Request for Proposal

Tenant Background Screening Services

Pre-Offer Conference Via WebEx October 24, 2023, 9:00 a.m.



RFP Timeline

Written Inquiries Due	October 27, 2020, 2:00 p.m.
Deadline for Submittals	November 13, 2023, 2:00 p.m.
Contract Begins	April 1, 2024



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Important Item

Anything discussed today or at any point in time does not change anything in the RFP.

Only a formal written and issued addendum changes the RFP.



4 Solicitation Instructions

- Transparency Policy starts at solicitation opening and ends at City Council Award
- All offerors must register at: <u>https://www.phoenix.gov/procure</u>
 - All written inquiries are due October 27, 2023, 2:00 p.m.
- The City will not be responsible for oral instructions made by employees or officers, any changes will be in the form of solicitation addenda
 - Businesses *must* be registered with the Arizona Corporation Commission (this is checked)
 - Offeror must read the entire solicitation and accept all terms and conditions without exception



Special Terms and Conditions

Pricing

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- All prices submitted shall be firm and fixed for the initial one-year of the Contract
- Background Screening
 - Maximum Risk
- Import to note items
 - Data Provider Flow-Through Requirements
 - Fair Data Reporting Act (FRCA) Acknowledgement
 - Access Security Requirements



Insurance & Indemnification

Please note the indemnification provisions within the solicitation

Insurance requirements cover:

- General Liability
- Automobile liability
- Worker's compensation
- Professional liability
- Upon award, certificates of insurance (ACORD form or equivalent) must be provided to the City within 10-days
 - Send to the Procurement Division at

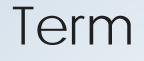
Hou.procurement@phoenix.gov



7 Pre-Award Qualifications

- Must been in operation for a minimum of 2 years
- In the second second





Commencing on or about April 1, 2024 5-Year period



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Scope of Work

Tenant Background Screening Services:

	FReepoortt	Complete	Linnitted	
11	Creatitt Report (FRCO creatit score, late payment history, tradelines, teandelinestaading utstas) ding debts)	x		×
22	Nationwidte Chiminal Report	X	*	×
33	Loozali (State, City, and County) Criminal Report	×	*	*
44	Supplemental Criminal Screening report (Maricopa County and State of Arizona court systems)	×	*	*
55	Offense Alerit (Arriest Records)	×	*	*
66	ØFAC/Patripti Acti Search	×	*	*
77	Matinnwide Eviction Search	*		×
8	Known Aliases (All known Aliases)	*	*	×
6	Trenanti Records (Payment History)	×		X
4Po	Evistion Screening (Nationwide, State; City, and County)	×		×
111	Pesst Address History Records	×		×



Submittals

Group 1 Complete Report

Item No.	Report	Estimated Quantity	Delivery Calendar Days	Unit Price	Total P	rice
1	Complete Screening	7,000		ş -	s	-
Credit Report (FIC)	O credit score, late payment history, b	radelines, and outstan	ding debts)			
Nationwide Crimina	al Report					
Local (State, City, and County) Criminal Report						
Supplemental Criminal Screening report (Maricope County and State of Arizone court systems)						
Offense Alert (Arrest Records)						
OFAC/Pablot Act Search						
Nationwide Eviction Search						
Known Allases (All known Allases)						
Tenant Records (Psyment History)						
Eviction Screening (Nationwide, State, City, and County)						
Past Address History Records						
				Total	\$	-

Group 2 Limited Report

Item No.	Manufacturer & Product No.	Estimated Quantity	Delivery Calendar Days	Unit Price	Total Price	
1	Limited Screening	10,000		\$-	\$	-
Credit Report (FICO credit score, late payment history, tradelines, and outstanding debts)						
Nationwide Crimin	al Report					
Local (State, City,	Local (State, City, and County) Criminal Report					
Supplemental Criminal Screening report (Maricops County and State of Arizona court systems)						
Offense Alert (Arrest Records)						
OFAC/Pablot Act Search						
Nationwide Evictio	ietoneide Eviction Search					
Known Aliases (Al	nown Aliases (All known Aliases)					
Tenant Records (F	enant Records (Psyment History)					
Eviction Screening (Nationwide, State, City, and County)						
Past Address Hist	ory Records					
				Total	\$	-

Fill out the Delivery Days, Unit Price, and Total Price. Group 3 Delivery Days and Price to run the report

Group 3 ADHOC Report

ADHOC Reports	Delivery Calendar Days	Price Each	
Credit Report (FICO credit score, late payment history, tradelines, and outstanding debts)		\$	
Netionwide Criminal Report		\$	-
Local (State, City, and County) Criminal Report		\$	-
Supplemental Criminal Screening report (Maricopa County and State of Arizona court systems)		\$	-
Offense Alert (Arrest Records)		\$	-
OFAC/Petriot Act Search		\$	•
Nationwide Eviction Search		\$	•
Known Alleses (All known Alleses)		\$	-
Tenant Records (Payment History)		\$	-
Eviction Screening (Nationwide, State, City, and County)		\$	
Past Address History Records		\$	-
	Total	\$	-



Proposals

Submittal Requirements:



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- E-mail attachment or inperson delivery
- Tab 1 Cover Letter with contact information
- Tab 2 All Attachments
- Tab 3 Signed Addenda



Solicitation Transparency

Commencing on the date and time a solicitation is published, potential or actual offerors or respondents (including their representatives) shall only discuss matters associated with the designated procurement officer and not with any City Staff.

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