



Request for Proposal for Security Background Check Services_07-2025_BC

Date of Release: July 09, 2025

1. General Information

1.1. Request for Proposal (RFP) Objective

The objective of ERCOT in this procurement is to identify and contract with a qualified Respondent to partner with the Human Resources (HR) Team and Legal Department to provide background checks and drug screens for pre-employment, periodic employee reverifications, and independent contractor/non-employee screenings to meet corporate compliance requirements.

Electric Reliability Council of Texas, Inc. will be using Workday Strategic Sourcing (WSS) to manage the submission process for this RFP. To participate in this event, you will need to create your free supplier account with Scout per the following link:

<https://us.workdayspend.com/rfps/public/941683>

Once registered, you can view request details and ask questions (via WSS's message center) to Electric Reliability Council of Texas within the WSS platform. You will also be able to invite additional team members to collaborate, and submit your Bid.

Contract Term

ERCOT intends to award a contract resulting from this solicitation for an initial term from date of award for a three (3) year term, with the option to renew for successive periods of one (1) year each.

1.2. ERCOT Point of Contact

The sole point of contact for inquiries concerning this RFP is:

Britney Chapman
ERCOT
2705 West Lake Drive
Taylor, Texas 76574
Britney.Chapman@ercot.com

All communications relating to this RFP must be directed to the specified ERCOT Point of Contact. All other communications between a Respondent and ERCOT staff concerning this RFP are prohibited. Failure to comply with this section may result in ERCOT's disqualification of the proposal.

1.3. Procurement Timeline

Procurement Timeline	
RFP Release Date	July 09, 2025
Optional Notice of Intent to Propose Due	July 16, 2025
Respondent Questions Due	July 18, 2025
Response to Respondent Questions Sent	July 25, 2025
Respondent Proposals Due	August 08, 2025
Respondent Presentations (if needed)	TBD
Anticipated Contract Award	TBD
Anticipated Contract Start Date	TBD