



CITY OF CLEVELAND
Mayor Frank G. Jackson

Pre-Employment Screening Services

Request for Proposal

Department of Human Resources

Date: September 27, 2013

EXECUTIVE SUMMARY

The City of Cleveland, Department of Human Resources, hereinafter referred to as "City", cordially requests from parties, herein after referred to as "Vendor" to this Request for Proposal (RFP), to provide Pre-employment Screening Services. All services must be administered in full compliance with the Fair Credit Reporting Act (FCRA).

The City of Cleveland employees approximately 8,500 employees at its seasonal peak; and desires a system that will accommodate 10,000 employees. The Department of Human Resources is a service department designed to provide quality, uniform and cost effective services in the areas of Personnel and Human Resource Administration, Training and Development, Employee Benefits & Wellness, Equal Employment Opportunity and Affirmative Action, Labor and Employee Relations.

The City will require the selected vendor to provide total cost, with a breakdown by by service. The estimate should include, but not be limited to:

- Software licensing costs (if any or applicable)
- Hardware required and costs (if any or applicable)
- Transaction charges, per package, per transaction
- Implementation services and costs, if any
- Maintenance costs, if any
- Required Training, if needed
- # of available users permitted

The intent of this RFP is to obtain necessary professional services, and hardware/software products to successfully implement Pre-employment Screening Services for the City. The following section describes the required responses to each area in detail.

I. SCOPE OF SERVICES

Proposals must specify an approximately turnaround time; method whereby the following information will be obtained; and required information for processing the requested services.

- A. Automated criminal background records checks:
 - 50 States – felony and misdemeanor
 - Including aliases
 - Cuyahoga County Common Pleas Court system
 - Cleveland Municipal Courts
 - Neighboring municipalities
- B. Automotive motor vehicle license and point checks.
- C. Provide a list of states requiring an agreement run MVR checks for out-of-state applicants.
- D. Automated Social Security traces.
- E. Automated national wanted felon checks.
- F. Method to flag reports after they have been opened.
- G. Access to BCI&I (fingerprint) and FBI checks for volunteers, applicants and current staff
 - Estimated to be 30 people in 2013 and 15 in the following year(s)

II. BID REQUIREMENTS

- A. Timetable
 - a. It is intended that the contract will run for one twelve (12) month period and will contain two (2) options to renew at the City's discretion, upon contract execution.
- B. Proposal Submission Requirements
 - a. Selected provider must have an automated system whereby necessary information can be inputted by the City and whereby reports can be obtained electronically. Provider will be required to provide training on how to use computerized system.
 - b. Firm's Experience/Demonstrated Performance
 - i. A detailed description of the proposing firm should be presented. This description should include the firm's history, other services provided and

experience. A list of pertinent clients including any municipalities and references should be included to illustrate the firm's past performance.

c. Key Personnel

- i. The firm's management should be identified, as well as the key personnel assigned to this project. This information should include resumes of pertinent individuals. In addition, a list of job descriptions of personnel assigned to this project, as well as personnel's percentage of time allocated to this project is requested.

- d. Name of Organization that The City of Cleveland will be entering into an agreement with to obtain services.

III. EVALUATION CREDITS

A. Compliance with the Cleveland Small Business ("CSB") Participation and Evaluation Credits

- B. In accordance with the City's goal of increasing the level of CSB participation in City contracts, the Design Builder shall strive to meet the City's goal of 10% CSB participation in the total contract amount (including subsidiary agreements). *See Exhibit B.*

C. CSB, MBE or FBE Proposals for Personal ("Professional") Services Contracts

- a. Definitions. Unless defined in this paragraph or elsewhere in this solicitation of proposals, the following terms shall have the meaning(s) given them in the *Cleveland Area Business Code*, Chapter 187 of the Codified Ordinances of Cleveland, Ohio 1976.
 - i. "City of Cleveland Small Business" or "CCSB".
 - ii. "Cleveland Area Small Business" or "CSB".
 - iii. "*Cleveland Area Business Code*" or "*CAB Code*".
 - iv. "Female Business Enterprise" or "FBE".
 - v. "Minority Business Enterprise" or "MBE".
 - vi. "Office of Equal Opportunity" or "OEO".
 - vii. "Proposal" means an offer to contract with the City in response to this solicitation of proposals (whether called a "Request for Proposals," "Request for Quotes," or otherwise) for a personal ("professional") services Contract.
 - viii. "Proposer" means a person submitting a Proposal to the City.
 - ix. "Regional Cleveland Area Small Business" or "RCSB".
- b. Evaluation Credit. For the purpose of comparing competing Proposals only, the City's contracting department may apply an Evaluation Credit of five percent (5%) of the total points awarded for a Proposal received from a CSB, MBE, or FBE or from a CSB,

MBE, or FBE joint venture. The contracting department shall apply evaluation credit according to the following criteria:

- i. Where the City has evidence demonstrating the past or present discrimination as to participation of MBEs or FBEs in specific types and categories of contracts, a contracting department *may* apply evaluation credit to a Proposal when the Proposer is a type of MBE or FBE, and proposing to participate in a type of and category of contract, for which discrimination has been demonstrated. If a contracting department applies evaluation credit to one or more proposals from a MBE or FBE for a contract, it may not apply evaluation credit to any proposal from a CSB under review for award of that contract.
 - ii. If the City has no discrimination evidence described in paragraph one above permitting it to apply evaluation credit, a contracting department *may* apply evaluation credit to the proposal of a CSB when the CSB has its principal office physically located within Cleveland's municipal boundaries (a "CCSB"). If it does, no other proposer shall receive such evaluation credit.
 - iii. If the City has no discrimination evidence described in paragraph one above permitting it to apply evaluation credit and no proposal from a CCSB, a contracting department may apply evaluation credit to the proposal of a CSB having its principal office physically located outside Cleveland's municipal boundaries but within Cuyahoga County's boundaries (a "RCSB").
 - iv. The City may consider a proposer's location as a factor in selecting a proposal for contract award.
- c. Procedure. The contracting department may use the total points awarded for a proposal after applying evaluation credit to compare competing proposals to determine which to recommend for a contract award. The City may use the evaluation of a proposal determined after applying evaluation credit to approve that proposal for a contract award. The application of evaluation credits shall not alter the amount of a proposal submitted by a proposer or of the contract executed based on the proposal. The City will use only the actual proposal upon which the City and the proposer have agreed for approval and a contract award based on that proposal.

D. Proposer's Good-Faith Effort

- a. Each proposer shall make and document its good-faith efforts to meet every CSB, MBE and FBE goal that applies to the contract for which it is submitting a proposal. The City may consider a proposer's good-faith efforts to meet or exceed CSB, MBE and/or FBE subcontractor participation goals set by the Director of the Office of Equal Opportunity for the contract in recommending and approving a proposal for contract award.
- b. "Good-faith effort" as used in this solicitation and any resulting contract shall mean and include, without limitation, the proposer's:

- i. Active efforts to obtain participation in the contract from CSBs, MBEs and/or FBEs equal to or exceeding the specific goal(s) set for the contract;
- ii. Completion and submission in association with its proposal, as required, all reports, forms and documents, including, but not limited to, employment reports, certified payrolls and other information the Director of the OEO may need to ascertain and verify the specific practical steps the proposee has taken or is taking to meet or exceed the CSB, MBE and FBE goal(s) for the contract, and the proposer's equal employment practices; and
- iii. Attendance at and participation in all required pre-contract award meetings.
 1. The Director of the OEO may determine a proposer's good-faith efforts regarding proposed CSB, MBE and FBE participation in the contract and its employment practices, as provided under the *Cleveland Area Business Code*, from the proposer's documentation and actions, information obtained from other sources, and monitoring by the OEO, as applicable.

E. Incorporation of Cleveland Area Business Code; OEO Notice to Bidders & Schedules

- a. The *Cleveland Area Business Code*, Chapter 187 of the Codified Ordinances of Cleveland, Ohio, 1976, and the OEO *Notice to Bidders & Schedules* are incorporated in and made part of this solicitation and any resulting contract, by this reference, as fully as if attached. Further, should this proposal result in a construction contract for improvements valued at greater than \$100 thousand dollars, the provisions of Chapter 188 of the Codified Ordinances Cleveland, Ohio, 1976, will apply. See *Exhibit B*.

F. Minority Participation

a. Cleveland Area Business Code

- i. One June 4th, 2008, the Cleveland Area Business Code replaced the Minority & Female Owned Business Enterprise Program.
- ii. Vendors are encouraged to review the Cleveland Area Business Code regarding the inclusion of enterprises that meet the criteria of Cleveland Area Small Businesses (CSBs) as set for in the Cleveland Area Business Code, in the Vendor's project team. CSBs are those certified by The Mayor's Office of Equal Opportunity (OEO) as such.
- iii. Furthermore, Consultant shall identify ways to attract qualified Cleveland Area Small Businesses consistent with the mandates of the Cleveland Area Business Code.

- iv. Proposers are advised that in regard to this contract, it is the policy of the City of Cleveland that business concerns owned and operated by minority persons and/or women shall have every practicable opportunity to participate in the performance of contracts awarded by the City. These "Minority and Female Businesses" (MBE and FBE) are those certified by the Mayor's Office of Equal Opportunity (OEO) as such.
- v. Accordingly, you are strongly encouraged to employ the services of City Certified MBE/FBE subcontractors who are certified by OEO in order to assist your firm in the completion of this work.
- vi. Provide detailed submittals within your proposal (OEO Schedules 1-4) documenting your use of CSBs, MBEs/FBEs, and all other subcontractors on the project.
- vii. All proposers are advised that in order to enter into a contract with the City of Cleveland for providing the services outlined within this RFP, the proposer must be determined to be in compliance with the Offices of Equal Opportunity (OEO) Ordinances. Accordingly, please complete the enclosed (OEO) package (Schedules 1-4) and submit those materials with your original proposal. The completed forms will be forwarded to the City's Office of Equal Opportunity for an evaluation in this regard. **OEO Schedules 1-4 are mandatory as part of this proposal.**
- viii. **Your proposal will be rejected if you do not submit responsive OEO schedules.**

G. Compliance Affidavit

- a. Enclosed, contractors will find a Non-Competitive Bid Statement for Calendar year 2013 for use with respect to a contract to be awarded in 2013.

H. Fee

- a. The contractor's fee proposal should detail base hourly rates and/or fees for each of the services and identify any and all reimbursable expenses for which the City will be responsible. Additionally, the selected provider will be required to produce summary reports as needed which should be included in quoted fees.

IV. SELECTION CRITERIA

- A. All proposals will be ranked by a City management committee. Among many factors of evaluation, proposals are scored based upon pertinent criteria, including the following:
 - a. Responsiveness to RFP
 - b. Quality of Proposal

- c. Experience
- d. Qualifications of Key Personnel
- e. Minority Participation
- f. Online Data Accessibility
- g. References
- h. Accreditation
- i. Caseload
- j. Staffing
- k. Availability
- l. Overall Presentation

V. OTHER INFORMATION

- A. Seven (7) copies (one original and six copies) of the proposal, one (1) CD-Rom containing an electronic version of the proposal and any supporting documentation (Microsoft Word and Excel format document files), and five (5) copies (one original and four copies) of the fee proposal must be received no later than **October 14, 2013 at 12 P.M.** in the Department of Human Resources, Room 121, City Hall. Proposals or unsolicited amendments to proposals arriving after that time will not be accepted.

- B. Proposals should be directed to:
 - a. City of Cleveland
Department of Human Resources
601 Lakeside Ave., Room 121
Cleveland, Ohio 44114
Attn: Dominic Rapposelli, HR Program, Planning and Management Specialist

- C. City Assistance
 - a. Questions regarding this request for proposal should be directed to
Rachon Long
Assistant Director
(216) 664-3493
rlong@city.cleveland.oh.us

- D. The City reserves the right to accept proposals, in whole or in part, and reject any and all proposals, and to negotiate separately, as necessary, to serve the best interest of the City of Cleveland. All proposals must be valid for at least 90 days after submission. The City is not liable for any costs incurred by any responding Contractor prior to execution of a contract. All proposals should be prepared as simply and economically as possible and must provide straightforward, concise descriptions and information. Company brochures should be a separate attachment to the proposal.

PROPOSAL SUBMISSION

Proposal Due Date: October 14, 2013 at 12:00 P.M.

Submit Proposals To: Dominic Rapposelli, HR Assistant Manager
City of Cleveland
Department of Human Resources
601 Lakeside Avenue, Room 121
Cleveland, Ohio 44114

Contact Information: Rachon Long, Assistant Director
(216) 664-3493
rlong@city.cleveland.oh.us

Submit: 1 – Printed, Signed Original Proposal
6 – Copies of the Original Proposal
1 – Printed, Signed Original Fee Proposal
4 – Copies of Fee Proposal