

**NEW JERSEY HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY
(HESAA)
REQUEST FOR QUOTATIONS
FOR
BACKGROUND CHECK VENDORS**

The New Jersey Higher Education Student Assistance Authority (“HESAA” or “Authority”) is seeking bids for the provision of pre-employment Background Check services on an as needed basis for a term of three years.

Each standard background check shall include, at a minimum:

- Identity verification
- Social Security Number Trace (including aliases and address history);
- Seven Year County Criminal Search Felony and Misdemeanor (including current and former counties of residence);
- Federal Criminal Search;
- Social Security Number Death Master Search;
- Employment Verification for the previous three years;
- Education Verification, including international institutions, if applicable; and
- National Sex Offender Registry Search

The Authority may request one or more of the following services based on the duties and responsibilities of the position:

- Credit History Report, where permitted by applicable law and related work;
- Professional License Verification and Disciplinary History; and
- Motor Vehicle Record (MVR) Search

It is anticipated that the Authority will request approximately 20 background checks a year. All bids shall include the price per background check, pricing for each optional background check service, the standard and expedited turn-around time for completion of the background check, a description of the secure process for submitting requests and delivering completed reports, description of the applicant dispute/reinvestigation process, and the forms required by the Information Sheet and Checklist for Waivers and Delegated Purchasing Authority (DPA) Transactions found at:

<https://www.nj.gov/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf>.

Any agreement entered into as a result of this Request for Quotations shall be subject to the New Jersey Standard Terms & Conditions found at:

https://www.nj.gov/dca/ddrm/pdf_docs/Waiver%20Supplement%20to%20Standard%20Terms%20and%20Conditions.pdf.

The term of this contract will be for three years, September 15, 2026 through September 14, 2029.

Submit bids to:
procurements@hesaa.org

All bids must be received by **4:00 pm** on **August 28, 2026**.