



REQUEST FOR QUOTES (RFQ)
FOR
BACKGROUND SCREENING SERVICES

RFQ Release Date: October 18, 2017

Due Date: November 3, 2017

This RFP is also available at our website

www.semca.org

SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA)
25363 Eureka Rd.
Taylor, MI 48180
(734) 229-3526

Federal Contractor
Equal Opportunity Employer & Programs – Minorities/Women/Disabled/Veterans
Reasonable accommodations will be made upon request.

Introduction

The Southeast Michigan Community Alliance (SEMCA) is 501(c)3 non-profit organization. SEMCA is a Michigan Works! Agency administering programs funded by the State of Michigan's Talent Investment Agency and delivered by SEMCA contractors who provide services for employers and residents of our designated service area including welfare recipients, economically disadvantaged, unemployed and underemployed persons and youth. Said services are provided at Michigan Works! One Stop locations located throughout the SEMCA service area which encompasses all of Monroe County and Wayne County, excluding the City of Detroit.

SEMCA also provides administrative and management services and is the employer of record to staff for the following organizations, which receive funding from various foundations, state and/or federal agencies:

- Workforce Intelligence Network
- Wayne County (Head Start and Early Head Start Program)
- Michigan Works! Southeast, the Michigan Works! Agency serving Jackson, Hillsdale, Lenawee, Washtenaw, and Livingston Counties

General Information

SEMCA is seeking quotes from qualified pre-employment background screening service providers to perform services for a three year term. SEMCA's current employee population includes 160 full time employees. On average, SEMCA hires approximately 50 employees per calendar year. All employees must successfully complete a pre-employment background screening as a condition of employment.

Proposal Submission Instructions:

All proposals must be hand delivered or mailed to the SEMCA offices at 25363 Eureka Road, Taylor, MI 48180. The deadline for submission is 5:00 p.m., Friday, November 3, 2017. Questions regarding this Request for Quotes may be directed to SEMCA's Human Resources Manager, Debra Kinde, at 734-229-3526.

Proposals must be submitted in the legal name of the organization. Proposals should not be submitted in the name of a project. SEMCA will only contract with the legal entity named in the quote. Quotes received after the deadline will only be considered if it is in the best interest of SEMCA to do so. SEMCA will not be responsible for delays caused by the method of submittal chosen by the bidders.

This RFQ does not commit SEMCA to pay any costs incurred in the preparation of the bidder's quote. This RFQ does not commit SEMCA to award a contract(s) for any of the services identified in this RFQ. SEMCA reserves the right to accept or reject any or all quotes received as a result of this RFQ, or to cancel or amend in part or in its entirety, if it is in the best interest of SEMCA to do so.

Notice to Prospective Vendor/Subcontractors

SEMCA is a federal contractor obligated to take affirmative action to employ women, minorities, disabled individuals, and veterans. SEMCA is also required to inform those with whom it conducts business that they, too, may have such obligations.

You should know that, by operation of law, as well as by this notification, the Equal Employment Opportunity Clause required under Executive Order 11246, (41 C.F.R. 60-1.4), the affirmative action commitment for special disabled veterans and veterans of the Vietnam Era set forth in 41 [C.F.R. 60-300.44(f)(1)(ii)], the Affirmative Action Clause for Section 503 of The Rehabilitation Act of 1973 set forth 41[C.F.R. 60-741.44(f)(1)(ii)], and the related regulations of Secretary of Labor, (41 C.F.R.), Chapter 60, are incorporated in all of our contractual relationships.

This notification does not necessarily mean that your business has any or all of the affirmative action obligations referenced above. This will depend upon a number of factors, including the dollar amount of our transaction(s) and the size of your workforce. This provides that if the laws' jurisdictional requirements are met, you will abide by any and all of your affirmative action responsibilities. The governing agency on affirmative action requires that we maintain this type of documentation to show that SEMCA is in compliance with the law itself.

Upon submission of this proposal, the vendor agrees that it will comply with the Federal Civil Rights Act of 1964, as amended; the Federal Civil Rights Act of 1991, as amended; the Americans with Disabilities Act of 1990, as amended; the Elliot-Larson Civil Rights Act, Article 2, Act No. 453, Public Act of 1976, as amended; the Michigan Handicapper's Civil Rights Act, Article 2, Act No. 220; Public Act of 1976, as amended; and all other applicable Federal, State, and Local laws and regulations. Specifically, contractors and service providers are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment, or any other matter directly or indirectly related to employment because of such person's race, color, religion, national origin, ancestry, age, sex, or disability as defined by law. Breach of this covenant may be regarded as material breach of the contract or purchase agreement and may be processed as provided under the State of Michigan laws.

Insurance

Contractor will maintain, at its own expense during the term of the contract, the following insurance:

1. Workers Compensation Insurance as required by Michigan statutes, for all employees engaged in the work.
2. Comprehensive/Commercial General Liability Insurance with a combined single limits of \$1,000,000 each occurrence for bodily injury and property damage. SEMCA shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.

The contract will comply with all federal, state, and local regulations. The contractor will not discriminate against any employee or applicant for employment based on race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion, or political belief.

Scope of Services

SEMCA's current employee population includes 160 full time employees. On average, SEMCA hires approximately 50 employees per calendar year. All employees must successfully complete a pre-employment background screening as a condition of employment.

The pre-employment background screening service must include the ability to complete all of the following services: Social Security Trace, Driving Record, State Criminal Record Search, Nationwide Federal Criminal Record Search, National Criminal Database Search, Education, Employment Verification, and Professional/Personal Reference Checks.

The turnaround time to complete all services for each applicant should be 3 business days (in no case to exceed 5 business days).

The service must allow for ordering of background screenings to be done electronically. The service must allow for the transmission of results for all screenings to be completed electronically.

The service provider must have available customer assistance during regular business hours of 9:00 a.m. to 5:00 p.m., Monday through Friday.

The service provider must provide monthly billing invoices, which clearly indicate the services provided for each applicant screening.

The chosen service provider must provide efficient implementation of the services as part of its ordering system to allow for ordering of pre-employment screening services to commence immediately following contract execution. The vendor must provide timely, efficient and accurate processing of orders. Customer service personnel should be readily accessible throughout the implementation, as well as to respond to inquiries in a timely manner throughout the course of the contract. Billing should be supplied in a timely manner and should accurately reflect the services performed and the contracted prices for all services.

Evaluation Process

Proposals will be evaluated based on the criteria listed below.

Selection will be made based on the outcome of the combined scores of all reviewers. This method of proposal evaluation may result in the proposal being awarded to other than the lowest priced proposal.

1. Experience (20 points)

Evaluation based upon relevant experience of the bidder with regard to providing pre-employment background screening services. Consideration will be given to years in business, number of clients, company financial information and ratings.

2. Service Features (20 points)

Evaluation of system used for entering and processing orders, along with key features and capabilities, including user friendliness and system security.

3. Cost (60 points)

Please provide the following information with your quote:

1) Company Background

Include specific information regarding your company, such as years in pre-employment screening service business, number of clients, company financial information and ratings.

2) Customer Service

Include information regarding location, days, hours of operation, and response-time standards you adhere to when responding to inquiries.

3) Order Processing

Describe your system used for entering and processing orders, along with key features and capabilities. Include information regarding system security.

Describe details provided in the background screening results (e.g., number of attempts to contact for incomplete results).

4) Billing

Describe what detail is provided in your billing for each applicant or background screening performed.

Pre-employment Background Screening Services

(Legal Name of Bidding Company)

Address: _____
(Street)

(City) *(Zip Code)*

Telephone: (____) _____ FAX: (____) _____

I hereby submit the following price quote for the pre-employment background screening services:

Individual Services (Please provide cost and service description for each service)

- \$ _____ Social Security Trace
- \$ _____ Driving Record
- \$ _____ County Criminal Record Search
- \$ _____ State Criminal Record Search
- \$ _____ Nationwide Federal Criminal Record Search
- \$ _____ National Criminal Database Search
- \$ _____ Education Verification (Two Highest Levels Completed)
- \$ _____ Employment Verification (Cost per Employer)
- \$ _____ Professional/Personal References (3)
- \$ _____ Credit Profile

Standard Package (Please provide package pricing, if available)

- \$ _____ Social Security Trace
- Driving Record
- State Criminal Record Search
- Nationwide Federal Criminal Record Search
- National Criminal Database Search
- Education Verification (Two Highest Levels Completed)
- Employment Verification (Cost per employer)
- Professional/Personal References (3)

Signed Statement of Authority

I, _____, the _____
(Type Name of Official) *(Type Title of Official)*

of _____, am authorized to make the
(Type Name of Company)

following proposal on behalf of _____.
(Legal Name of Bidding Company)

I hereby certify:

That I understand and will comply with the specific assurances and certifications contained in this proposal. All responses to this Request for Quotes concerning the respondent, its operation, and proposed services are true and accurate.

That I understand this RFQ does not commit SEMCA to award a contract(s) for any of the services identified in this RFQ. SEMCA reserves the right to accept or reject any or all proposals received as a result of this RFQ, or to cancel or amend in part or in its entirety, if it is in the best interest of SEMCA to do so.

That if selected, the bidding organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract.

Signed: _____ Date: _____

Typed Name: _____ Title: _____

Email: _____ Fax: _____