



Respondent Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M., A.P.P.
PURCHASING AGENT

MELISSA LEE, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

RFP NO. 2020-034

**REQUEST FOR PROPOSALS
FOR
BACKGROUND SCREENING SERVICES**

**PROPOSALS DUE DECEMBER 5, 2019
2:00 P.M.**

RFP NO. 2020-034

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RFP FOR BACKGROUND SCREENING SERVICES

PRE-PROPOSAL CONFERENCE

All Respondents are encouraged to attend a Pre-Proposal Conference to be held:

DATE: MONDAY, NOVEMBER 18, 2019
TIME: 1:30 P.M.
LOCATION: TARRANT COUNTY ADMINISTRATION BUILDING
ADMINISTRATOR'S OFFICE CONFERENCE ROOM
100 E. WEATHERFORD STREET, SUITE 403
FORT WORTH, TX 76196-0104

Note: There is No opportunity for remote attendance of this meeting

RSVP: Respondents planning to attend the pre-proposal conference should RSVP, in writing, via facsimile, no later than 5:00 p.m., Friday, November 15, 2019.

Send RSVPs to Dianna Lee, at (817) 884-2629.

Questions from respondents will be addressed at the pre-proposal conference. Any vendor who submits a proposal without attending the scheduled pre-proposal conference does so at his own risk. Such applicant who submits a proposal and does not attend the scheduled pre-proposal conference waives any right to assert claims due to undiscovered conditions

RFP FOR BACKGROUND SCREENING SERVICES

Tarrant County is soliciting proposals for **BACKGROUND SCREENING SERVICES** for **HUMAN RESOURCES, AND FACILITIES MANAGEMENT DEPARTMENT**.

THE ORIGINAL AND FOUR (4) COPIES
OF
COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104
ON OR BEFORE DECEMBER 5, 2019 AT 2:00 P.M.

All proposals, are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All proposals must be clearly marked with the Proposal Number, the name of the company submitting the proposal package, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. Original proposal must be clearly marked "ORIGINAL" and contain all original signatures. "No-Bid" response to be returned on the form included in the section under forms.

Any proposal received after the date and hour set for Proposal opening will not be accepted. The Respondent will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at Respondent's expense, or destroyed with written authorization of the Respondent. If Proposals are sent by mail to the Tarrant County Purchasing Department, the Respondent shall be responsible for actual delivery of the Proposal package to the Tarrant County Purchasing Department before the date and hour set for Proposal opening. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the Proposal opening, proposals thus delayed will not be considered and will be disposed of as authorized.

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Respondent guaranteeing authenticity. After the official opening, Proposals become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Tarrant County Purchasing Agent and the approval of Tarrant County Commissioners Court.

Tarrant County is exempt from Federal Excise and State Sales Tax, therefore, tax must not be included in the proposal. The County is not exempt from Surplus Lines Tax or Texas Stamping Tax.

Tarrant County reserves the right to accept or reject in part or in whole any proposals submitted, and to waive any technicalities for the best interest of the County.

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No oral explanation or instructions will be given by County officials or employees in regard to the meaning of the proposal specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Request from interested proposers for additional information or interpretation of the information included in the specifications should be directed in writing to:

DIANNA LEE, C.P.M., SENIOR CONTRACTS ADMINISTRATOR
FAX: (817) 884-2629

All documents relating to this proposal including but not limited to, the proposal document, questions and their responses, addenda, and special notices will be posted under the proposal number on the Tarrant County website and available for download by interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. It is the Respondent's sole responsibility to review this site and retrieve all related documents prior to the Proposal due date.

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth, Texas time, Tuesday, November 19, 2019. After the question deadline, all questions and their responses will be posted on the website and available for download by interested parties. All Proposal Response Forms and questionnaires must be fully completed and included in your response. Detailed specifications have been provided, and any deviations or exceptions must be referenced on the designated response forms that have been provided. Unless deviations are specifically stated herein, benefits will be provided according to the specifications at no additional charge.

The proposal is issued in compliance with the County Purchasing Act, Section 262.030. Negotiations may be conducted with responsible Respondent(s) who submit Proposals determined to be reasonably susceptible of being selected for award.

It is the Respondent's sole responsibility to print and review all pages of the Proposal document, attachments, questions and answers, addenda, and special notices. The Signature Form must be signed and returned. Failure to provide signature on this form renders Proposal non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance with Federal and State Laws, Questionnaires, Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire proposal.

CONFIDENTIALITY: Any material that is to be considered confidential in nature must be clearly marked as such and may be treated as confidential to the extent allowable in the Texas Public Information Act. Pricing information is not considered confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION**" and **EACH PAGE** must be marked "**CONFIDENTIAL INFORMATION.**" Tarrant County will make every effort to protect these papers from public disclosure as outlined in Texas Local Government Code, Section 262.030(c).

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The Texas Public Information Act gives the public the right to request access to government information, subject to certain narrow exceptions. Tarrant County is an entity subject to this Act. Therefore, please be advised that your company's declaration that certain information submitted in response to a Proposal is "confidential" will not be treated as such if the County receives a request for a copy of the Proposal. Tarrant County will, of course, make every effort to inform your company of such a request and to provide you with an opportunity to object to the release of any proprietary information per the procedure outlined in Texas Government Code Section 552.305. Notice to your company under Section 552.305 may be sent via either certified mail or e-mail using the contact information provided by you on the signature form. Please be advised that Tarrant County cannot and will not make an agreement to withhold information from the public contrary to the County's responsibilities under the Act.

Additionally, to the extent your proposal is incorporated into the contract, the proposal will become an official record available for public inspection.

Proposals shall be opened to avoid disclosure of contents to competing Respondents and kept secret during the process of negotiation. All Proposals that have been submitted shall be open for public records request after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

All proposals shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of the proposal. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Proposals which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Tarrant County Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196, or email to SAP-invoices@tarrantcounty.com. In accordance with the Prompt Payment Act, it is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchasing Order Number.**

Continuing non-performance of the Vendor in terms of specifications shall be a basis for the termination of the contract by Tarrant County. Tarrant County shall not pay for work, equipment, or supplies which are unsatisfactory. The vendor will be given a reasonable opportunity before termination to correct deficiencies. This, however, shall in no way be construed as negating the basis for termination for nonperformance.

The **contract may be terminated** by either party upon written thirty (30) days notice prior to cancellation.

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Proposals will be considered non-responsive if they show any omissions, alteration of form, additions or conditions not called for, or inconsistencies of any kind. However, Tarrant County reserves the right to waive any inconsistencies and to make an award in the best interest of the County.

Proposals may be deemed non-responsive, among other reasons, for any of the following specific reasons:

1. Proposals containing any inconsistencies.
2. Unbalanced value of any items.

Respondents may be disqualified, and their proposals not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Respondents.
2. Reasonable grounds for believing that any Respondent is interested in more than one proposal for the work contemplated.
3. The Respondent being interested in any litigation against the County.
4. The Respondent in the arrear on any existing contract or having defaulted on a previous contract.
5. Lack of competency as revealed by a financial statement, experience, and equipment, questionnaires, etc.
6. Uncompleted work that in the judgment of the County will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.
8. Respondent past performance record with Tarrant County.
9. Limited competition.

Due care and diligence have been used in the preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the Respondent. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the Respondent to determine the full extent of the exposures.

The successful Vendor may not assign their rights and duties under an award without the written consent of Tarrant County Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

Audit Clause: The Vendor must agree that Tarrant County will, until the expiration of twelve (12) months after final payment under this agreement, have access to and the right to examine at reasonable times any directly pertinent books, documents, papers and records (hard copy, as well as computer generated data) of the Vendor involving those transactions related to this solicitation. The Vendor must agree that Tarrant County will have access during normal working hours to all necessary facilities, staff and workspace in order to conduct audits. Tarrant County will provide the vendor with reasonable advance notice of intended audits. The Vendor must provide records within ten (10) business days or a mutually agreed upon timeline.

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TO THE EXTENT PERMITTED BY LAW, VENDOR AGREES TO DEFEND, INDEMNIFY AND HOLD TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (i) VENDOR'S BREACH OF ANY OF THE TERMS OR PROVISIONS OF THIS AGREEMENT OR (ii) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF VENDOR, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

RESPONDENT(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

RESPONDENT(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS AND PAY ALL TAXES, MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. RESPONDENT ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME, AND BENEFITS TO PERSONNEL. RESPONDENT ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE, OR FEDERAL GOVERNMENT AGENCIES.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract, effective from the date of award or notice to proceed as determined by Tarrant County Purchasing through February 24, 2021. At Tarrant County's option and approval by the Vendor, the contract may be renewed for two (2) additional twelve (12) month periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**
2. **RENEWAL OPTIONS:** Tarrant County reserves the right to exercise an option to renew the contract of the Respondent for two (2) additional twelve (12) month periods, provided such option be stipulated in the Special Conditions and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These required documents, must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option and seek a new solicitation.
3. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among the governmental entities that are listed on pages 9-12, therefore it would be in the Vendor's best interest to help Tarrant County facilitate the cooperative effort. **A "NO" answer could result in complete rejection of proposal.**
 - A. Should other Governmental Entities decide to participate in the contract, would you, the Vendor, agree that all terms, conditions, specifications, and pricing would apply?
 Yes No
 - 1) If you, the Vendor, checked yes, the following will apply:
 - a) Governmental Entities utilizing Inter-Governmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded because of the solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material/services as needed.
 - b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the Vendor and each governmental entity.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

- c) Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing Vendor invoices. In the event Governmental Entities utilizing Inter-Governmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the Vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the Vendor.
- d) Vendor(s) awarded contract(s) resulting from proposal shall be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. The information shall be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County. Failure to provide the requested information when requested could delay the renewal process.

B. SECONDARY/ALTERNATE AWARD: Secondary or alternate Vendors serve in a backup capacity only. In the event the primary is unable to honor the terms and conditions of the contract, the secondary Vendors may be called. If the secondary Vendor is unable to honor the terms and conditions of the contract, the alternate may be called. The primary vendor is the first contact. Use of the secondary or alternate must be approved, in writing, by the Tarrant County Purchasing Agent or his designee.

- 1) In the event the secondary or alternate Vendors are called upon, they will offer the goods and services at the proposal prices, or better. Any attempt to increase the original proposal price may be cause to remove the Vendor from the contract. This in no way negatively affects the status of the primary Vendor.
- 2) If the secondary or alternate Vendor represents themselves as the primary Vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the secondary or alternate Vendor may be removed from the contract. Would you, the Vendor, be willing to accept a secondary/alternate award based on the above?

Yes No

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1.	Alamo Heights ISD	54.	City of Bedford	108.	City of Everman
2.	Allen ISD	55.	City of Bells	109.	City of Farmers Branch
3.	Alvarado ISD	56.	City of Benbrook	110.	City of Farmersville
4.	Alvord ISD	57.	City of Big Spring	111.	City of Ferris
5.	Anderson County	58.	City of Blue Mound	112.	City of Floresville
6.	Anna Fire Department	59.	City of Bonham	113.	City of Floydada
7.	Aransas County	60.	City of Bovina	114.	City of Forest Hill
8.	Argyle ISD	61.	City of Bowie	115.	City of Forney
9.	Arlington ISD	62.	City of Boyd	116.	City of Fort Worth
10.	Armstrong County	63.	City of Bridge City	117.	City of Frisco
11.	Aspermont ISD	64.	City of Bridgeport	118.	City of Fulshear
12.	Atascosa County	65.	City of Brownwood	119.	City of Gainesville
13.	Aubrey ISD	66.	City of Bryan	120.	City of Galena Park
14.	Azle ISD	67.	City of Buda	121.	City of Galveston
15.	Bastrop County	68.	City of Burkburnett	122.	City of Ganado
16.	Bell County	69.	City of Burleson	123.	City of Garland
17.	Benbrook Water Authority	70.	City of Caddo Mills	124.	City of Gatesville
18.	Bethany Special Utility District	71.	City of Canton	125.	City of Georgetown
19.	Bexar County	72.	City of Carrollton	126.	City of Glen Heights
20.	Birdville ISD	73.	City of Castle Hills	127.	City of Godley
21.	Blue Ridge Fire Department	74.	City of Cedar Hill	128.	City of Granbury
22.	Bosque County	75.	City of Cedar Park	129.	City of Grand Prairie
23.	Branch Fire Department	76.	City of Celeste	130.	City of Grand Saline
24.	Brazoria County	77.	City of Celina	131.	City of Grapevine
25.	Brazos County	78.	City of Cibolo	132.	City of Greenville
26.	Briar Volunteer Fire Department	79.	City of Cleburne	133.	City of Haltom City
27.	Brooks County Constables, Precincts 1-4	80.	City of Cockrell Hill	134.	City of Haslet
28.	Brown County	81.	City of Colleyville	135.	City of Heath
29.	Bulverde Police Department	82.	City of Columbus	136.	City of Hitchcock
30.	Burnet County	83.	City of Combine	137.	City of Horizon City
31.	Bynum ISD	84.	City of Commerce	138.	City of Hudson Oaks
32.	Cameron County	85.	City of Converse	139.	City of Huntsville
33.	Canton ISD	86.	City of Coppell	140.	City of Hurst
34.	Carroll ISD	87.	City of Copperas Cove	141.	City of Hutchins
35.	Carrollton-Farmers Branch ISD	88.	City of Corinth	142.	City of Hutto
36.	Castleberry ISD	89.	City of Corsicana	143.	City of Ingleside
37.	Cedar Hill ISD	90.	City of Crowley	144.	City of Irving
38.	Chambers County	91.	City of Cumby	145.	City of Italy
39.	Cherokee County	92.	City of Dalworthington Gardens	146.	City of Jacksboro
40.	City of Aledo	93.	City of De Leon	147.	City of Jefferson
41.	City of Allen	94.	City of Decatur	148.	City of Jonestown
42.	City of Alvord	95.	City of Deer Park	149.	City of Keene
43.	City of Amarillo	96.	City of Denison	150.	City of Keller
44.	City of Angleton	97.	City of Denton	151.	City of Kennedale
45.	City of Anna	98.	City of DeSoto	152.	City of Kermit
46.	City of Arlington	99.	City of Diboll	153.	City of Killeen
47.	City of Athens	100.	City of Duncanville	154.	City of Krum
48.	City of Aubrey	101.	City of Early	155.	City of Kyle
49.	City of Austin	102.	City of Eastland	156.	City of La Grulla
50.	City of Azle	103.	City of El Paso	157.	City of La Vernia
51.	City of Balch Springs	104.	City of Electra	158.	City of Lake Dallas
52.	City of Bangs	105.	City of Emory	159.	City of Lake Worth
53.	City of Baytown	106.	City of Escobares	160.	City of Lancaster
		107.	City of Euless	161.	City of Laredo

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

162.	City of League City	216.	City of Rusk	268.	Dallas County Utility & Reclamation District
163.	City of Leander	217.	City of Sachse	269.	Dallas/Fort Worth International Airport Board
164.	City of Lewisville	218.	City of Saginaw	270.	Dallas ISD
165.	City of Lindale	219.	City of San Angelo	271.	Decatur ISD
166.	City of Little Elm	220.	City of San Benito	272.	Denison ISD
167.	City of Littlefield	221.	City of San Marcos	273.	Denton County
168.	City of Live Oak	222.	City of Sanger	274.	Denton County Fresh Water Supply Dist. No. 1-A
169.	City of Lubbock	223.	City of Sansom Park	275.	Denton ISD
170.	City of Lucas	224.	City of Seagoville	276.	DeSoto ISD
171.	City of Lufkin	225.	City of Sherman	277.	Diana Special Utility District
172.	City of Lumberton	226.	City of Sour Lake	278.	Duncanville ISD
173.	City of Mansfield	227.	City of Southlake	279.	Duval County
174.	City of Marshall	228.	City of Southmayd	280.	Eagle Mountain-Saginaw ISD
175.	City of McAllen	229.	City of Springtown	281.	East Texas Council of Governments
176.	City of McKinney	230.	City of Stephenville	282.	Ector County
177.	City of Melissa	231.	City of Sulphur Springs	283.	Ector County ISD
178.	City of Merkel	232.	City of Taft	284.	Eddy County, NM
179.	City of Mesquite	233.	City of Taylor	285.	El Paso County
180.	City of Midlothian	234.	City of Temple	286.	El Paso County Hospital District dba University Medical Center of El Paso
181.	City of Mineola	235.	City of Terrell	287.	Electra ISD
182.	City of Mineral Wells	236.	City of Texarkana, AR	288.	Ellis County
183.	City of Morgan's Point Resort	237.	City of Texarkana, TX	289.	Erath County
184.	City of Murphy	238.	City of The Colony	290.	Everman ISD
185.	City of Nacogdoches	239.	City of University Park	291.	Fannin County
186.	City of Nederland	240.	City of Van Alstyne	292.	Floyd County
187.	City of New Braunfels	241.	City of Venus	293.	Fort Bend County
188.	City of North Richland Hills	242.	City of Vernon	294.	Fort Bend County ESD #2
189.	City of Odessa	243.	City of Waco	295.	Fort Worth Housing Authority
190.	City of Ovilla	244.	City of Watauga	296.	Fort Worth ISD
191.	City of Palestine	245.	City of Waxahachie	297.	Fort Worth Transportation Authority
192.	City of Parker	246.	City of Weatherford	298.	Franklin County
193.	City of Pasadena	247.	City of Westworth Village	299.	Freestone County
194.	City of Pelican Bay	248.	City of White Settlement	300.	Frisco ISD
195.	City of Perryton	249.	City of Whitesboro	301.	Glasscock County
196.	City of Pharr	250.	City of Whitewright	302.	Goliad County
197.	City of Plano	251.	City of Wills Point	303.	Gonzales County
198.	City of Port Isabel	252.	City of Wilmer	304.	Grand Prairie ISD
199.	City of Poteet	253.	City of Winnsboro	305.	Grandview Police Department
200.	City of Pottsboro	254.	City of Wylie	306.	Grapevine\Colleyville ISD
201.	City of Princeton	255.	Clay County	307.	Grayson County
202.	City of Ralls	256.	Clear Creek ISD	308.	Gregg County
203.	City of Red Oak	257.	Cleburne ISD	309.	Grimes County
204.	City of Rhome	258.	Cochran County	310.	Guadalupe County
205.	City of Richardson	259.	Collin County	311.	Hardin County
206.	City of Richland Hills	260.	Collin County Community College District	312.	Harris County Emergency Services District #7
207.	City of Rio Grande City	261.	Comal County	313.	Harris County Emergency Services District #10
208.	City of River Oaks	262.	Cooke County		
209.	City of Roanoke	263.	Coryell County		
210.	City of Robinson	264.	Cottondale Volunteer Fire Department		
211.	City of Rockwall	265.	County of Starr		
212.	City of Round Rock	266.	Crowley ISD		
213.	City of Rowlett	267.	Dallas County		
214.	City of Roysse City				
215.	City of Runaway Bay				

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

314.	Harris County Emergency Services #24	363.	McKinney ISD	409.	Region II Education Service Center (ESC)
315.	Harrison County	364.	McLennan County	410.	Richardson ISD
316.	Hawkins ISD	365.	McLennan Community College	411.	Rockwall County
317.	Hays County	366.	Medina Valley ISD	412.	Round Rock ISD
318.	Heart of Texas Region MHMR Center	367.	MHMR of Tarrant County	413.	Sam Rayburn ISD
319.	Henderson County	368.	Midland County	414.	San Jacinto College District
320.	Hill County	369.	Midland ISD	415.	San Patricio County
321.	Hood County	370.	Midway ISD	416.	Schleicher County
322.	Hopkins County	371.	Milam County	417.	Seabrook Vol Fire Dept.
323.	Housing Authority of the City of Austin	372.	Mills County	418.	Senior Center Resource and Public Transit, Inc. of Hunt County
324.	Humble ISD	373.	Montgomery County	419.	Seven Points Fire Rescue
325.	Hunt County	374.	Montgomery County Emergency Services District No. 10	420.	Sherman ISD
326.	Hurst Euleless Bedford ISD	375.	Montgomery County Hospital District	421.	Smith County
327.	Hutchinson County	376.	Mount Pleasant Police Department	422.	Springtown ISD
328.	Idea Public Schools	377.	Mount Vernon PD	423.	South Montgomery Fire Department
329.	Irving ISD	378.	Nacogdoches County	424.	South Texas College
330.	Jack County	379.	Navarro County	425.	SPAN, Inc.
331.	Jasper County	380.	Nevada Volunteer Fire Department	426.	Stephens County
332.	Jefferson County	381.	New Caney ISD	427.	Sterling County
333.	Jefferson County Drainage District #7	382.	Nolan County	428.	Stonewall County
334.	Jim Wells County	383.	Normangee ISD	429.	Tarleton State University
335.	Johnson County	384.	North Central Texas Council of Governments	430.	Tarrant Appraisal District
336.	Johnson County Special Utility District	385.	North Texas Municipal Water District	431.	Tarrant County 9-1-1 Emergency Assistance District
337.	Joshua ISD	386.	North Texas Tollway Authority (NTTA)	432.	Tarrant County College District
338.	Karnes County	387.	Northwest ISD	433.	Tarrant County Emergency Services District 1
339.	Kaufman County	388.	Nueces County	434.	Tarrant County Hospital District
340.	Kaufman ISD	389.	Olton Police Department	435.	Tarrant County Workforce Development Board
341.	Keller ISD	390.	Orange County	436.	Tarrant Regional Water District
342.	Kennedale ISD	391.	Orange County Drainage District	437.	Taylor County
343.	Kerens ISD	392.	Palo Pinto County	438.	Temple College
344.	Kinney County	393.	Panola County	439.	Terrell ISD
345.	Krum ISD	394.	Paradise ISD	440.	Texarkana ISD
346.	Lake Dallas ISD	395.	Parker County	441.	Texas A&M University at Commerce
347.	Lake Worth ISD	396.	Parker County Emergency Services District 1	442.	Texas A&M University-Kingsville
348.	Lamar County	397.	Parmer County	443.	Texas A&M University-Texarkana
349.	Lamb County	398.	Plano ISD	444.	Texas Alcoholic Beverage Commission
350.	Lampasas County	399.	Potter County	445.	Texas Dept. of Parks & Wildlife
351.	Lavon Police Department	400.	Public Transit Service of Mineral Wells	446.	Texas Dept. of Public Safety
352.	Leon County	401.	Quinlan ISD	447.	Texas Woman's University
353.	Leonard ISD	402.	Rains County ESD #1	448.	The Woodlands Township
354.	Lewisville ISD	403.	Rancho Viejo Police Department	449.	Titus County
355.	Limestone County	404.	Randall County	450.	TML Multistate Intergovernmental Employee Benefits Pool
356.	Little Elm ISD	405.	Red Oak ISD	451.	Tom Green County
357.	Lovejoy ISD	406.	Red River County	452.	Town of Addison
358.	Lowry Crossing Volunteer Fire Dept.	407.	Refugio County		
359.	Lubbock County	408.	Region 9 Education Service Center Wichita		
360.	Mansfield ISD				
361.	Marilee Special Utility Dist				
362.	Maverick County				

RFP FOR BACKGROUND SCREENING SERVICES

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

453.	Town of Argyle	497.	White Settlement ISD
454.	Town of Double Oak	498.	Williamson County
455.	Town of Edgecliff Village	499.	Williamson County Emergency Services District No. 3
456.	Town of Fairview	500.	Wilson County
457.	Town of Flower Mound	501.	Winkler County
458.	Town of Hickory Creek	502.	Winnsboro ISD
459.	Town of Highland Park	503.	Wise County
460.	Town of Lakeside	504.	Wood County
461.	Town of Little Elm	505.	YMCA of Metropolitan Dallas
462.	Town of Northlake	506.	Young County
463.	Town of Pantego	507.	Zapata County
464.	Town of Pecos		
465.	Town of Ponder		
466.	Town of Prosper		
467.	Town of Providence Village		
468.	Town of Sunnyvale		
469.	Town of Trophy club		
470.	Town of Westlake		
471.	Town of Westover Hills		
472.	Travis County		
473.	Travis County Emergency Services District #6		
474.	Travis County Healthcare District		
475.	Trinity River Authority		
476.	United States Marshals Service		
477.	University of North Texas		
478.	University of North Texas Health Science Center		
479.	University of Texas at Arlington		
480.	University of Texas at Dallas		
481.	University of Texas MD Anderson Cancer Center		
482.	Upper Trinity Regional Water District		
483.	Upshur County		
484.	Upton County		
485.	Van Alstyne ISD		
486.	Van Zandt County		
487.	Vernon ISD		
488.	Victoria County		
489.	Waco ISD		
490.	Walker County		
491.	Waller County		
492.	Ward County		
493.	Weatherford College		
494.	Weatherford ISD		
495.	Westminster Fire Dept.		
496.	Weston Volunteer Fire Department		

RFP FOR BACKGROUND SCREENING SERVICES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **MINIMUM INSURANCE REQUIREMENTS:**

- A. Respondent shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
1. Commercial General Liability:
 - a. Bodily Injury/Personal Injury/Property Damage
– \$1,000,000 per occurrence/\$2,000,000 aggregate
 2. Professional Liability: \$1,000,000 Specific to work being performed.
- B. Tarrant County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by Tarrant County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.
- C. Required Provisions:
1. Proof of Carriage of Insurance – All Certificates of Insurance will be required in duplicate and filed with the Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, TX 76196 prior to work commencing.
 2. All certificates shall provide Tarrant County with an unconditional thirty (30) day written notice in case of cancellation or any major change.
 3. As to all applicable coverage, Policies shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
 4. All copies of the certificates of insurance shall reference the project name and Proposal number for which the insurance is being supplied.
 5. The Respondent agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
 6. The Respondent is responsible for making sure any subcontractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

RFP FOR BACKGROUND SCREENING SERVICES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. **CRIMINAL BACKGROUND CHECK:**

- A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to undergo a Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.
1. The Vendor's must provide information, including but not limited to, Employee Name, date of birth, and driver's license number for each individual required to pass a Criminal Background Check.
 2. Award of a contract could be affected by the Vendor's refusal to agree to these terms.
 3. Failure of the Vendor to supply personnel who pass a required Criminal Background Check Could affect the award of the contract or result in the termination of the contract.
 4. The Criminal Background Check applies to the individual and not the Company.
 5. Passing status must be maintained by Vendor personnel for the duration of the contract.

6. **INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:**

- A. The following is only applicable when the Vendor is providing an Information Technology hosted or cloud solution:
1. **Confidentiality, Integrity, Availability (CIA)**
Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.
 2. **Breach Notification**
Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspects unauthorized access has or may have occurred. In the event of a suspected unauthorized access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.

RFP FOR BACKGROUND SCREENING SERVICES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

3. **Data**
All Tarrant County data will remain in the 48 contiguous states at all times.
4. **Right to Audit**
Tarrant County reserves the right to audit vendor data centers which house Tarrant County Data or receive SSAE 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.)
7. There is no opportunity for remote attendance at the Pre-Proposal Conference. Respondents are not allowed to call in to attend this meeting.

RFP FOR BACKGROUND SCREENING SERVICES

STATEMENT OF WORK

I. SCOPE:

- A. This solicitation is a request for proposal to provide services for criminal background checks, motor vehicle checks, financial checks, and miscellaneous background screenings for Tarrant County on an as needed basis.
- B. If a proposal is selected, it will be the most advantageous regarding price, quality of service, and the Vendor's qualifications and capabilities to provide the specified service which may include modifications to existing programs to satisfy Tarrant County needs, and other factors which Tarrant County may consider.

II. APPLICABLE LAWS AND STANDARDS:

- A. The vendor shall provide the specified service requirements in accordance with all federal, state and local applicable laws, standards and regulations necessary to perform the services, including, but not limited to:
 - 1. Texas Government Code 411.084 – Use of Criminal History Record Information.
 - 2. Texas Government Code 411.085 – Unauthorized Obtaining, Use or Disclosure of Criminal History Record Information; Penalty.
 - 3. Texas Government Code 411.135 – Access to Certain Information by Public.
 - 4. Fair Credit Reporting Act (FCRA) 15 U.S.C., 1681 *et seq.*
 - 5. Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions under Title VII of the Civil Rights Act of 1964 as amended, 42 U.S.C., §2000e *et seq.*

III. RESPONDENT QUALIFICATIONS:

- A. The Respondent shall be a company engaged in the business of providing criminal background checks for pre-employment screening service for a minimum of five (5) years within the last seven (7) years. Recent start-up businesses do not meet the requirement of this solicitation. A start-up business is defined as a new company that has no previous operational history or expertise in the relevant business and is not affiliated with a company that has that history or expertise.
- B. Prefer Vendor is licensed in the State of Texas to conduct background checks.

IV. VENDOR REQUIREMENTS:

- A. Adhere to the terms and conditions identified in this solicitation.
- B. Assign an account manager to be the primary point of contact. The account manager shall remain available throughout the term of the purchase order as long

RFP FOR BACKGROUND SCREENING SERVICES

as that individual is employed by the vendor. If Tarrant County determines the account manager is unable to perform in accordance with the service requirements or to communicate effectively, the account manager shall be replaced at the written request of Tarrant County representatives.

- C. Provide all required “pre-employment verification” and vendor screening reports exclusively to the Tarrant County designated representative(s) per department. Other employees will be forbidden to obtain reports or data therein, for themselves or associates or any other person(s).
- D. Provide non-legal guidance and interpretation regarding criminal background checks to the designated Tarrant County representatives.
- E. Conform to the FCRA while performing service under this purchase order.
- F. Work with Tarrant County representatives to design and coordinate report formats, could include modifications of existing program to meet Tarrant County requirements.
- G. Results must be verified.

V. SERVICE REQUIREMENTS:

- A. Provide secure website using encryption and authentication standards to protect the confidentiality of web transactions. The website should incorporate a mechanism for detecting any alterations in transit so that eavesdropping on or tampering with web traffic is impossible. This is essential for the safe transmission of confidential personal information. The website should be user friendly and efficient in the ordering of criminal background checks and receiving detailed reports by designated Tarrant County representatives.
- B. Maintain the website throughout the term of this purchase order and ensure that the website is available during normal Tarrant County working hours. These hours are 7:00 a.m. through 6:00 p.m., Central Standard Time.
- C. Provide an interface that will allow designated Tarrant County representatives to create User IDs for additional designated Tarrant County representatives to access this system. The system should generate a unique password for each User ID and then require that the new user modify this password the first time they use this system. The interface should include an auditing function that allows Tarrant County to identify the individual responsible for creating a User ID in the system.
- D. Utilize existing databases or search individual courthouse records in the applicable county where the applicant has lived within the last seven (7) years.
- E. Background checks must be run on all names under the social security number within the time parameters. There should be no extra charge for additional names under a social security number. For example: SS#111-00-2222 – Mary Smith, Mary Smith Jones, Mary Jones.

RFP FOR BACKGROUND SCREENING SERVICES

- F. System must be paperless and fully automated. Must provide methodology for both Tarrant County representatives and applicant to submit a request and authorization online. Emails, communications and authorization forms must be customizable. Vendor may be asked to demonstrate the online process.
- G. Invoices should be provided electronically on a monthly basis. Invoices should include only those background checks that are completed and have been provided to the employer. Must have the ability to invoice multiple accounts.

VI. REPORT INFORMATION:

- A. Background report shall include, but not be limited to:
 - 1. Date of Request.
 - 2. Tarrant County's representative that is requesting information.
 - 3. Applicant's name, Social Security number, and date of birth.
 - 4. Type of records searched (County, State, Federal, etc.)
- B. County Criminal:
 - 1. Jurisdictions searched.
 - 2. Conviction and deferred adjudication information by jurisdiction.
 - 3. Time period (date range) covered in search for each type of record.
 - 4. Case number, name of offense, date of offense and its disposition.
 - 5. Level of offense (misdemeanor, felony, etc.).
- C. Federal Criminal:
 - 1. Jurisdictions searched.
 - 2. Conviction and deferred adjudication information by jurisdiction.
 - 3. Time period (date range) covered in search for each type of record.
 - 4. Case number, name of offense, date of offense and its disposition.
 - 5. Level of offense (misdemeanor, felony, etc.).
- D. Nationwide Wants and Warrants:
 - 1. To include all active warrants nationwide.
- E. Sex Offender/Statewide:
 - 1. Jurisdictions searched.
 - 2. Conviction and deferred adjudication information by jurisdiction.
 - 3. Time period (date range) covered in search for each type of record.
 - 4. Case number, name of offense, date of offense and its disposition.
 - 5. Level of offense (misdemeanor, felony, etc.).

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- F. National Sex Offender Registry:
 - 1. Jurisdictions searched.
 - 2. Conviction and deferred adjudication information by jurisdiction.
 - 3. Time period (date range) covered in search for each type of record.
 - 4. Case number, name of offense, date of offense and its disposition.
 - 5. Level of offense (misdemeanor, felony, etc.).
- G. Motor Vehicle Record Check:
 - 1. Type of class of driver's license.
 - 2. Restrictions.
 - 3. Violations.
 - 4. Convictions and deferred adjudications.
 - 5. License Revocations.
 - 6. Accidents.
- H. National Crime File Search (County, State and Federal):
 - 1. Jurisdictions searched.
 - 2. Conviction and deferred adjudication information by jurisdiction.
 - 3. Time period (date range) covered in search for each type of record.
 - 4. Case number and disposition date, name of offense, date of offense and its disposition.
 - 5. Level of offense (misdemeanor, felony, etc.).
- I. Multi-State Sex and Violent Offender Search:
 - 1. Jurisdictions searched.
 - 2. Conviction and deferred adjudication information by jurisdiction.
 - 3. Time period (date range) covered in search for each type of record.
 - 4. Case number and disposition date, name of offense, date of offense and its disposition.
 - 5. Level of offense (misdemeanor, felony, etc.).
- J. Past Address History:
 - 1. All past addresses for seven (7) years.
- K. Financial Check:
 - 1. Standard reports as obtained from any Credit Union, TRW, Chilton, or TransUnion or any other comparable reporting agency.

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- L. Employment Verifications:
 - 1. Name, address and telephone number of company.
 - 2. Dates of employment.
 - 3. Title and position.
 - 4. Salary, as available.
 - 5. Circumstances of termination, if available.
 - 6. Eligibility for rehire, if available.
 - 7. Date and time information was requested.
 - 8. Name and title of person verifying information.
- M. Education Verification:
 - 1. Name of high school, university or other educational institution.
 - 2. Location address.
 - 3. Type of diploma or degree(s) earned.
 - 4. Verify accreditation of university or other educational institution.
 - 5. Number of credit hours.
- N. Social Security Number Verification:
 - 1. Name.
 - 2. Social Security number.
 - 3. Current and former addresses.

VII. COPIES/SAMPLES:

- A. Each respondent must submit a copy/sample of the company's report format for each of the requested screenings, and a copy of the questionnaire in order to perform requested screening.

VIII. TURNAROUND TIME:

- A. Respondent shall provide the average and maximum turn around time, in days/hours, for background check results, and type of report to be provided by Respondent.
- B. Tarrant County's expectation is forty-eight (48) hours for local background checks and no more than five (5) days for non-local background checks. Local background checks shall be defined as those in Tarrant County and the contiguous Counties.

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IX. REPORTING:

- A. Provide Tarrant County with monthly usage reports electronically that will include: Name, last four (4) digits of social security number, and the name of Tarrant County representative who submitted the request. Samples must be provided.

X. ADDITIONAL REQUIREMENTS:

- A. Respondent must specify where they obtain the information (i.e. courthouse, internet, etc.); courthouse/employers/state records/academic institute.
- B. The prices offered to Tarrant County as indicated on the Proposal Price Form, shall be inclusive of any and all costs associated with the Respondent providing their services. Examples: salaries, benefits, materials, supplies, overhead, fees, travel expenses and profits.
- C. **All prices must be inclusive of all Services. There shall be no pass through fees.**
- D. Billing should reflect services outlined in request or designated package only – **other searches not requested should not be listed or billed to Tarrant County.**

XI. DELIVERY REQUIREMENTS:

- A. All required reports must be available electronically via e-mail and/or website to assigned Tarrant County representative who is submitting the request.

XII. RESPONSE SUBMISSION:

- A. Proposals should be submitted with the information placed in the following order and divided into sections with all pages numbered consecutively:
 - 1. Section 1 – Required Forms.
 - a. Signature Form, with signature.
 - b. Addendum Signature Form(s) with signature (if applicable).
 - c. Compliance with Federal and State Laws Form with signature.
 - d. References.
 - e. Deficiencies and Deviation Form.
 - f. Cooperative Purchasing (page 7) with response.
 - g. Secondary/Alternate Award (page 8) with response.
 - h. HUB Certificate/Form for Disadvantaged Business Enterprises and HUB Certificate (if applicable). Please write “NA” on the form if it is not applicable.
 - i. Copy of license to conduct background checks (prefer State of Texas).
 - j. Samples of report format for each of the requested screenings and questionnaire.

RFP FOR BACKGROUND SCREENING SERVICES

2. Section 2 - Performance Requirements: Respondent shall provide a detailed response specifying exactly how the requirements outlined in **Section V** will be fulfilled. The Respondent shall also provide the following:
- a. A secure internet URL with access to be used by Tarrant County's evaluation team to verify the website meets Tarrant County's service requirements (**Section V., A. & C.**).
 - b. A website account for use by the Tarrant County evaluation team for review and evaluation of the site. This host website account shall show the Respondent's capability for conducting current criminal background checks.
 - c. This website shall also have the capability for the Tarrant County evaluation team to view examples of detailed reports and findings of the criminal background checks.
 - 1) Describe how the individual County Courthouse records shall be searched.
 - 2) The turnaround time to provide the results of background checks. Expectations is 2-3 business days.
 - 3) If requested, do you have the capability to conduct a background check, guaranteeing results back within 24 hours? If so, what if any is the additional pricing for a "rush" check?
 - 4) Describe Security measures used to protect the confidentiality of web transactions and unauthorized personnel from receiving background reports or data.
 - 5) Describe services offered to assist in interpretation of criminal background reports.
 - 6) Describe procedures used to insure services performed conform to the FCRA.
 - 7) Describe services offered with the design or report formats including program modifications.
 - 8) How will results be verified?
 - 9) Describe procedures used to setup User ID's and Passwords. Will Tarrant County be able to identify individuals responsible for creating a User ID?
 - 10) Describe how searches of data bases and courthouse records will be performed.
 - 11) How does your background reports include the required information in Section IV?

RFP FOR BACKGROUND SCREENING SERVICES

- 12) Include copy/sample of your report format for each requested screenings and questionnaire used in the screening process.12) Describe your invoice process.
- 13) Are you able to bill accounts separately (i.e. Human Resource and Facilities Management)?
- 14) Do you have a mobile App?
- 15) Do you have the ability to integrate with NEOGOV? If yes, please describe.

3. Section 3 – Respondent Qualifications.

- a. Provide a brief summary of your company's background and experience. Include number of years you have provided pre-employment screening services.
- b. Provide background and qualification of proposed account manager(s) who will be assigned to Tarrant County's contract. Include brief résumé of account manager.
- c. Demonstrate that adequate staff is available to respond to Tarrant County's requests for Background Checks.
- d. Do you use independent/sub-contractors for any of your services? If so, for what services?
- e. Describe your organizations current knowledge of laws and regulations related to conducting background checks.
- f. Describe your organizations Disaster Management and Business Continuity Plans? How will your organization recover and maintain critical operation in the event of business disruptions from system failures, natural occurrences, and acts of man or other events?
- g. If awarded RFP describe your implementation plan and timeline.

RFP FOR BACKGROUND SCREENING SERVICES

XIII. EVALUATION FACTORS:

1. An evaluation committee comprised of Facilities Management, Human Resources and Purchasing representatives will evaluate and score each response based on established criteria. Respondents shall not contact any members of the evaluation team. Responses will be evaluated according to the Respondent's ability to best satisfy Tarrant County's requirements.

2. EVALUATION CRITERIA.
 - A. Respondent's Qualification and Experience.....10 points
 1. Number of years you have provided pre-employment screening services
 2. Licenses and certifications provided.

 - B. Compliance to RFP Requirements.....20 points
 1. The ability to provide services as stated in RFP. Respondents should demonstrate and understanding of the nature of the services required.

 - C. Proposed Solution.....30 points
 1. Web & Mobile Ability: The electronic capabilities related to automation, data collection, data transmission, communications and reports.
 2. Independent County search method: Ability to effectively gather records and data.
 3. Turn Around Time: Responses related to the ability to provide Timely results.

 - D. References.....10 points

 - E. Price.....30 points

TOTAL POSSIBLE POINTS:.....100 Points

XIV. AWARD:

- A. Tarrant County reserves the right to award to the most responsive, responsible Respondent meeting the specifications. Tarrant County may award to a single vendor, multiple vendors, or use any combination that best serves the interest of Tarrant County.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender-neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans, and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County does recognize other agencies' certifications. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide bid notifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Tarrant County Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder meeting specifications. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Tarrant County Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

Amended: Court Order 127875 (June 19, 2018)

RFP FOR BACKGROUND SCREENING SERVICES

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) is encouraged to participate in Tarrant County's Proposal process. The Tarrant County Purchasing Department will provide additional clarification of specifications, assistance with Forms, and further explanation of procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606

If Respondent is already certified, attach a copy of your certification to this form and return with Proposal.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

RFP FOR BACKGROUND SCREENING SERVICES

REFERENCES

Please list three (3) references, **other than past or present employees of Tarrant County**, who can verify your performance as a Vendor. Performance includes but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine Respondent's ability to provide the intended goods or service of this Proposal. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Respondent's company provide and that the respondent has completed a project of similar size and scope of work in this solicitation. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your Proposal.

Failure to supply the required references will deem Respondent as non-responsive and will not be considered for the award.

Respondent involvement with reference checks is not permitted. Only Tarrant County or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH PROPOSAL!

RFP FOR BACKGROUND SCREENING SERVICES

REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH PROPOSAL!

SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this proposal becomes the property of Tarrant County after the official opening.

The undersigned affirms that the Respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling, and storage of equipment and all other matters that may be incidental to the work, before submitting a proposal.

The undersigned agrees, on behalf of Respondent that if this Proposal is accepted, Respondent will furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of the Proposal will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this Proposal has not been prepared in collusion with any other Respondent, nor any employee of Tarrant County, and that the contents of this Proposal have not been communicated to any other Respondent or to any employee of Tarrant County prior to the official opening of the Proposal.

Respondent hereby assigns to Tarrant County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and understand the specifications and any attachments contained in this Solicitation. ***Failure to sign and return this form will result in the rejection of the entire Proposal.***

Signature _____ X

Authorized Representative

LEGAL NAME AND ADDRESS OF RESPONDENT:

_____ Date _____

_____ Name _____

_____ Title _____

Tel. No. _____ FAX No. _____

E-Mail Address: _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____ Tel. No. _____

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND FOUR (4) COPIES MUST BE RETURNED WITH PROPOSAL!



Did you sign and submit all
Required Forms?

If not, your Proposal
will be rejected!

RFP FOR BACKGROUND SCREENING SERVICES

COMPANY IS:

Business included in a Corporate Income Tax Return? _____YES _____NO

_____Corporation organized & existing under the laws of the State of _____

_____Partnership consisting of _____

_____Individual trading as _____

_____Principal offices are in the city of _____

DUNS Number: _____

CAGE Code: _____

RFP FOR BACKGROUND SCREENING SERVICES

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Proposal in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of Proposal submission and time of award, the Respondent will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY KNOWN FOREIGN TERRORIST ORGANIZATIONS.

Bidder verifies that they do not boycott Israel and will not boycott Israel in accordance with Texas Government Code Sections 2270.001(2) and 808.001 during the term of this contract. Bidder further verifies that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

DISCLOSURE OF INTERESTED PARTIES

The law states that a governmental entity may not enter into certain contracts with a nonexempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Proposal in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND FOUR (4) COPIES MUST BE RETURNED WITH PROPOSAL!

NO-PROPOSAL RESPONSE

In the event that your organization chooses not to submit a bid/proposal for this solicitation, the Tarrant County Purchasing Department is interested in the reasons why vendors have chosen not to submit bids/proposals in order to better serve the taxpayers of Tarrant County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- Could not meet specifications.
- Items or materials requested not manufactured by us or not available to our company.
- Insurance requirements too restricting.
- Bond requirements too restricting.
- The scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- The project not suited to our organization.
- Quantities too small.
- Insufficient time allowed for preparation of bid/proposal.
- Other (please specify).

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your response to:

Tarrant County Purchasing Department
100 E. Weatherford, Suite 303
Fort Worth, TX 76196

RFP FOR BACKGROUND SCREENING SERVICES

PRICE FORM

I. HUMAN RESOURCES (PACKAGE 1): **Est. Qty.: 0-250**

National Criminal Search, State Criminal Search, County Criminal search to include:

Tarrant, Dallas, Parker, Johnson, Denton, and/or "Other Counties for seven (7) years history. Federal Criminal Search, SSN Verification, Past Address History, Sex Offender/Statewide and Search.

Reports should include **ONLY** convictions and deferred adjudication records within the seven (7) years of when the charges were filed.

Package 1 Price: \$ _____

II. FACILITIES MANAGEMENT (PACKAGE 2): **Est. Qty.: 0-100**

National Criminal Search, State Criminal Search, County Criminal search to include:

Tarrant, Dallas, Parker, Johnson, Denton, and/or "Other Counties for seven (7) years history. Federal Criminal Search, Nationwide Wants and Warrants, SSN Verification, Past Address History, Sex Offender/Statewide and Search.

Motor Vehicle Check:

Package 2 Price: \$ _____

III. INDIVIDUAL SERVICES:

	Service	Est. Qty.	Price
1.	Financial Check	0 to 1	\$ _____
2.	Motor Vehicle Check	0 to 1	\$ _____
3.	Education Verification	0 to 1	\$ _____
4.	Employment Verification	0 to 1	\$ _____
5.	Rush background check. This would apply to both package 1 and 2.	0 to 1	\$ _____

*Other Counties: If applicant is not a DFW area resident, the county search will be the applicant's county of residence for the past seven (7) years.

THE ORIGINAL AND FOUR (4) COPIES SHOULD BE RETURNED WITH PROPOSAL!

RFP FOR BACKGROUND SCREENING SERVICES

PRICE FORM, continued

List other types of background checks available and/or packages available not currently listed on the RFP Price Form:

Number of Companies currently using your services: _____

Years of service in operation: _____

Please specify method of independent County Searches

THE ORIGINAL AND FOUR (4) COPIES SHOULD BE RETURNED WITH PROPOSAL!

Please cut out and affix to the outside of your response package



**TARRANT COUNTY
SEALED BID/PROPOSAL/RESPONSE**

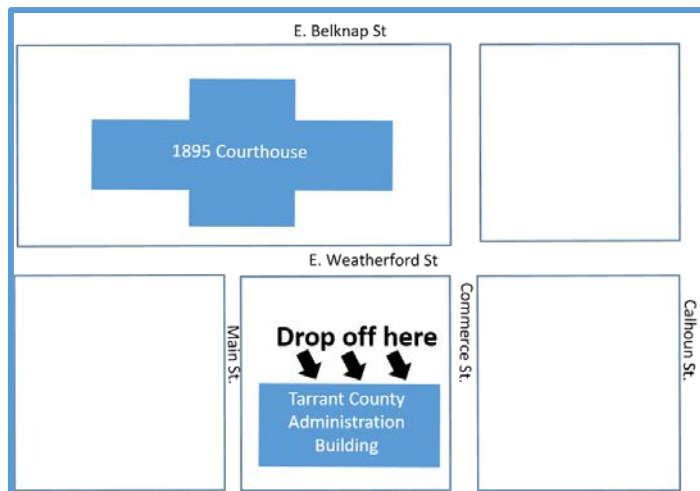
RFP No. 2020-034

RFP FOR BACKGROUND SCREENING SERVICES

Due Date: December 5, 2019 at 2:00 P.M.

**Tarrant County Administration Building
ATTN: Purchasing Department
100 E. Weatherford St., Third Floor, Suite 303
Fort Worth, Texas 76196-0104**

Street View



Building View

