

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

Important Item

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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.



Solicitation Instructions

- Transparency Policy starts at solicitation opening and ends at City Council Award
- All offerors must register at:
<https://www.phoenix.gov/procure>
- 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

- 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

Pre-Award Qualifications

- ▶ Must been in operation for a minimum of 2 years
- ▶ 10 calendar days to submit a complete certificate of insurance upon intent to award notification

Term

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

Scope of Work

Tenant Background Screening Services:

Report	Complete	Limited	ADHOC
11 Credit Report (FICO credit score, late payment history, tradelines, and outstanding debts)	X		X
22 Nationwide Criminal Report	X	X	X
33 Local (State, City, and County) Criminal Report	X	X	X
44 Supplemental Criminal Screening report (Maricopa County and State of Arizona court systems)	X	X	X
55 Offense Alert (Arrest Records)	X	X	X
66 OFAC/Patriot Act Search	X	X	X
77 Nationwide Eviction Search	X		X
88 Known Aliases (All known Aliases)	X	X	X
99 Tenant Records (Payment History)	X		X
100 Eviction Screening (Nationwide, State, City, and County)	X		X
111 Past Address History Records	X		X

Submittals

Group 1 Complete Report

Item No.	Report	Estimated Quantity	Delivery Calendar Days	Unit Price	Total Price
1	Complete Screening	7,000		\$ -	\$ -
Credit Report (FICO credit score, late payment history, tradelines, and outstanding debts)					
Nationwide 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/Patriot Act Search					
Nationwide Eviction Search					
Known Aliases (All known Aliases)					
Tenant Records (Payment 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 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/Patriot Act Search					
Nationwide Eviction Search					
Known Aliases (All known Aliases)					
Tenant Records (Payment History)					
Eviction Screening (Nationwide, State, City, and County)					
Past Address History 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)		\$ -
Nationwide 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/Patriot Act Search		\$ -
Nationwide Eviction Search		\$ -
Known Aliases (All known Aliases)		\$ -
Tenant Records (Payment History)		\$ -
Eviction Screening (Nationwide, State, City, and County)		\$ -
Past Address History Records		\$ -
Total		\$ -

Proposals

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Submittal Requirements:



- E-mail attachment or in-person 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.

Melanie Bynoe Torzala

Management Assistant II – Contracts and Procurement

602-262-4927

Hou.procurement@phoenix.gov