



Blaine A. Muse - Superintendent

817 Bill Beck Boulevard • Kissimmee, Florida 34744-4495
Phone: (407) 870-4600 • Fax: (407) 870-4010 • www.osceola.k12.fl.us

SUBJECT: FINGER PRINTING OF VENDORS

To Whom It May Concern:

THOMAS E. CHALIFOUX
DISTRICT NO. 2 KISSIMMEE
PHONE: (407) 846-0977

TOM GREER
DISTRICT NO. 4 KISSIMMEE
PHONE: (407) 892-8200

JOHN MCKAY
DISTRICT NO. 5 ST. CLOUD
PHONE: (407) 957-4056

DAVID E. STONE
DISTRICT NO. 3 KISSIMMEE
PHONE: (407) 933-2700

JAY WHEELER
DISTRICT NO. 1 KISSIMMEE
PHONE: (407) 390-0505

During the 2005 Legislative Session, House Bill 1877, the Jessica Lunsford Act was passed and was approved by Governor Bush on May 2, 2005, with an effective date of September 1, 2005. Included in the Bill is language that alters the provision of 1012.465, Florida Statutes. The applicable language reads as follows:

“Non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in s. 1012.32. Contractual personnel shall include any vendor, individual, or entity under contract with the school board.”

With this new language in place, the school district will be required to screen any awarded vendor, or their employee(s), who may be permitted access on school grounds. This screening will be at a level 2 as described in FS 1012.32. This screening must be performed here at the school district and in the near future, the district will start scheduling the contracted vendors for this finger printing process. The current cost being charged by Florida Department of Law Enforcement (FDLE) for this service is \$61.00/set of prints, and once screened, the results are valid for the length of the contract with the School Board or one (1) year whichever ends first. If the contract should extend for more than one (1) year, uninterrupted, prior to the end of each year anniversary date, the vendor may choose to pay an additional \$6.00 to FDLE to maintain the prints on file for additional period up to another year. All finger print fees must be prepaid. The cost of the level 2 background screening can be paid by using a credit card by either:

- Logging on to www.flprints.com, or
- Calling toll-free 1-877-357-7456.



Board Meets First Tuesday of Each Month

DISTRICT-WIDE ACCREDITATION BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

An Equal Opportunity Agency

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You will receive a confirmation number for your payment. You must bring this confirmation number with you when you are scheduled for finger printing as well as one form of a State issued photo identification.

Prior to this screening, the awarded vendors shall certify to the school district (on the attached form) that they have checked and cleared all of those employees that would be permitted access on school grounds by using the web site www.fdle.state.fl.us and the web site www.nsopr.gov, and shall certify that all employees, who may be assigned work under this contract, who have not been convicted of any offense as set forth in F.S. 435.04 or have not been convicted of a misdemeanor involving (a) sexual assault, (b) obscenity and related offences, (c) drugs, (d) moral turpitude, (e) physical or sexual abuse or neglect of a child or an equivalent offense in another state. Conviction includes a guilty plea, being found guilty after trial, or entering a plea of nolo contendere. The return of the form needs to be within fifteen (15) calendar days after receipt of this letter. Whether you do or do not have people that fall into this category, you must return the form to the school district's Purchasing department.

At present, we do not have all the answers and I know there are a lot of questions. Should you want to contact me to further discuss this issue, please feel free to contact me at 407.870.4625.

Respectfully,



Neil D. McDonald

Purchasing Supervisor

Attachment: Vendor Certification form

c: Vendor File

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
Vendor Certification
No Sex Offenders or Sexual Predators

During the 2005 Legislative Session, House Bill 1877, the Jessica Lunsford Act was passed and was approved by Governor Bush on May 2, 2005, with an effective date of September 1, 2005. Included in this Bill is language that alters the provision of 1012.465, Florida Statutes. The applicable language reads as follows:

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In compliance with the above mentioned “level 2 screening requirements” this Vendor Certification form must be completed by applicable vendors, “contractual personnel”, and received by the School District of Osceola County **before** any of the individuals listed below shall be permitted access to any School District of Osceola County school or property. This Vendor Certification shall become part of any existing contract between the undersigned and the School Board of Osceola County, Florida.

This Certification shall be returned to the School District of Osceola County, 817 Bill Beck Blvd., Building 2000, Purchasing Department, Kissimmee, Florida 34744.

The undersigned hereby attests and affirms that he/she has accessed the Florida Department of Law Enforcement’s website at www.fdle.state.fl.us and the US Department of Justice web site www.nsopr.gov, and has provided the information required at the website on each of the individuals listed below necessary to determine if any of the individuals are listed as a Sex Offender or Sexual Predator. The undersigned also affirms that **none** of the individuals listed below were found to be listed as either a Sex Offender or a Sexual Predator at the Florida Department of Law Enforcement’s website.

The Vendor shall assign a person within the organization to be the Finger Print coordinator for this statutory requirement. This person shall be responsible for seeing that any staff member, under this new State mandate, meet this requirement.

Indicate full name of individuals checked by the undersigned at the FDLE website and the US Department of Justice. (If extra space is needed, attach additional sheets.):

| Last Name | First | Middle |
|-----------|-------|--------|
| 1 _____ | | |
| 2 _____ | | |
| 3 _____ | | |

***Do you work for a sub-contractor? If so, name & phone number of contractor:-----*

If you feel this does not apply to your company, please indicate here.

You must return this form even if no one from your company would be on school district property. This form should be faxed to School District of Osceola County’s Purchasing Department at 407.870.4616.

This _____ day of _____, 20__.

 Name of Company

 Your Company Contact (Please Print)

 Authorized Company Representative Signature

 Phone Number

 Print Name

 Title

 Email Address

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

VENDOR FINGERPRINTING INSTRUCTIONS-IN BRIEF

1. Go on line at www.FDLE.state.fl.us and verify that the employees that will have access to school grounds when students may be present are not listed on the Sexual Predator/Offender list. (see instructions on page 2)
2. Fill out Vendor Certification Form and fax it to the Purchasing Department at (407) 870-4616.
3. Go online to www.flprints.com or call (877) 357-7456 to pay the state for the fingerprinting process
4. Call the School District Human Resources Department at (407) 870-4091 to schedule the appointment to be fingerprinted. At that time, the following must be presented
 - Confirmation Number given by the state after payment has been made
 - State issued photo ID (either drivers license or state ID)
 - Social Security Number

If you have been fingerprinted by another Florida school district, we will use your Social Security number to access your information on the state system. Contact our Human Resources Department to schedule an appointment to bring in your picture ID to be copied and entered into our system.