



BRADFORD COUNTY SCHOOL DISTRICT

501 W. Washington St, Starke, FL 32091 - (904) 966-6018



VENDORS AND CONTRACTORS

Background Screening Process for Contractors and Vendors

The Jessica Lunsford Act was enacted on September 1, 2005 in response to the tragic abduction and death of Jessica Lunsford. This law affects a vendor's business operations and employees if they are under contract with Orange County Public Schools.

Applies to: Individuals who have direct contact with students, or are on school grounds when students are present or have control of school funds.

Contractors/vendors that come to our schools will be required to provide a Contractor badge and a valid driver's license. To have access to any of our schools/sites, a contractor must have clearance from School District. Once approved they will be added to the Contractor Cleared List. **Noninstructional contractors will be required to possess and display, at all times, the uniform statewide identification badge for proof of clearance.**

Contractors/Vendors **fingerprinted and cleared** by Bradford County School District must pick up their badge at 501 W. Washington St., Starke, FL 32091. **Badges cannot be mailed. Please call 904-966-6031** before you come to pick up your badge. Contractors must wear their badges at all times, while present on school grounds.

Procedures to Obtain Clearance and a Badge:

1. Schedule Fingerprinting

How to Schedule a Fingerprinting Appointment. 

1. Please use this Code when you make your appointment Fieldprint Code: **FPBrCtySDVendorBadge**
2. Please note the **code IS CASE sensitive**.
3. Log onto <https://schedule.fieldprint.com/> website to schedule your appointment. You will create a secure username/password to enter the system.
4. In the **Reason For Fingerprinting** screen; the applicant will enter the **Fieldprint Code** provided above.
5. You will provide your contact and demographic information. The information requested on the scheduling site is the information required by FDLE/FBI in order to process State/National criminal search.
6. From this point forward the website will prompt you for the required information to find a local collection facility and schedule an appointment. Instructions, directions, maps, and photos will all be provided directly online.
7. If you have any issues or questions, you may contact the customer service team at (800) 799-1067 or at CustomerService@fieldprint.com. You may also select the “Contact Us” link on the website.

Contractors fingerprinted and cleared by the School District will obtain a ContractorVendor Badge. Badges are processed by Fieldprint, Inc. and payments will be made to Fieldprint at the time of the processing. Please allow a minimum of 10-14 business days after processing to contact the Bradford County School District to obtain your badge. They may be picked up at 501 W. Washington St, Starke, FL 32091, Monday through Friday between 8:00 a.m. and 4:00 p.m. Identification is required.



3. How to check for clearance and to see if your badge is ready for pickup
You may check contractors' clearance by calling Human Resources at (904) 966-6031. Clearance is good for five (5) years. After five years, a new fingerprint submission is required. All clearance is subject to approval by the School District.

IF YOU ALREADY HAVE FSSR VENDOR BADGE PROCEDURES:

Contractors/Vendors who have been fingerprinted within the past five years by another Public School District in the State of Florida must be reviewed and cleared by the Bradford County School District.

1. The contractor **MUST** submit this request either via email or by phone.
2. This request should include the **legal name, date of birth, social security number, and a copy of the front and back of the contractor badge.**

This applies to:

- Consultants
- Instructional/Tutor/Counseling Personnel
- Staffing agency placements-food service &/or custodial
- Researchers
- Trades doing warrantee work on active campuses
- TSA Vendors
- Therapist
- Landscapers
- Construction
- Trades Work
- All others not listed

Human Resources Office

The contact data is:

Phone: (904) 966-6031

E-mail: kidd.michael@mybradford.us or hr@mybradford.us

The alternate phone number is (904) 966-6008

Additional Information About Vendor Background Screening

1. On July 1, 2013, Section 1012.467, Florida Statutes, was amended requiring all school districts to issue a uniform statewide badge to certain noninstructional contractors permitted onto school grounds. On July 19, 2013, The Florida Department of Education provided school districts with the Technical Assistance Paper for implementation.
2. The District has classified noninstructional contractors into two categories, the first is a contractor who is not anticipated to have direct contact with students (i.e.

construction). The second type is a contractor who is anticipated to have direct contact with students (i.e. contracted therapists) It should be noted that they are statutory exemptions for some types of contractors.

3. During the contracting process, the District will determine whether or not a contractor is anticipated to have direct contact with students. If such contact is not anticipated, the contractor will be required to have a statewide badge to gain entry to school premises.
4. Noninstructional contractors will be required to possess and display, at all times, the uniform statewide identification badge for proof of clearance.
5. Noninstructional contractors who are anticipated by the District to have direct contact with students are required to undergo screening in accordance with School Board Policy. Once cleared, they will be issued a badge and check in with the school receptionist each time they seek to gain entry. The receptionist will run them in the Raptor system.

Disqualification Guidelines

The list below provides the guidelines which may disqualify vendors (with no student contact) from employment. Offenses from the list below may result in the denial of employment with the Escambia County School District.

A. Employment Screening Standards, State of Florida under Section 1012.467 Florida Statutes.

1. Any offense listed in s. 943.0435(1)(a)1., relating to the registration of an individual as a sexual offender.
2. Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and the reporting of such sexual misconduct.
3. Section 394.4593, relating to sexual misconduct with certain mental health patients and the reporting of such sexual misconduct.
4. Section 775.30, relating to terrorism.
5. Section 782.04, relating to murder.
6. Section 787.01, relating to kidnapping.
7. Any offense under chapter 800, relating to lewdness and indecent exposure.
8. Section 826.04, relating to incest.
9. Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.

B. Any omission, misrepresentation, or falsification of information listed on any employment application or documents related to employment. C. Enrollment in or failure to successfully complete a pre-trial diversion or intervention program for a disqualifying offense.

Any further questions can be directed to:

Human Resources Fingerprinting at (904) 966-6031