



BROOKSTONE

CONSTRUCTION MANAGERS | GENERAL CONTRACTORS

May 3, 2010

To: All Subcontractors

Re: Criminal History Record Checks

Effective May 15, 2010, Brookstone, L.P. will not perform criminal history record checks on subcontractor employees except for school projects where owner/contractor contracts were executed before HB 2730 (09/01/2009).

Specifically, projects we will continue to perform subcontractor staff criminal history record checks on include Klein Collins High School and Klein Oak High School.

On all projects other than those listed above, the subcontractor will be required to certify they have complied with the Texas Education Code, Chapter 22, as it pertains to criminal history background requirements for service contractors and their subcontractors. Subcontractors are required to obtain criminal history records, processed through the FACT Clearing House, for employees and obtain similar certification from their subcontractors regarding sub-subcontractor employees.

Subcontractors are required to obtain their own account to access the FACT Clearing House in order to schedule employee appointments and review criminal history information. Subcontractors can reference our FTP site and/or Website for criminal history record check instructions.

School districts may impose additional requirements up and above statute requirements.

Individual criminal history record checks conducted by Brookstone, L.P. on subcontractor employees on projects other than Klein Collins High School and Klein Oak High School, prior to May 15, 2010 are invoiced to the employing subcontractor at the below applicable fees:

- 1) \$155.00/Person – Schedule and Review Criminal History Record Check through FACT
- 2) \$115.00/Person – Verify and Review Criminal History Record Check through FACT

In order to comply with the law, you must provide certification that you have obtained the criminal history record information required by law. Contractor/Subcontractor/Sub-Subcontractor Certification Criminal Background Check certificates, as required per contract for each project, will be provided on a project by project basis. Each project/district may have its own certification form. Forms must be signed and returned to Brookstone, L.P., attention of the appropriate Project Manager, prior to your staff being dispatched to the project site.

Sincerely,



Steve Dishman
President

