

**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 Background Check services on an as needed basis for a term of three years. Each background check should include:

- 7- Year County Criminal Search Felony and Misdemeanor (including present and former counties of residence);
- Federal Criminal Search;
- Social Security Number Death Master Search;
- Employment Verification for the past three years;
- Education Verification, including international schools if applicable; and
- National Sex Offender Registry Search

It is anticipated that the Authority will request approximately twenty (20) background checks a year. All bids shall include the price per background check, the turn-around time for completion of the background check, 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.state.nj.us/treasury/purchase/forms/StandardTermsandConditions.pdf>.

The term of this contract will be for three years, September 15, 2023 through September 14, 2026.

Submit bids to:

Roseann Sorrentino

rsorrentino@hesaa.org

609-588-7121

All bids must be received by **4:00 pm on August 30, 2023.**