



BOARD OF SCHOOL TRUSTEES

**KELLER INDEPENDENT SCHOOL DISTRICT**

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**10F. Preview**

**Date: April 9, 2007**

**SUBJECT: REQUEST FOR PROPOSAL FOR BACKGROUND INVESTIGATIVE SERVICES #0701-03**

**BOARD GOAL:** The Keller Independent School District will recruit, develop, and retain a diverse highly qualified staff.  
All systems in the Keller Independent School District will be effective, efficient, and accountable in support of the district's mission.

**FISCAL NOTE: 2006-07 General Funds**

**ANTICIPATED**

**DATE FOR ACTION: April 23, 2007**

**Background Information:**

In response to a Keller ISD Human Resources Committee recommendation in July 2006, the Human Resources Department initiated an RFP process for background investigation services.

Currently, KISD uses the Department of Public Safety (DPS) database for background investigations. Although this database is the central criminal index in Texas, it is not reliable as the primary/sole source of criminal records for the following reasons:

- It provides only statewide information
- Information is frequently reported incorrectly and late
- Many criminal records are missing
- It may contain incorrect criminal conviction records

The KISD RFP process is a competitive, open and neutral process for evaluating and selecting a vendor. The process facilitates the establishment of an ongoing contractual relationship with a vendor for a period of one calendar year. Vendors may renew for four additional one-year terms if their performance is satisfactory.

A review committee was assembled to evaluate the three (3) vendor responses according to the following specific criteria:

- Experience and expertise
  - Experience serving other like school districts/clients
  - Assigned personnel's experience and expertise in the field
  - Completeness of proposal submitted
  - Consideration of cost
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- The Human Resources Committee strongly recommended the district utilize the services offered by the vendor to increase the viability and reliability of the criminal history check process of KISD.
  - \$5,000 has been identified in the Human Resources 06-07 budget for this expense
  - An additional \$20,000 is needed to cover the estimated cost

**Administrative Considerations:**

- The Board will be asked to authorize the administration to fund the purchase of the Background Investigative Services using \$20,000 from fund balance.

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Respectfully submitted,

Regina Smith-McKenzie  
Executive Director of Human Resources