



## **County Of Siskiyou**

### **Request for Proposals (RFP) RFP # CAO 21-04 - County Administration**

**for**

### **Background Investigation Services**

**Proposals may be mailed, delivered, or emailed to:**

**Stephanie Black**  
Management Analyst I  
County Administration Office  
1312 Fairlane Road  
Yreka, CA 96097  
Email: [sblack@co.siskiyou.ca.us](mailto:sblack@co.siskiyou.ca.us)

**Proposals Due by:**

**May 07, 2021**

**4:00 PM**

**County of Siskiyou**  
**Request for Proposals**  
**for Background Investigation Services**

**Proposed Timeline**

<b>Date</b>	<b>Activity</b>
April 16, 2021	Release of Request for Proposals (RFP)
April 30, 2021	Deadline to Submit Questions
May 07, 2021	Submission of Proposals due by 4:00 PM
May 10 - 14, 2021	Review of Proposals
May 19, 2021	Notification of Final Selection
June, 2021	Professional Service Agreement Processed
June, 2021	Professional Service Agreement Start Date

## Preface

The County of Siskiyou, hereafter referred to as “The County,” is located in Northern California and borders Oregon. It maintains approximately 670 positions across thirty-two departments. The goal of the Background Investigation request for proposals (RFP) is to identify qualified consultants or organizations that can partner with County Personnel staff to provide background investigation services for applicants and new hires.

## Estimated Timeline of Events

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

<b>Date</b>	<b>Activity</b>
April 16, 2021	Release of Request for Proposals (RFP)
April 30, 2021	Deadline to Submit Questions
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## Scope of Work

The services the successful proposer will be expected to provide include but are not limited to:

## **1. Social Security Number Verification / E-Verify**

- SSN Verification
- Identity Search (Includes Address and Phone Numbers Associated with File)
- E-Verify (Right to Work in the United States)

## **2. Criminal Background Searches**

- National Criminal Jurisdiction Search
- Criminal Record Search
- Federal District Court Search
- National Sex Offender Search

## **3. Record Searches**

- Credit Check
- Civil Record Check
- Driver's License History Check
- National Sanctions Search
- FACIS 3 – OIG, GSA, DEA, FDA, TRI-CARE

## **4. Verifications**

- Educational Degree Verification
- Professional License/Certification Verification
- Employment Verification
- Professional Reference Check

## **5. Drug Testing**

- Drug Testing
- Medical Review Officer (MRO Verification)

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

## **Submission Requirements**

**Proposal Format:** Proposals must contain the following:

### **1. Cover Letter**

- a. Please provide the proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the proposer.

### **2. Qualifications**

- a. Provide specific information concerning the proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.

- b. Please include any experience with NeoGov.

### **3. Company Profile**

- a. Provide a brief description of your company, including structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

### **4. Approach:**

- a. Provide a description of the methodology developed to perform all required services, information as to the type of software that is anticipated to be used in the delivery of services, and your response to the scope of work as referenced above.

### **5. References:**

- a. Please include at least three (3) references, including name, address, telephone number, and email, for whom similar services have been provided

### **6. Price Proposal:**

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

**Conflict of Interest:** Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

## **Selection Process**

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview with any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entity or entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

## General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the Siskiyou County Administration Office, 1312 Fairlane Road, Yreka, California 96097 on or before **4:00 PM, May 07, 2021** (ATTN: Stephanie Black, Management Analyst I).
- **Mailing:** Hard copy proposals by way of mail must be mailed to 1312 Fairlane Road, Yreka, California 96097 and postmarked by **4:00 PM, May 07, 2021**.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Stephanie Black, Management Analyst I, at [sblack@co.siskiyou.ca.us](mailto:sblack@co.siskiyou.ca.us) and must be received by **4:00 PM, May 07, 2021**.

Proposers shall provide one (1) original copy with signature and four (4) exact copies of the original by hand delivery, mail, as instructed above.

Proposers submitting proposals electronically will only be required to send one copy

Proposers are asked to direct all inquiries related to the project(s) to Ms. Black by email, [sblack@co.siskiyou.ca.us](mailto:sblack@co.siskiyou.ca.us), or by phone at 530-842-8003.

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.

- Advice on the project scope of work.
- Review and validation of project deliverables.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.