



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

### Purchasing Services

Michael J. Woodall, CPPO, Purchasing Agent

813/ 794-2221 Fax: 813/ 794-2112

727/ 774-2221 TDD: 813/794-2484

352/ 524-2221 e-mail: mwoodall@pasco.k12.fl.us

December 17, 2013

### MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Michael J. Woodall, CPPO, Purchasing Agent *MJW*

**SUBJECT:** Sixth Year of Existing Contract  
Collection Agency Services – Checkcare Systems

On December 5, 2009, official action was taken to approve the latest term of a contract with Checkcare Systems (Checkcare). This company assists the Department of Finance Services with collection of checks which have been rejected by the bank due to insufficient funds. It is renewable annually at the mutual agreement of the parties. The current term will expire on January 19, 2014.

Considering services have been satisfactory, Ms. Joanne Millovitsch, Director of Finance Services, has asked that the contract be renewed for an additional twelve-month period under existing terms and conditions. Checkcare has agreed in writing (attached) to do so. There is no cost to the District for these services. Checkcare will guarantee payment to the District up to \$500 for each check they collect on our behalf. The company is entirely responsible for administration of the program.

The term of the contract will be January 20, 2014 – January 19, 2015. Although there is no cost for these services, we are requesting Board permission as it involves the handling of District funds.

Please contact Ms. Joanne Millovitsch or me at your earliest convenience if you have any questions or concerns.

MJW/plh

Attachments

Date/Time: December 11, 2013 09:39:00



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### Finance Services

Joanne Millovitsch, Director

813/ 794-2268 727/ 774-2268

352/ 524-2268 Fax: 813/ 794-2266

e-mail: jmillovi@pasco.k12.fl.us

## MEMORANDUM

Date: December 5, 2013

To: Mr. Mike Woodall, Purchasing Agent

From: Joanne Millovitsch, Director of Finance Services

Subject: **CHECKCARE CONTRACT RENEWAL FOR 2014**

The contract renewal for CheckCare services is to be submitted to the Board at the December 17, 2013 Board Meeting.

The CheckCare services have been satisfactory and we wish to continue the contract. The scope of the program remains unchanged and there is no cost to the District.

Thank you for your assistance. If you need additional information, please call me at extension 42294.



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Michael J. Woodall, CPPO, Purchasing Agent

813/794-2221 Fax: 813/794-2111

727/774-2221 TDD: 813/794-2484

352/524-2221 email: [mwoodall@pasco.k12.fl.us](mailto:mwoodall@pasco.k12.fl.us)

### NEGOTIATED CONTRACT RENEWAL REQUEST CHECK COLLECTION SERVICES

☒ Yes, I agree to renew the above-referenced contract for its next term, under existing terms and conditions. The contract term will be January 20, 2014 – January 19, 2015.

☐ No, I do not agree to renew the above-referenced contract with the District School Board of Pasco County.

**COMPANY NAME:** Checkcare Systems

**SIGNATURE:** Barbara Cooper **DATE:** 12-4-13

**PRINTED NAME/TITLE:** Barbara A Cooper, G.M. **EMAIL:** BarbaraC@Checkcare.Com

**TELEPHONE:** 888-339-2439 Ext 226 **FAX:** 407-339-4572

By agreeing to renew, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act." Vendors conducting business with the District School Board of Pasco County (DSBPC) will be (1) be at the school when students are present or (2) have direct contact with students, or (3) have access to or control of school funds, must be Level 2 fingerprinted by DSBPC Human Resources. If any of the above criteria apply to this contract, you must have those individuals Level 2 fingerprinted and screened by the DSBPC Human Resources Department prior to commencement of services or work, and must provide a list of employees with renewal. Please contact (813) 794-2521 to arrange for a fingerprinting appointment. Costs associated with this background screening are borne by the vendor. You may access information regarding this law, which becomes effective September 1, 2005, by reviewing Sections 1012.32 and 1012.465, Florida Statutes.

The contracting company certifies, by submission and signature of this form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction per the provisions of Florida Statute 287.133(2)(a).

Vendor shall comply with all applicable laws, ordinances, codes and statutes of any and all local, state, or national governing bodies included within this section. Vendor shall comply with the regulations of the Civil Rights Act of 1964, in which no person in the United States shall on the grounds of race, creed, color, or national origin be excluded from participation in or be denied the proceeds of, or be subject to discrimination in the performance of this contract.

### **PLEASE RETURN TO:**

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**ATTENTION: PATTY HALL, BUYER ASSISTANT**

**PURCHASING DEPARTMENT**

**20430 GATOR LANE, LAND O' LAKES, FL 34638**

**(813) 794-2258 (PHONE)**

**(813) 794-2111 (FAX)**

**phall@pasco.k12.fl.us**