenders List
   h. Other State or National Sex Offender List (previous residences other than Missouri/Illinois)
   i. Name, Social Security Number and Address Verification
   j. Missouri Department of Senior Services Family Care Safety Registry (EDL)
   k. Missouri Division of Family Services MODFS) Request of Child Abuse Search
   l. Missouri Mental Health Disqualification Registry-MO Caregiver Check

2) Since the College is based in Missouri and does use Illinois hospitals for clinical training, successful bidder will be required to access the Illinois State Police Criminal Background Check or Illinois State Police Registered Sex Offenders List, if the student was a previous or current resident of Illinois.

3) The College will accept background checks where the above listed databases are reviewed.

4) The College will work together with hospitals/healthcare systems and allied health/nursing schools to facilitate the exchange of information obtained in the background check process.

II. SCOPE OF SERVICES NEEDED FOR CHILDCARE TRAINEES:

a. Missouri Highway Patrol Criminal Background Check
b. Illinois State Police Criminal Background Check
c. Other State Criminal Background Check (previous residences other than Missouri/Illinois in the past 10 years or since 18 if the individual is under 28 years of age)
d. Missouri Division of Family Services (DFS)

III. SCOPE OF SERVICES NEEDED FOR TEACHER EDUCATION TRAINEES:

a. Missouri Highway Patrol Criminal Background Check
b. Illinois State Police Criminal Background Check
c. Other State Criminal Background Check (previous residences other than Missouri/Illinois in the past 10 years or since 18 if the individual is under 28 years of age)
d. Missouri Division of Family Services (DFS)

IV. SCOPE OF SERVICES NEEDED FOR HUMAN RESOURCES

a. Missouri Highway Patrol
b. Federal Criminal History Record Search
c. These checks are optional, to be used when needed:
   - Social Security Trace
   - Multi-State Criminal Check other than Missouri in the past 7 years – Unlimited # of countries are revealed by SSN trace
   - FBI Fingerprint
   - Combined widescreen plus national criminal search and national sex offender search
   - Education report for administrators and instructors only
Description of Required Background Search Services:

The successful bidder must be capable of providing the following list of services:
(Note: These background checks to be done via the most up-to-date and accurate reporting method using Court Records and not just data bases)

1. Full State of Missouri Criminal Background Check processed through the Missouri State Highway Patrol. (This is the required background check specified in Section 660.317 RSMo.) Explain in detail:

2. Illinois State Police Criminal Background Check or Healthcare Background Check on persons who are or have lived in Illinois in the past 7 – 10 years in compliance with Illinois Health Care Worker Background Check Act [225 ILCS 46] which requires that all criminal history checks be conducted by the Illinois State Police pursuant to the Uniform Conviction Information Act (UCIA) [20 ILCS 2635]. To comply with this Act, successful bidder must notify the individual, in writing, that an Illinois background check has been processed. Explain in detail:

3. County Criminal History Record Search (per state, per county) last 7 – 10 years, name, alias or A.K.A, records as far back as the courts allow:

4. Background checks in all States that a person has lived within the last ten (10) years other than Missouri or Illinois. Explain in detail:

5. Federal Criminal History Record Search. Records from the individual Federal Courthouse for at least 7 – 10 years:

6. Inspector General’s (OIG) commutative sanction detailing individuals who have been sanctioned for Medicare or Medicaid fraud/abuse. Explain in detail:

7. Social Security Number Trace (Number, Name, Address Verification). Explain in detail:

8. Background check through the Missouri Division of Family Services (DFS) detailing individuals who have had a history of child abuse and neglect. Explain in detail:
9. Missouri Employee Disqualification (EL) List. Explain in detail:

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

10. Missouri Department of Health & Senior Services Family Care Safety Registry List Search (DHSS), Employee Disqualification Search. Explain in detail:

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

11. Missouri Department of Mental Health Disqualification Registry Report. Explain in detail:

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

12. Criteria for checking residence history

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

13. Provide a sample packet for new hires (Itemize contents and cost)

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

Process and Reporting Requirement

1. Each approved College department will designate representative(s) (names of individuals with full address will be supplied after the award of this contract) to receive confidential background screening information.

2. The applicant (student or faculty) consents to the release of criminal history records to the College, and the applicant understands that the material contained in the criminal history records will be considered solely to determine his/her suitability for the College’s Programs including but not limited to Allied Health/Nursing, Teacher Ed, Childcare, Human Services, and Dietetics Programs. The successful bidder will advise the College as to any special consent forms needed. Explain if more information is needed:

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________
3. Background check information will be submitted electronically by the applicant through a secure on-line site provided by the successful bidder, by the requesting party as follows:
   a. Student will electronically submit all necessary information required for the background check service as required by the Regional Guidelines and the financial transaction will be handled between the successful bidder and individual requesting student.
   b. Faculty & Staff of the St. Louis Community College will also electronically submit all necessary information required for the background check service as required by the Regional Guidelines. Faculty/staff will either be responsible for the payment and be reimbursed by the College or the College will be invoiced for the background check service, this option to be determined by the individual participating department.
   c. The background search results from the student applicant and/or the College’s faculty and Staff will be electronically transmitted/made available to the requesting authorized College Department. 

Can you meet these requirements? Yes ___ No ___
Explain:
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
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4. The successful bidder must comply with the requirements of all applicable state and Federal laws, including but not limited to, the Fair Credit Reporting Act (FCRA) 15 U.S.C. §1681et seq. as amended (and all regulations relating thereto) with regard to any student/faculty/staff data provided by the successful bidder to the College and any challenges to said data. The successful bidder must also comply with requirements of all applicable state and federal laws, including but not limited to, the Fair Credit Reporting Act in regard to its role as a consumer reporting agency. 

Can you meet this requirement? Yes ____ No_____ 
Explain:
________________________________________________________________________________________________
________________________________________________________________________________________________
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5. To ensure timely placing of these employees and students, a three (3) day turn-around is expected for instate and for out-of-state background checks.

Can you meet this requirement? Yes ____ No ____
Explain:
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

6. The information will be transmitted by electronic transmission. The applicants (Student, Faculty or Staff) will be responsible for the entry and submission of their information to the successful bidder. How will this requirement be met?
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

7. The successful bidder will process the information and transmit the results back electronically to the Human Resources department with the above specified turn-around period.

Can you meet this requirement? Yes ____ No ____
Explain:
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
8. The successful bidder will provide easy to read electronic reports in response to each service request (as soon as possible upon receipt of the request by the successful bidder) stating, clearly, the information requested.
Can you meet this requirement? Yes ____ No ____
Explain:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

9. The report will state specifically what violations are present in the record. A resource for interpretation of the reports will be provided by the successful bidder. The record becomes the property of the College and will be retained in the College’s files.
a. Criminal Records:
   • Student/College faculty to electronically transmit information to successful bidder.
   • Successful bidder to provide complete detailed disclosure of:
     1. Felony convictions of any type
     2. Misdemeanor convictions of any type
     3. Missouri/Illinois Sex Offender Registry/List
     4. These reports to cover the last ten (10) years
   • Successful bidder provides interpretation of Criminal Record coding which determines the nature of the reported offense.
b. Division of Family Services (DFS) and Office of Inspector General; Missouri Department of Health and Senior Services (DHSS) Employee Disqualification list, Missouri Mental Health Disqualification Registry.
   • Successful bidder to provide forms for Student/Faculty/Staff to complete.
   • Within 24 hours query the Division of Family Services Central Registry.
   • Report whether there is a probable cause, adjudicated or reason to suspect child abuse or neglect.
c. Name, Social Security Number and Address Verification.
   • Department of Motor Vehicle, etc., report as requested by the College.
Can you meet this requirement? Yes ____ No ____
Explain:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

10. At the expiration of the contract, please explain how the data for services rendered during the contract period will be provided to STLCC. The data should include names (first, middle, last), social security number, dates of service for each name, results, address, campus/location, email address for each name, monthly or annually with the total number of candidates included in the format.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

11. Please provide the platforms in which your services have been integrated.
Provide samples, or examples
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

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SECTION II – BACKGROUND CHECK PRICING

Pricing should be based upon services being provided on an “as needed basis”. Pricing should be based upon services meeting or exceeding the specifications contained herein. Price ranges will not be acceptable. Approximate annual usage has been 1100 background checks.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Base Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Missouri Highway Patrol Criminal Background Check</td>
<td>$________</td>
</tr>
<tr>
<td>2.</td>
<td>Illinois State Police Criminal Background Check</td>
<td>$________</td>
</tr>
<tr>
<td></td>
<td>Note: If there are additional fees and/or access search charges, in addition to base, under Items 1 and 2, please attach list or give breakdown:</td>
<td></td>
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<tr>
<td>3.</td>
<td>County Criminal History Record Search (per state, per county)</td>
<td>$________</td>
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<tr>
<td>4.</td>
<td>Multi State Criminal Check: Other States Criminal Background Checks</td>
<td>$________</td>
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<td></td>
<td>(Previous residences other than MO/IL, in past 7 – 10 years)</td>
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<tr>
<td></td>
<td>Note: If there are additional fees and/or access search charges by other states, in addition to the base, please attach list or give breakdown:</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Federal Criminal History Record Search</td>
<td>$________</td>
</tr>
<tr>
<td>7.</td>
<td>Missouri Sex Offender Registry</td>
<td>$________</td>
</tr>
<tr>
<td>8.</td>
<td>Illinois State Police Registered Sex Offender List</td>
<td>$________</td>
</tr>
<tr>
<td></td>
<td>Note: If there are any other additional fees and charges to base, please list:</td>
<td></td>
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<tr>
<td>9.</td>
<td>Combined widescreen plus national criminal search and national sex offender search.</td>
<td>$________</td>
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<tr>
<td></td>
<td>Other State or National Sex Offender List (previous residence other than MO/IL)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note: If there are any additional charges to base, please list:</td>
<td></td>
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<tr>
<td>10.</td>
<td>If a multiple or regional criminal search service is used, provide base rate.</td>
<td>$________</td>
</tr>
<tr>
<td></td>
<td>Note: If there are any additional fees and charges applicable to base, please list:</td>
<td></td>
</tr>
</tbody>
</table>

Give a description of what your company considers a multiple/regional search and how they are used:
11. Social Security Trace: Name, Social Security Number and Address Verification $________

12. Missouri Department of Family Services (MODFS) Request for Child Abuse Search $________

13. General Services Administration (GSA) Registry Search $________

14. Missouri Employee Disqualification List (EDL) $________

15. Missouri Mental Health Disqualification Registry – MO Caregiver Check $________

16. Missouri Dept. of Senior Services Family Care Safety Registry (EDL) $________

17. Education report for Administrators and Instructors only $________

18. FBI Fingerprint (Optional) $________

19. Additional fees or processing charges for services not covered above: $________

20. Any discounts given for missed deadlines $________ %

21. Is there a cancellation fee? Explain:

22. Turnaround time, College expects three (3) days. Explain:
SECTION III – DRUG TESTING

Scope of Work – Urinalysis 5 – Panel Drug Screen

Contractor shall provide either urinalysis 5-Panel, 9 Panel or 10 Panel drug screens, confirmation, and reports of urine samples for Nursing, Allied Health students, Pharmacy Tech, faculty and others, which will be sent electronically to the College’s respective Nursing and Allied Health/Natural Sciences and other respective departments.

The 5-Panel, 9-Panel or 10-Panel urinalysis drug test must screen for the presence of: THC, Cocaine, Opiate, Amphetamine and PCP etc.

General Requirements:

Positive findings should be confirmed by a reference lab and forwarded to a Medical Review Officer where necessary.

Contractor will identify any backup laboratory they utilize and state that their system of reporting will be consistent with the contractor’s primary facility.

A review will be performed by a board-certified toxicologist on any specimen that appears to be tampered with or substituted. The toxicologist will have the authority to cancel the findings of tampering if the positive result is from a legitimate medical reason.

Contractor will provide a secure waiting area to allow the College’s Nursing and Allied Health/Natural Sciences Departments students and faculty to process their paperwork.

Laboratories must be National Institute of Drug Abuse (NIDA) Certified with collection procedures similar to those utilized by the Department of Transportation with standard precautions taken to ensure specimen integrity. Courier service from the collection site to the laboratory must be provided. Chain of custody procedures documenting the custody of the samples at all times should be provided as well.

Negative results should be made available within two (2) working days after collection. Positive results should be made available within four (4) working days after sample collection. Screening to be made by EMIT method as recommended by the NIDA or a method of equivalent demonstrated reliability. Confirmation of positive specimens should be with different more sensitive analytic method.

The successful contractor will process the information and transmit the results back electronically by secure email to the Human Resources department with the above specified turn-around period. (Names & email to be setup upon award of the contract to the successful contractor).

Can you meet this requirement? Yes ____ No ____

Explain:
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

The successful contractor will provide easy to read electronics reports in response to each service request (as soon as possible upon receipt of the request by the successful contractor) stating clearly the information requested.

Can you meet this requirement? Yes ____ No ____

Explain:
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Can you meet this requirement? Yes ____ No ____

Explain:
Lab Locations:

Successful contractor’s drug testing lab locations must be within a reasonable travel area from each St. Louis Community College campus. By separate cover, please list your lab locations for each of our campuses.

St. Louis Community College at Forest Park
5600 Oakland Avenue
St. Louis, MO 63110

St. Louis Community College at Florissant Valley
3400 Pershall Road
St. Louis, MO 63135

St. Louis Community College at Meramec
11333 Big Bend Blvd.
St. Louis, MO 63122

St. Louis Community College at Wildwood
2645 Generations Drive
Wildwood, MO 63040

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Approx. Usage</th>
<th>Per Test (DOT)</th>
<th>Per Test (Non-DOT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>5 – Panel Urinalysis Drug Screen Test for THC, Cocaine, Opiate, Amphetamine and PCP</td>
<td>1,000</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>2.</td>
<td>9 – Panel Urinalysis Drug Screen Test for THC, Cocaine, Opiate, Amphetamine and PCP + 4 Drugs</td>
<td>1,000</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>3.</td>
<td>10 – Panel Urinalysis Drug Screen For Amphetamines, Benzodiazepines, Barbiturates, Cocaine Metabolites, Marijuana Metabolites, Opiates, Phencyclidine, Methadone, Methaqualone, Propoxyphene</td>
<td>1,000</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>4.</td>
<td>11 – Panel Urinalysis Drug Screen Test for Amphetamines, Barbiturates; Benzodiazepines; Buprenorphine/Metabolite; Cannabinoids; Cocaine; Metabolites; MDMA; Methadone/Metabolite; Opiates; Oxycodone / Oxymorphone; Phencyclidine</td>
<td>1,000</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>5.</td>
<td>Miscellaneous charges associated with above 5 – Panel, 9 – Panel or 10 – Panel Urinalysis Drug Screen Tests</td>
<td></td>
<td>$________</td>
<td></td>
</tr>
</tbody>
</table>

SECTION IV - IMMUNIZATION TRACKING:

Contractor shall provide immunization tracking services for collecting and managing student immunization records and providing professional review of student records:

Requirement of our Faculty and students by the hospitals is a health physical and immunization record consisting of the following:

1. Proof of annual TB screenings. If not current, then proof of 2-step TB screening.
2. If positive TB screening, then proof of negative chest X-ray.
3. Proof of Tdap vaccination within the past 10 years.
4. Proof of MMR vaccinations x2.
5. If no proof of MMR, then antibody titers are required for Rubeola and Rubella. If titers are negative, vaccination is required.
6. Proof of Chicken Pox (Varicella) vaccination.
7. If no proof of Chicken Pox (Varicella) vaccination, then antibody titer required. If titer is Negative, vaccination is required.
8. Proof of annual flu vaccination(s).
9. Proof of Hepatitis B is required. Requires Proof of Declination Form signed if declining.
10. CPR is also tracked although it is not a part of the immunization record.
11. Health Insurance although it is not part of the immunization record.
12. Physical Exam Form although it is not part of the immunization record

PROCESS AND REPORTING REQUIREMENT

• Successful contractor to create a customized website where students can order and enter immunization data onto the Immunization Tracking System online; providing instructions, downloadable immunization forms and contact information.
• All data (either faxed or scanned) to be electronically stored, information input verified by contractor’s personnel and notification made if student modified the record. Students and staff to be able to print completed forms and/or documented proof submitted directly from system.
• Create forms that will be based on the College’s program requirements. System to allow for the flexibility of varying compliance rules that can depend upon program of study and/or grade level.
• Contractor to keep each student’s and employee’s immunization forms on electronic file accessible to College’s authorized staff and students at their request. These records to be stored per State requirements.
• College authorized staff to have access to student’s compliance status. System to be programmed to calculate expiration dates of all compliance requirements that expire and be programmed to calculate if the student is compliant or non-compliant based on the College’s/Program’s/Hospital and State Health requirements. (Meets and exceeds HIPAA and FERPA requirements.
• How will expiring notifications and/or compliance requirements be made? By e-mail to students, 60-30-15 days before and after on each immunization’s expiration.

IMMUNIZATION TRACKING PRICING:

Pricing should be based upon services being provided on an “as needed basis”. Pricing should be based upon services meeting or exceeding the specifications contained herein. Price ranges will not be acceptable. Approximate annual usage TO BE DETERMINED:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Approx. Usage</th>
<th>Annual Fee Per Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Basic Package – Immunization Tracking</td>
<td>1000</td>
<td>$________</td>
</tr>
<tr>
<td>(College staff to verify the records entered by students on line.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What does your basic package include?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Standard Package – Immunization Tracking</td>
<td>1000</td>
<td>$________</td>
</tr>
<tr>
<td>(Contractor’s staff to verify the physician signed Immunization form against the information input by students.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What does your standard package include?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Comprehensive Verification Package</td>
<td>1000</td>
<td>$________</td>
</tr>
<tr>
<td>(Contractors staff to verify compliance requirements that include medical records and titer results per school’s requirements)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What does your comprehensive package include?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Other, not listed above:</td>
<td>1000</td>
<td>$________</td>
</tr>
</tbody>
</table>

________________________________________________________
________________________________________________________
SECTION V: BILLING/INVOICING:

ALL FACULTY/STAFF INVOICING will either be by direct bill to faculty/staff and paid by them and be reimbursed by the department or will be forwarded to the respective department of the faculty member or Human Resources with the following information contained thereon (option to be determined by each individual department):

a) Faculty Name  
 b) Date of Service  
 c) List the searches made  
 d) Pricing for each search  
 e) Total charges for each faculty member  
 f) Net charges for invoice

Can you meet this requirement? Yes ____ No____

Explain:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Failure to bill properly will delay the payment of the invoice. This also creates issues for the College’s personnel responsible for payment and delays the Accounts payable procedures. The College requests that a sample copy of your billing invoice be included with your bid response. The College would like an itemized number for each employee and the amount of screenings completed.

SECTION VI: ESCALATION CLAUSE:

This contract will for a period of three (3) years. The first-year contract pricing must be firm.

Second Year Escalation:  ____ No ____ Yes, if Yes, Indicate % Sec. I ____ Sec. II ____ Sec. III ______

Third Year Escalation:  ____ No ____ Yes, if Yes, Indicate % Sec. I ____ Sec. II ____ Sec. III ______

SECTION VII: BIDDER’S COMPANY PROFILE AND PROCEDURE:

Provide your company’s profile, qualifications/certifications and number of years in business and State of Incorporation, if applicable: (attach additional pages, if necessary)
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Provide the following financial information: Name of Financial Institution, Address, Phone Number: (Provide a current Certificate of Insurance coverage submitted by an agent)
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Briefly describe your method or sources of research in order to deliver these background search services:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
Briefly describe your standard procedure for responding to a customer’s request for service and ability to meet the requested turn-around time of three (3) days:

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Do you have the capacity to deliver these reports through a secure electronic method? Please describe:

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Do you have the capacity to provide “Applicant Entry Submission”?  
Yes ____ No ____.
Explain in detail the procedure the applicant will use for submitting/entering the applicant’s background check information and how the search results will be transmitted to the respective authorized College departments within the required turn-around time.(Attach additional sheets if needed)

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Will you provide a designated lead coordinator(s) for the account? Yes ____ No ____ If yes, please describe:

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Briefly describe your plan to accommodate our volume of business (approx. 1000 searches per year) to your firm. Include how soon you could start implementing the program.

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Briefly describe your standard procedure for maintaining the confidentiality of all information received regarding the services, including but not limited to names, addresses, social security numbers and all information received from the governmental agencies and other sources regarding the subjects of background checks.

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
SECTION VIII: REFERENCES:

List below the information required for three (3) hospitals/institutions that you are currently or have within the past 3-4 years provided similar background search/drug testing services and quantity as is requested in this bid.

<table>
<thead>
<tr>
<th>Type of Services Provided</th>
<th>Company Name</th>
<th>Contact Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TERMS AND CONDITIONS OF PURCHASE

1. **CONTRACT TERMS** The performance of this Contract shall be governed solely by the terms and conditions set forth in this Contract not withstanding any language contained in any invoice, shipping order, bill of lading or other document furnished by the Supplier at any time. The acceptance by the College of any goods furnished hereunder accompanied by any such document shall not be construed as an acceptance by the College of any terms or conditions contained in such document which are inconsistent with the terms and conditions set forth in this Contract. Any different or additional terms, other than those contained in this Contract, which are contained in any acceptance, acknowledgement, invoice or other document transmitted by Supplier to the College are hereby objected to.

2. **TRANSPORTATION CHARGES** The College will not accept “Collect” shipments. Unless agreed to otherwise all delivery terms shall be F.O.B. Destination with Supplier bearing all freight charges and risk of rejection. When terms agreed to by the College are F.O.B. Origin, Supplier shall prepay and fully insure all items for replacement cost and include changes on invoice with bill of lading attached.

3. **TIME OF DELIVERY** Time is of the essence of this Contract. If deliveries are not made at the time agreed upon in this Contract, the College reserves the right to cancel and to purchase elsewhere and hold Supplier accountable for any additional cost or expense incurred by the College.

4. **INSPECTION AND ACCEPTANCE** No material or service received by the College pursuant to this Contract shall be deemed accepted until the College has had reasonable opportunity to inspect same. Material or service which is defective or does not conform to any Warranty of the Supplier herein upon initial inspection, or at any later time if the defects contained in the material were not reasonably ascertainable upon the initial inspection, may be returned at the Supplier’s expense, for full credit or replacement. No goods returned as defective shall be replaced without Buyer’s written authorization. Such return shall in no way affect College’s discount privileges. Such right to return offered to the College arising from the College’s receipt of defective goods shall not exclude any other legal, equitable or contractual remedies the College may have therefore.

5. **COMPLIANCE WITH SPECIFICATIONS** No payment will be rendered for materials or services delivered that fail to meet specifications as offered in bid.

6. **PACKAGING** the College will not be liable for any charges for drayage, packing, boxing, crating, or storage in excess of the purchase price of this order unless stated otherwise herein.

7. **Suppliers WARRANTIES** Supplier expressly warrants that all articles, material, and work, covered by this contract will conform to each and every specification, drawing, sample or other description which is furnished to or is adopted by the College and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Seller warrants that College shall have good and marketable title to all articles, materials and work supplied, free and clear of all liens and encumbrances. Such warranty shall survive delivery and shall not be deemed waived either by reason of the College’s acceptance of said materials or goods, or by payment for them.

8. **QUANTITIES** The College assumes no obligation for materials or services delivered in excess of the quantities ordered hereunder.

9. **INVOICES** Delivery of all materials and services must be completed by the date specified. Unless otherwise stated, partial deliveries will be accepted, provided the College is invoiced only for the portion shipped. Failure to comply will delay payment as the College pays all invoices only in full. Delay in receiving invoices, also errors and omissions on statements or invoices will be considered just cause for withholding settlement without losing discount privileges.

10. **INTELLECTUAL PROPERTY** Supplier guarantees that the articles described herein and the sale or use of the will not infringe upon a U.S. or foreign patent, trademark other form of intellectual property and covenants that he will, at his own expense, defend every claim or suit which may be brought against the College, or those using the College’s product (provided Supplier is promptly notified of claim or suit and papers therein are delivered to Supplier) for any alleged infringement of any patent, copyright, trademark or other form of intellectual property by reason of sale or use of such articles and Supplier agrees that he will pay all costs, damages and profits recoverable in such claim or suit.
11. **FORCE MAJEURE** Neither party shall be liable for delays, or defaults in the performance of this Contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, Governmental action, or any other causes of a similar character beyond its control and without its fault or negligence.

12. **BANKRUPTCY OR INSOLVENCY** In the event of proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, of the property of Supplier, the College may cancel this Contract or affirm the Contract and hold Supplier responsible in damages.

13. **ASSIGNMENT OR SUBCONTRACT** This Contract, or any rights, obligations, or duties may not be assigned by Supplier without College’s written consent and any attempted assignment without such consent shall be void. No person, firm, or party may be awarded a subcontract under this Contract without the express written approval of the College.

14. **TERMINATION OF CONTRACT** The College reserves the right to terminate the Contract at any time if any of the provisions of this Contract, including Supplier’s Warranties, are violated by the Supplier or by any of his sub-suppliers, in the sole judgment and discretion of the College. In the event of such termination the Supplier shall be liable for any excess costs incurred by the College.

15. **LAW GOVERNING THIS CONTRACT** This contract shall be construed according to Missouri law, which is interpreted without regard to its conflicts of laws principles.

16. **COMPLIANCE WITH APPLICABLE LAWS** The Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, or any state, municipal governmental authority or agency in the manufacture or sale of the items or services covered by this Contract, including, but not limited to, Fair Labor Standards Act of 1938 as amended.

17. **NON-DISCRIMINATION IN EMPLOYMENT** In connection with the furnishing of supplies or performance of work under this Contract, the Supplier agrees to comply with the Fair Labor Standard Act, Fair Employment Practices Act, Equal Opportunity Employment Act, Americans With Disabilities Act, and all other applicable Federal and State laws and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

18. **NOTICE AND SERVICE THEREOF** Any notice to Supplier from the College relative to any part of this Contract will be in writing and considered delivered and the service thereof completed when said notice is posted, by certified, or regular mail, to the Supplier at his last given address, or delivered in person to Supplier or his authorized representative.

19. **INSURANCE**

   (a) **Insurance Requirements** The Supplier shall secure at his/her own expense, with insurance carriers acceptable to the College, before commencement of work, a certificate evidencing comprehensive general liability insurance from a company having a policyholder rating of “A” or better and a financial rating of “AA” or better in the latest edition of Best’s Insurance Reports. Said insurance shall provide maximum limit of liability for injuries and death existing under applicable Workmen’s Compensation statutes, ordinances or regulations. Furthermore, said insurance shall provide comprehensive general liability insurance with minimum bodily injury limits of $2,000,000.00 aggregate and property damage limit of $300,000.00 each occurrence and in the aggregate, specifically naming the College as an insured and protecting the College and holding it harmless from any and all liability of whatever kind or character occasioned on account of the negligent acts or omissions of the Supplier or its agents, Subsuppliers or employees. In addition, the Supplier shall have in force at all times insurance covering the full value of the goods of the College in the possession of the Supplier. The Supplier shall provide comprehensive automobile liability policies with property damage limits of $2,000,000.00 and minimum bodily injury limits of $2,000,000.00 each occurrence. (b) **Rental/Lease Agreements** The Supplier will maintain comprehensive general public liability and property damage insurance with respect to its use, operation, possession, and maintenance of equipment. Loss or damage from any cause, whatsoever, to the equipment or devices supplied by the Supplier shall be the responsibility of the Supplier. This is construed to mean loss or damage while enroute as well as while equipment is located on the College premises.
TERMS AND CONDITIONS OF PURCHASE (continued)

20. **INDEMNIFICATION** The Supplier shall indemnify, protect, defend and hold harmless the College and its directors, officers, employees and agents from and against any and all claims, liabilities, losses, damages, injuries, demands, actions, causes of action, suits, proceedings, judgments and expenses, including, without limitation, attorneys’ fees and court costs, arising from or connected with any damages for personal injury or to property damage to the extent that the damages are caused by any act or omission of the Supplier or its agents, sub-suppliers or employees.

21. **Changes** The Manager of Purchasing may at any time, by written order, make changes or additions, within general scope of the Contract or to drawings, designs, specifications, instructions for work, method of shipment or packing or place or delivery. If any such change causes an increase or decrease in the cost of or in the time required for performance of this Contract, the Supplier shall notify the Manager of Purchasing in writing immediately and an appropriate equitable adjustment will be made in the price or time of performance, or both, by written modification of this Contract. Any claim by the Supplier for adjustment must be asserted within 30 days of receipt of written order. Nothing herein contained shall excuse the Supplier from proceeding with the contract as changed.

22. **COMPLETE AGREEMENT** The Contract expresses the complete agreement of the parties. Any changes, additions or modifications hereto including changes under paragraph 20 above, must be in writing and signed by the Manager of Purchasing. No other individual is authorized to modify the Contract in any manner.
ATTACHMENT A
NOTICE AND INSTRUCTIONS TO BIDDERS/VENDORS
REGARDING SECTIONS 285.525 THROUGH 285.550 RSMO, EFFECTIVE

Effective and pursuant to the state of Missouri’s RSMO 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (e.g., St. Louis Community College) to a business entity, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

St. Louis Community College, in order to comply with sections 285.525 through 285.550 RSMO, requires the following bid and contract documents:

<table>
<thead>
<tr>
<th>Required Affidavit for Contracts Over $5,000.00 (US) – Effective. Company shall comply with the provisions of Section 285.525 through 285.550 R.S.Mo. Contract award is contingent on Company providing an acceptable notarized affidavit stating:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. That Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services: and</td>
</tr>
<tr>
<td>2. That Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.</td>
</tr>
</tbody>
</table>

St. Louis Community College encourages companies that are not already enrolled and participating in a federal work authorization program to do so. E-Verify is an example of this type of program and the service is free. Information regarding E-Verify is available at www.uscis.gov scroll to the bottom of the page and select the E-verify link or by calling 888-464-4218. You may also access the website to begin the registration process at https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES.

If you have any questions, please contact St. Louis Community College, Purchasing Department at 314-539-5227.
AFFIDAVIT

The undersigned, being duly sworn upon oath, deposes and states as follows:

1. I am authorized to execute this affidavit and to enter into contracts on behalf of the following business entity or employer authorized to conduct business in the State of Missouri (hereinafter referred to as “Contractor”): ______________________________.

2. I am the ____________________________ for Contractor and I have personal knowledge of the facts stated herein.

3. On or about _____________________, Contractor entered into a contract with St. Louis Community College (“Political Subdivision”), for the provision of a Contract for the purchase of BACKGROUND CHECK, DRUG TESTING AND IMMUNIZATION TRACKING SERVICES, as more fully described in B0003961 (hereinafter referred to as “Contract”).

4. Contractor affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the Contract.

5. On or about _____________________, Contractor enrolled and began participating in E-Verify, a federal work authorization program managed by the Department of Homeland Security (“DHS”) and the Social Security Administration (“SSA”), as referred to in the Revised Statutes of the State of Missouri, § 285.530.

6. Pursuant to a Memorandum of Understanding between Contractor, DHS, and SSA (hereinafter referred to as the “Memorandum of Understanding”), Contractor is obligated to verify each employee hired after ____________________ (hereinafter referred to as the “Enrollment Date”), and Contractor hereby affirms its compliance with all obligations contained in the Memorandum of Understanding.

7. Contractor affirms that it is now and shall remain registered in E-Verify up to and including the term of the Contract and that, in addition to the Memorandum of Understanding, Contractor has provided Political Subdivision with supporting documentation regarding all employees hired after the Enrollment Date who are working in connection with the Contract.

8. Contractor affirms that if it is determined that an employee is not eligible to work on the contract, Contractor shall immediately remove the employee from the Contract, pending resolution of the matter with the appropriate state and federal authorities.

9. Contractor affirms its understanding of the requirements of the Revised Statutes of the State of Missouri, §§ 285.525 to 285.550, including the right of the State to terminate the contract and permanently suspend or debar Contractor from doing business with the State under certain circumstances.
AFFIDAVIT

Dated this _____ day of _______________.

______________________________

STATE OF
) ) SS.
COUNTY OF ___________
)

On this___day of ___________ in the year , before me, __________________________, a Notary Public in and for said State, personally appeared __________________________, known to me to be the person who executed the within Affidavit, and acknowledged to me that ________________ executed the same for the purposes therein stated.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the County of___________ and State aforesaid, the day and year first above written.

______________________________
Signature of Person Executing Affidavit

______________________________
Notary Public

My Commission Expires: