

INCA Community Services, Inc.



REQUEST FOR PROPOSAL **Background/Motor Vehicle Records Check** **FOR THE PERIOD**

04/01/2023 - 03/30/2028

REQUEST FOR PROPOSAL

Background and Motor Vehicle Records Check Package Policy Services

General Information

1. INCA Community Services, Inc. (hereinafter referred to as INCA) is seeking proposals from qualified companies to perform national criminal background checks and motor vehicle records (MVR) checks on applicants with the agency and on renewal screenings.
2. This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.
3. INCA is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of contract.
4. The successful respondent will be required to enter into a one year contract commencing April 1, 2023.
5. The RFP may be obtained electronically at www.incacaa.org/page/backgroundrfp2023.
6. No oral explanation in regard to the meaning of the specifications will be made, and no oral interpretation will be given before the award of the contract. If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of any part of the specifications or any other proposed contract documents, they may submit to INCA a written request for an interpretation thereof.
7. Written questions should be submitted by email to Erica Pogue at e.pogue@incacaa.org with RFP Background and MVR Check in the Subject Line to be received no later than **2:00 PM central time on Friday, March 24, 2023**. All questions and written answers will be posted to the website as an addendum to and become part of this RFP. INCA will not be responsible for any other explanation or interpretations of the proposed documents.
8. Addenda to the RFP: If it becomes necessary to revise any part of this RFP before the proposal response date, addenda will be posted to INCA's website under the original RFP document. It is the responsibility of the Proposer to periodically check the website for any new information or addenda to the RFP.
9. Response. To be considered, proposals must be delivered to INCA Community Services Atoka Office, located at 371 W. 10th Street, Atoka, OK 74525, Attention: Erica Pogue,

Transit Director on or before **Wednesday, March 29th, 2023 at 3:00 PM Central Time.** Our mailing Address is P. O. Box 807, Atoka, OK 74525. Responses may also be submitted via email to e.pogue@incacaa.org with RFP - Background and MVR Check in the subject line.

10. Please note that use of U.S. Mail, FedEx, UPS, or other delivery method, does not guarantee delivery to this address by the above-listed time for submission. Proposers mailing proposals should allow sufficient delivery time to ensure timely receipt of their proposals. If INCA's office location to which proposals are to be delivered is closed on the proposal response date, due to inclement weather, natural disaster, or any other cause, the deadline for submission shall be automatically extended until the next INCA business day on which the office is open. Unless the Proposers are otherwise notified by INCA, the time for submission of proposals shall remain the same.
11. One copy of each proposal shall be provided. Proposals must be signed by an official authorized to bind the Proposer to its provisions and include the Proposer's Federal Identification Number. Each proposal page should be numbered for ease of reference.
12. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.
13. Each and every Proposer submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Proposals may be withdrawn by written or telefax notice received at INCA's address for proposal delivery prior to the exact hour and date specified for proposal receipt. However, if the Proposer chooses to attempt to provide such written notice by telefax transmission, INCA shall not be responsible or liable for errors in telefax transmission. A proposal may also be withdrawn in person by a Proposer or its authorized representative, provided its identity is made known and it signs a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for proposal receipt. A proposal may only be modified by the submission of a new sealed proposal or submission of a sealed modification which complies with the requirements of this RFP.
14. INCA reserves the right to waive formalities and reject any and all proposals.
15. Although this request provides for a general format, it is not intended to limit a respondent's imagination and creativity in preparing a proposal the respondent feels will best serve the needs of INCA.
16. Discussions for Clarification. Proposers who submit proposals may be required to make an oral or written clarification of their proposals to the agency to ensure thorough mutual understanding and Proposer responsiveness to the solicitation requirements. The Transit

Director will initiate requests for clarification.

17. Best and Final Offers. INCA reserves the right to conduct discussions with Proposers for the purpose of obtaining “best and final offers.”
18. After an offer has been made, limitations will be made with any discussions to only Proposers whose proposal has determined to be reasonably susceptible of being selected for award.
19. The selected Proposer will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, INCA will consider the selected Proposer to be the sole point of contact with regard to contractual matters.

Information

1. INCA Community Services, Inc. is a not for profit private corporation. It serves Johnston, Atoka, Marshall, and Murray Counties. The agency is the grantee for numerous federal and state programs. It operates and lends administrative support to a multi-program operation.
2. INCA's JAMM Transit program has approximately 55 employees currently employed. Background and MVR checks are conducted yearly on all staff and all new employees receive a background check before hire.
3. For the 2022 calendar year there were 72 background and MVR checks completed.

Criteria Needed

Checks must include the following:

1. Form (either electronic or paper) for individuals to sign expressing consent to have their background performed.
2. Person Search
 - a. Verification of Social Security Number, Date of Birth, and Age
 - b. County Criminal Records Search
 - c. Report must list the county individually with the applicant's name
 - d. National Criminal Search
 - e. 50 States, 3,007 counties, 64 parishes, 19 organized boroughs, 11 census areas, 41 independent cities, and the District of Columbia for a total of **3,143 counties** and county-equivalents in the United States.
3. Sex Offender Records Search
 - a. 50 States, 3,007 counties, 64 parishes, 19 organized boroughs, 11 census areas, 41 independent cities, and the District of Columbia for a total of **3,143 counties** and county-equivalents in the United States.
4. Motor Vehicle Report
 - a. Must include the following:

- i. State
- ii. Full name
- iii. Date of birth
- iv. License information
 1. License Number
 2. Status
 3. Type
 4. Class
 5. Description
 6. Expiration date
 7. Restrictions
 8. Age
- v. Messages should include whether the applicant is under suspension/revocation or not

Reporting

The following must be handled accordingly for reporting purposes:

1. All reports must be stored in the Proposer's website.
2. A completed report link must be sent to specified personnel via email.
3. The agency must have secure access to the website.
4. The Proposer must be willing to allow access to multiple users.
 - a. Users will include staff, contractors, and other agency officials who have a need to access the site.
 - b. The agency will control who is assigned user status.
5. Reports must be printable with easy to read features.
6. Reports that contain suspicious charges must be flagged.
 - a. Suspicious charges include: felonies, misdemeanors, and suspended licenses.
7. An email must be sent to the specified personnel if a report cannot be completed within 3 – 7 days.
8. Reports must be accurate.
9. Reports should be held in the system for the life of the usage with the Proposer.

Pricing

The following price plans/packages should be addressed:

1. Person Search
2. County Criminal Search
3. National Criminal Search
4. Sex Offender Records Search
5. MVR Searches (list any additional cost for other states)

Backgrounds and MVR checks are conducted on all JAMM program staff yearly at different junctions throughout the year. Pricing needs to include renewal costs for all of the above and initial cost prices.

The pricing quoted will be guaranteed for the full year of the contract. Should pricing need to be changed the Proposer must contact the agency with a written letter expressing concerns and reasons why. At that point it is up to the agency to decide to rebid or accept additional costs.

Submission Information

1. Submit one original copy of the proposal.
2. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.
3. It is the responder's sole responsibility to submit information related to the evaluation categories and INCA is not obligated to solicit such information if it is not included. The failure to submit such information may cause an adverse impact on the evaluation of the proposal.

Evaluation and Award Process

1. INCA shall use its best judgment in conducting a comparative assessment of the proposal.
2. INCA shall select a company that meets the needs of the agency and various contractors.
3. A company will be selected and notification will be made to all companies submitting proposals on or before 3:00 PM., March 31, 2023.