



County of Roanoke

FINANCE DEPARTMENT PURCHASING DIVISION

June 14, 2018

NOTICE OF INTENT TO AWARD

RFP: 2018-093

TITLE: Background Screening Services

AWARDED TO: Employers Choice Online, Inc.

The County appreciates your interest by submitting a proposal for this project and we hope you will respond on future projects. Please feel free to call if you have any questions.

A handwritten signature in blue ink, appearing to read "Kari Sutphin".

Kari Sutphin, Buyer

Important Notice: If an award is made to your firm, you need to be set up in our financial software system and a signed W-9 tax information needs to be submitted in order to receive payment and/or purchase orders from the County.

If you have not previously registered or need to update your company information, please go to: <http://www.roanokecountyva.gov/forms.aspx?FID=88> as soon after award to complete and submit an on-line Vendor Payment Registration Form. Should you not have access to a computer, you may go to any local library to use one or come to the Purchasing Office, 5204 Bernard Drive, Suite 300-F, Roanoke, VA 24018 to complete the registration. This registration is not used for the purposes of receiving automatic notification of formal bid/proposals. Information about the new notification process is found on our website.