YOUR
LOGO

**COMPANY NAME**

BACKGROUND-CHECK INTEGRATION PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to integrate background-check capabilities into your recruitment and compliance workflow. We specialize in delivering secure, efficient, and automated background-check integrations.

This proposal outlines our approach to implementing a comprehensive background-check integration for [Client Name].

# Project Objectives

The primary goals are:

- Streamline the hiring and verification process
- Reduce turnaround time for background checks
- Ensure compliance with local, state, and federal regulations
- Improve candidate and hiring team experience

# Proposed Services

Our background-check integration services include:

- API integration with leading background-check providers
- Customization of verification workflows
- User permission and access control configuration
- Candidate notification and consent handling
- Audit trails and report management
- Compliance with FCRA, GDPR, and industry standards

# Scope of Work

Scope includes:

- Assessment of existing hiring or HR systems
- Selection of background-check vendor (if applicable)
- API development and workflow design
- End-to-end testing and deployment
- Administrator training and documentation

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Requirements Gathering | Analyze systems and vendor APIs | [Start Date] |
| Development & Integration | Build and test the integration layer | [Date] |
| Testing & Validation | Conduct user acceptance and security tests | [Date] |
| Deployment & Training | Launch integration and train staff | [Completion Date] |

# Pricing

Estimated cost breakdown for background-check integration services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Assessment & Planning | Evaluate current systems and vendor compatibility | [Amount] |
| Integration Development | API integration and workflow setup | [Amount] |
| Testing & Security Review | System and data validation | [Amount] |
| Training & Documentation | Provide onboarding and admin guides | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a leading technology partner in HR system integrations and compliance automation.

- Experience: [X] years in HR tech and data integrations
- Expertise: API solutions, FCRA/GDPR compliance, cloud-based automation
- Mission: To streamline HR processes through smart integrations that enhance security and user experience

# Case Studies / Testimonials

Case Study: [Client Example]

- Project: Background-check integration for an enterprise ATS platform
- Outcome: Reduced candidate screening time by 45% and improved compliance tracking

Testimonial:
“[Your Company Name] seamlessly connected our ATS with our background vendor and made the whole process faster and audit-ready.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% upfront, balance upon project completion.
Service Scope: Includes integration, testing, documentation, and support.
Client Responsibilities: Provide system access, data, and vendor coordination.
Adjustments: Scope changes require written agreement and may affect cost and timeline.

# Acceptance

To approve this background-check integration proposal and initiate services, please sign below.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name: [Client Name]
Title: [Title]
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_