



CITY OF PITTSBURGH

REQUEST FOR PROPOSAL

FOR

**EMPLOYMENT BACKGROUND INVESTIGATION
SERVICES**

Proposal Due Date:
December 15, 2014
4:00 PM

City of Pittsburgh
Department of Personnel and Civil Service Commission
Room 431, City County Building
414 Grant Street
Pittsburgh PA 15219

EEO/M/F/D

PURPOSE:

On behalf of Mayor William Peduto and the Director of Personnel and Civil Service Commission, we are pleased to issue this Request for Proposal (RFP) to invite interested Proposers to prepare and submit proposals for consideration by the City of Pittsburgh, Department of Personnel and Civil Service Commission. The RFP is issued to satisfy a need for the City of Pittsburgh to secure professional pre-employment and promotional background investigation services.

PROPOSAL SUBMISSION:

What/When: One (1) original and four (4) hard copies MUST BE SUBMITTED to the City of Pittsburgh, Department of Personnel & Civil Service Commission no later than **4:00 p.m. on Monday, December 15, 2014.**

In addition, one (1) electronic copy MUST BE SUBMITTED to todd.siegel@pittsburghpa.gov no later than 4:00 p.m. on Monday, December 15, 2014.

Where: Todd C. Siegel, Director
todd.siegel@pittsburghpa.gov
City of Pittsburgh
Department of Personnel and Civil Service Commission
Room 431, City County Building
414 Grant Street
Pittsburgh PA 15219

Important Dates: It is the City’s goal to adhere to the schedule as set forth below, but it reserves the right to change the schedule as needed by the City to fully understand and compare proposals.

Deadline for Questions: 12/10/2014 (4:00 p.m.)
Proposal Due Date: 12/15/2014 (4:00 p.m.)
Award of Contract (on or about): TBD
Commencement of Contract (on or about): TBD

The City of Pittsburgh is not responsible for late delivery. Any proposals received after the deadline will be rejected. The City reserves the right to reject any and all proposals without liability and to negotiate further the terms of any proposal. The City further reserves the right to take any action affecting the RFP, this RFP process, or the services subject to this RFP that would be in the best interest of the City. Proposals will be evaluated based on the completed contents and costs.

Technical Assistance:

If you have any questions regarding any elements of this Request for Proposal you may contact Todd Siegel, Director, Department of Personnel and Civil Service Commission, at one of the following:

Phone: (412) 255-2718
E-mail: todd.siegel@pittsburghpa.gov
Fax: (412) 255-4736

All questions must be in written format and must be submitted in writing no later than 4:00 p.m. on Wednesday, December 10, 2014. Questions will be posted on the City of Pittsburgh's web page for the duration of the posting.

Review of Proposals:

Proposals will be reviewed by a Review Committee composed of individuals with expertise in the areas human resources administration, and/or government.

I. CONFIDENTIALITY:

By submitting a response to this RFP, the provider expressly acknowledges that the City of Pittsburgh's data, contents of the RFP, and other employer information disclosed in this process are the sole and exclusive property of the City of Pittsburgh. The provider agrees that it will not disclose any of the City of Pittsburgh's information to any third party without the express written permission of the City of Pittsburgh. The content of all responses to the RFP will be held confidential until the selection of a provider is made, but may be subject to disclosure thereafter.

II. SCOPE OF WORK:

A. Background:

The City of Pittsburgh currently utilizes an internal office, the Office of Municipal Investigations (OMI) to conduct all pre-employment and promotional background investigation services for all candidates who are extended a conditional offer for a new hire or promotion. The Department of Personnel and Civil Service Commission is seeking a vendor to assist in providing pre-employment and promotional background investigation services in a timely and efficient manner. The services in this RFP are to conduct pre-employment and promotional background investigation for all non-Public Safety candidates who receive a conditional offer for a new hire or promotion. Public Safety candidates and employees will be excluded from these services and will continue to have their backgrounds completed by the Office of Municipal Investigations. The City averages an estimate of 500 – 600 non-Public Safety new hires each year of who would require pre-employment background investigative services.

B. Types of Services:

1. Provide the City of Pittsburgh, Department of Personnel & Civil Service Commission with pre-employment and promotional background investigation services for prospective new hire or promotional candidates with the City of Pittsburgh.

Required available services are as follows:

- **Social Security Number Trace** (Yielded results of this trace will yield names/ addresses associated with the supplied Social Security Number.)
- **Federal Criminal Background Search** (Yielded results will include all federal district courts, for all names listed in the results of Social Security Number Trace. Results should include misdemeanor and felony offenses within the past seven (7) years.)
- **Pennsylvania Statewide Criminal Background Search** (Results of this trace will yield all names listed in results of Social Security Number Trace. Results should include misdemeanor and felony offenses only, from all PA court records. Results should include offenses within the past seven (7) years.)

- **Out of State Criminal Background Search – All Names/ All Counties** (Results of this trace will yield all names listed in results of Social Security Number Trace. Results should include court records of misdemeanor and felony offenses only, from all counties within a specified state other than Pennsylvania. Results should include offenses within the past 7 years.)
 - **Out of State Criminal Background Search – All Names/ One County** (Results for all names listed in results of the Social Security Number Trace. Results should include court records of misdemeanor and felony offenses only from one county within a specified state other than Pennsylvania. Results should include offenses within the past 7 years.)
2. **Provide the City of Pittsburgh with a resource to submit pre-employment investigation requests (through an online portal or other means necessary).**
 3. **Provide the City of Pittsburgh with detailed results of each submitted pre-employment request so that the City of Pittsburgh may make accurate and necessary hiring decisions.**

III. STRUCTURED RESPONSE:

Please include the following questions with the accompanying answers in a separate section of your proposal entitled “Structured Response.”

A. Vendor History and Experience:

1. Describe the average turn-around time period that it takes your company to complete a pre-employment and/ or promotional investigation from start to finish? What would the longest period of time that your customers can expect?
2. What resources do you provide to your customers as a means of submitting requests for background investigation cases? How is a pre-employment and/ or promotional investigation processes started?
3. What technology and reports are available for your customers to review results, and is there a dedicated service representative as needed?
4. Describe your search methodology utilized in gathering information needed in the pre-employment and/ or promotional background investigation process? What resources are utilized in gathering information?
5. Are you licensed to do business in the State of Pennsylvania?
6. Do you have all of the necessary licenses and registrations to perform the proposed activities? If the answer is no, please explain fully.
7. Please describe your experience in providing pre-employment and/ or promotional background investigation services to clients who employ over 3,400 employees and on average, extend conditional offers to 500 – 600 non-Public Safety employees. Please specify two (2) references.
8. Does your company or any individual who owns 5% or more of this company owe any delinquent taxes, fees, etc. to the City of Pittsburgh?

9. Is your firm involved with any current litigation against or by the City of Pittsburgh? If yes, please describe.
10. Please identify the individual(s) (name, address, phone number, and title) who would be assigned responsibility for the City of Pittsburgh's account, and include a resume of her or his experience and qualifications.
11. Does your company have staff and facilities located in the Pittsburgh area? If so, describe your local staff and facilities. Will additional staff and/or facilities be necessary to complete this engagement?
12. Does your company have a procedure manual for conducting pre-employment and/or promotional investigation services? Please provide a copy.
13. Do you anticipate any mergers, transfers of company ownership, sales management reorganizations, or departures of key personnel within the next three (3) years that might affect your ability to carry out your proposal if it results in a contract with the City of Pittsburgh?
14. Please describe how your firm would conduct pre-employment and/or promotional background investigations, procedures, processes, and regulatory compliance.

B. Remuneration:

The City of Pittsburgh requests that all services listed in the Scope of Work be included in the proposal.

Please provide your standard fee structure, given the information provided in this RFP.

Please indicate any additional charges to the standard fees. Provide a Fee Schedule(s) and description for those services to be performed.

If any service is unable to be met it must be clearly communicated in the Vendor History and Experience Section as well as clearly identified in any additional charges to the standard fees.

3. Please provide detail of proposed performance standards and guarantees, including
 - A. Accuracy of investigation results
 - B. Document processing
 - C. Website Guarantees
 - D. Customer Service

C. Compliance and Contractual Requirements:

If any contractual or compliance requirement is unable to be met it must be clearly communicated under this section in your structured response.

1. MBE/WBE SOLICITATION AND COMMITMENT

It is the City of Pittsburgh's current goal to encourage increase minority and women participation in all City of Pittsburgh contracts. The City of Pittsburgh, therefore, requires that all proposers demonstrate a good faith effort to obtain the participation of Minority and Women's Business Enterprises in work to be performed under City of Pittsburgh contracts. In order to demonstrate this good faith commitment, all proposers are required to complete and submit with their proposals a MBE/WBE Solicitation and Commitment Statement Form, which details the efforts made by the proposer to obtain such

participation. The necessary form is attached as Exhibit 1. Failure to submit the MBE/WBE Solicitation and Commitment Statement Form will result in rejection of the bid. If you have questions pertaining to completing this form for MBE/WBE, please contact our Equal Employment Opportunity Review Commission at (412) 255-8804.

2. VETERAN-OWNED SOLICITATION AND COMMITMENT:

The City of Pittsburgh has an annual goal of not less than five (5) percent participation by veteran-owned small business in all contacts. The participation goal shall apply to the overall dollar amount expended with respect to contracts. The City of Pittsburgh, therefore, requires that all proposers demonstrate good faith efforts to obtain the participation of veteran-owned small business in work to be performed under City of Pittsburgh contracts. In order to demonstrate this good faith commitment, all proposers are required to complete and submit with their proposals a Veteran Owned Solicitation and Commitment Form, which details the efforts made by the proposer to obtain such participation. The necessary form is attached as Exhibit 1. Failure to submit the Veteran Owned Solicitation and Commitment Statement Form will result in rejection of the bid. If you have questions pertaining to completing this form for Veteran Owned business, please contact our Bureau of Procurement Fleet and Asset Services at (412) 255-2485.

- A. Veteran Owned Small business is defined by the City of Pittsburgh as a business having one hundred or fewer full-time employees and not less than fifty-one (51) percent of which is owned by one (1) or more veterans, or in the case of any publically owned business, not less than fifty-one (51) percent of the stock of which is owned by one (1) or more veterans, and the management and daily business operations of which are controlled by one (1) or more veterans.
- B. For contracts under one hundred thousand dollars (\$100,000.00), veteran owned small businesses shall be exempt from all bonding requirements.

3. STATEMENT OF AFFILIATIONS:

In accordance with the Ethics Code, all consultants who enter into a contract with the City for an amount of one thousand dollars (\$1,000.00) or more must file a "Statement of Affiliations" with the City Clerk within thirty (30) days of the execution of the contract. The Statement of Affiliations shall include:

- A description of any contractual or other business relationship with the City or any of its departments, agencies, boards, commissions or authorities, including the value of the contract or business relationship, entered into during the three calendar years previous to the execution of this Agreement;
- The consultant's qualifications and experience which shall be applied to the performance of this Agreement;
- An identification of the consultant's principals, including the names and addresses of all owners or partners or shareholders and officers, or, if the consultant is a public corporation, the officers, the members of the board of directors, and shareholders holding more than three (3) percent of the corporate stock.

4. CONTRACT DISCLOSURE:

All vendor responses should include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest.

5. LEGAL AND INSURANCE OBLIGATIONS OF PROVIDER:

If chosen as the service provider, your organization will be required to satisfy the following requirements:

- A. Contract for professional services with the City of Pittsburgh
- B. Secure and maintain in effect the following insurance coverage duly executed by the officers or authorized representatives of a reasonable and non-assessable insurance company.

	<u>Individual Occurrence</u>	<u>Aggregate</u>
General Liability		
Bodily Injury, including death	\$500,000.00	\$1,000,000.00
Property Damage	\$50,000.00	\$100,000.00
Workers' Compensation	Statutory Provisions	
Automobile Liability*	\$500,000.00	\$1,000,000.00
Bodily Injury, Including death	\$50,000.00	\$1,000,000.00
Property Damage	\$50,000.00	\$100,000.00

*Required only if a vehicle will be used in connection with the scope of the project.

Additional Insurance Coverage Information:

All policies must be on an n OCCURRENCE BASIS. Claims-made policies are not acceptable. On your Certificate of Liability Insurance, the City of Pittsburgh must be named as the certificate holder and also listed as ADDITIONAL INSURED. Listing the City as a certificate holder alone is not acceptable.

Policies must be non-cancelable except upon thirty (30) days prior written notice to the City. **The legal name on the contract must agree with the name on the insurance certificate.**

Service provider shall not discriminate in employment on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, familial status, age (40 and over), disability, non-disqualifying physical or mental disability or any other basis protected by federal, state or local law.

IV CONCLUSIONS & INTERPRETATIONS:

The City of Pittsburgh will not be bound by or be responsible for any explanation, interpretation or conclusions of this RFP or any documents provided by the City of Pittsburgh other than those given in writing by the City of Pittsburgh through the issuance of addenda. In no even may a proposer rely on any oral statement by the City of Pittsburgh or its agents, advisors or consultants. Should a proposer find discrepancies or omissions in this RFP, or any other documents provided by the City of Pittsburgh, the proposer should immediately notify the City of Pittsburgh of such potential discrepancy in writing. If the City of Pittsburgh determines that a change is necessary, an addendum will be distributed.

Any selection, if made, will be made on the basis of what the City of Pittsburgh believes to be in its best interests and the City of Pittsburgh’s decision will be final. Notification will be made in writing. The City of Pittsburgh reserves the right to award the contract for any number of products or services described in this RFP.

Upon the completion of the proposal review process, the selected service provider shall be prepared to enter into a contract with the City of Pittsburgh to ensure that the project is completed as stipulated in the contract.

The selected service provider agrees that all direct or indirect costs for services proposed are disclosed in the proposal.

The selected service provider agrees that its response to this RFP will be binding to ninety (90) days.

V PROPERTY OF THE CITY:

Any response, including written documents and verbal communications, to this RFP, shall become the property of the City. The content of all responses to the RFP will be held confidential until the selection of a respondent is made, but may be subject to disclosure thereafter.

The City of Pittsburgh, Department of Personnel & Civil Service Commission looks forward to receiving your submitted proposal to this RFP.

Once again, if you have any questions regarding any elements of this Request for Proposal you may contact Todd Siegel, Director, Department of Personnel and Civil Service Commission, at one of the following:

Phone: (412) 255-2718

E-mail: todd.siegel@pittsburghpa.gov

Fax: (412) 255-4736

EXHIBIT 1

CITY OF PITTSBURGH MBE/WBE/VETERAN OWNED SOLICITATION AND COMMITMENT FORM

SPECIFICATION NO.	DATE:	IS YOUR BUSINESS ANY OF THE FOLLOWING?
COMPANY NAME:		<input type="checkbox"/> MINORITY OWNED
ADDRESS:		<input type="checkbox"/> WOMAN OWNED
CITY, STATE AND ZIP CODE:		<input type="checkbox"/> VETERAN OWNED
FAX NUMBER AND E-MAIL ADDRESS:		(CHECK ALL THAT APPLY)

FOR ASSISTANCE REGARDING MBE / WBE BUSINESSES, CALL THE EQUAL OPPORTUNITY REVIEW COMMISSION AT 412-255-8804. FOR ASSISTANCE REGARDING VETERAN OWNED BUSINESSES, CALL THE BUREAU OF PROCUREMENT, FLEET AND ASSET SERVICES AT 412-255-2485.

FAILURE TO COMPLETE FORM MAY BE SUFFICIENT CAUSE FOR BID REJECTION

PLEASE LIST ALL MBE / WBE / VETERAN OWNED BUSINESSES SOLICITED FOR PARTICIPATION

SOLICITATED COMPANY'S NAME AND ADDRESS	PHONE FAX # E-MAIL	MBE OR WBE OR VETERAN (CHECK ALL THAT APPLY)			
1.		<input type="checkbox"/> EST \$	<input type="checkbox"/> EST %	<input type="checkbox"/> \$	<input type="checkbox"/> EST %
2.		<input type="checkbox"/> EST \$	<input type="checkbox"/> EST %	<input type="checkbox"/> \$	<input type="checkbox"/> EST %
3.		<input type="checkbox"/> EST \$	<input type="checkbox"/> EST %	<input type="checkbox"/> \$	<input type="checkbox"/> EST %
4.		<input type="checkbox"/> EST \$	<input type="checkbox"/> EST %	<input type="checkbox"/> \$	<input type="checkbox"/> EST %

MBE / WBE / VETERAN VETERAN OWNED USED HISTORY	CONTRACT NO.	DESCRIPTION	MBE USED	WBE USED
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CITY OF PITTSBURGH MBE / WBE / VETERAN SOLICITATION AND COMMITMENT FORM				
NAME AND ADDRESS	PHONE	FAX	<u>CIRCLE:</u> MM MF NMF VETERAN	WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME AND ADDRESS	PHONE	FAX	<u>CIRCLE:</u> MM MF NMF VETERAN	WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME AND ADDRESS	PHONE	FAX	<u>CIRCLE:</u> MM MF NMF VETERAN	WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME AND ADDRESS	PHONE	FAX	<u>CIRCLE:</u> MM MF NMF VETERAN	WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____

I HEREBY ATTEST THAT ALL THE ABOVE FORMS HAVE BEEN FILLED OUT TO THE BEST OF MY KNOWLEDGE AND I ACKNOWLEDGE THAT THE DOCUMENTS SUBMITTED ARE THE MBE / WBE / VETERAN PARTICIPATION PLAN AS REQUIRED BY THE CITY OF PITTSBURGH.

(TYPE NAME AND TITLE):

SIGNED: _____ DATE: _____