

# REQUEST FOR PROPOSALS

for

## Background Reporting Services



Nebraska State  
College System

CHADRON | PERU | WAYNE

**Nebraska State College System**  
**1233 Lincoln Mall, Suite 100**  
**Lincoln NE, 68508**

<b>Release Date:</b>	<b>February 1, 2024</b>
<b>Vendor Questions Due:</b>	<b>February 22, 2024</b>
<b>Response to Questions:</b>	<b>March 1, 2024</b>
<b>Proposal Must be Received No Later Than:</b>	<b>March 15, 2024 2:00 pm Central Time (not public opening)</b>
<b>Finalists Presentations (if necessary):</b>	<b>March 18-22, 2024</b>
<b>Contract Award Date:</b>	<b>April 1, 2024</b>
<b>Effective Date:</b>	<b>July 1, 2024</b>

All documents pertinent to this Request for Proposal will be posted on the Nebraska State College System website (<http://www.nscs.edu>). It is the Vendor's responsibility to periodically check the website for the most current information.

## **Nebraska State College System**

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## REQUEST FOR PROPOSAL NOTICE

Notice is hereby given that the Nebraska State College System (NSCS) will accept Proposals for Background Reporting Services until 2:00 p.m. Central Time on **Friday, March 15, 2024**.

All Proposals shall be clearly identified as ***Background Reporting Services Proposal for the Nebraska State College System***. One (1) hard copy marked as Original and one (1) digital copy (on flash drive) of your Proposal should be forwarded to the NSCS at the following address:

**Nebraska State College System  
Attn: Kara Vogt  
1233 Lincoln Mall, Suite 100  
Lincoln, NE 68508**

Please note that no formal opening of the proposals will take place.

Proposals received after 2:00 p.m. Central Time on **March 15, 2024**, will not be considered and will be returned unopened. Any proprietary information submitted with your proposal must be in a sealed envelope marked "Proprietary." Digital copies of proprietary information should NOT be provided. Information not marked as Proprietary will be subject to re-release pursuant to future public record requests. Proprietary information may only include specific parts of the proposal that are not subject to the Nebraska Public Records Act such as private company financial information.

Proposals will be evaluated and the successful Vendor(s) will be determined and approved by the NSCS. The NSCS reserves the right to reject any or all Proposals, waive formalities and to select the Vendor, benefits and services that best meet the needs of the NSCS. The NSCS reserves the right to select and terminate any servicing agent, agency, company or administrator.

Inquiries, clarification, or requests for Proposal forms and questionnaires by electronic mail should be directed by telephone or email to the following contact:

**Kara Vogt  
Director of Systemwide  
Payroll and Benefits  
402-471-2505  
Email: [kvogt@nscs.edu](mailto:kvogt@nscs.edu)**

## **BACKGROUND AND GENERAL INFORMATION**

The Nebraska State College System (NSCS) is seeking proposals for Background Reporting Services. The purpose of this Request for Proposals is to gather information from your organization relative to the NSCS required scope of service and key selection criteria. Organizations selected as finalists may be expected to address more detailed issues regarding financial and other specifics of their organization and operations. These same finalists may be interviewed and make a presentation at the NSCS System Office to staff and College representatives.

The NSCS obtains approximately 1,100 background reports on employees and students each year. Requests for background reports vary in scope but may encompass criminal history (including but not limited to sex offenses), credit history, litigation records, employment/education verification, and motor vehicle records. The objective of this RFP is to identify a Vendor that can provide such background reporting services to the NSCS for the System Office in Lincoln, Nebraska and the three State Colleges located in Chadron, Peru and Wayne, Nebraska. The NSCS Vice Chancellor for Employee Relations/General Counsel will be the primary point of contact for the selected Vendor.

The NSCS invites proposals from qualified organizations to provide Background Reporting Services. Applicants are required to have a minimum of five (5) years of experience in providing this type of service. Experience in offering such services to public entities (especially in Nebraska) is also desirable.

## **SCOPE OF SERVICE**

Vendors will provide background reports as specified by the Human Resource representative or designee at the System Office and each College. The scope of each report will be specified at the time the request is submitted to the Vendor. Reports may encompass criminal history (including but not limited to sex offenses), credit history, and motor vehicle records.

## **PROPOSAL EVALUATION CRITERIA**

The NSCS will evaluate proposals based on the needs of the NSCS and its employees. The NSCS will choose the proposals that best fit its needs. The NSCS is not obligated to award the contract based on cost alone. The following criteria will be used in evaluating each of the Vendor responses:

1. Compliance with specifications.
2. Ability to offer a comprehensive set of reporting services in a timely manner.
3. Competitive fees.

4. Compliance with applicable State and Federal laws and regulations.
5. Financial position of Vendor.
6. Stability of rates and fees over time.
7. Ease of use for submitting, accessing, reading, and understanding background report results. Additional online management report tools.
8. Ability to provide customer assistance to the NSCS as requested and to assist with the completion of authorization forms that may be required for the background search process.
9. Other criteria identified by the NSCS as important in evaluation of submitted proposals.

## **CONDITIONS AND STIPULATIONS**

You are invited to submit your Proposal based on the information contained in this Request for Proposal. Unless a specific note is made to the contrary, we will assume that your Proposal conforms to the NSCS Specifications.

You are invited to ask questions during the proposal process and to seek additional information, if needed. We want this to be an interactive process and will make every effort to provide sufficient data for your response. All questions should be submitted in writing to Kara Vogt, Director of Systemwide Payroll and Benefits at the mailing address or email address noted on the Request for Proposal Notice. Questions must be received no later than February 22, 2024. A written response to all questions will be provided on the NSCS web page on March 1, 2024.

Any proprietary information submitted with your Proposal must be in a sealed envelope marked “Proprietary.” Generally, responses are considered public information and can only be kept confidential to the extent allowed by law.

The NSCS reserves the right to accept or reject any or all proposals and to waive formalities and select the carrier and benefit options that best meet the needs of the NSCS. The NSCS objective is to select a carrier who will provide the best possible service at the best possible cost while meeting the Request for Proposal specifications. The NSCS is not obligated to award the contract based on cost alone.

Any proposed deviations to any part of these Specifications must be submitted in writing as a part of the questionnaire, (question #1) and clearly identified in the appropriate section of the Proposal. Any deviation deemed to be significant by the NSCS will disqualify the Proposal.

Failure to identify any such deviation(s) shall not in the future accrue to the disadvantage of the NSCS or any qualified participant or dependent in any manner.

The Vendor awarded the business shall submit properly executed contracts to the NSCS no later than April 1, 2024.

All Providers must be in full compliance with Nebraska and Federal requirements relating to the requested reports and services including (but not limited to) the Federal Fair Credit Reporting Act.

An account representative must be available to the NSCS on an on-going basis.

The Vendor shall not provide legal advice to the NSCS and employees. The selected Vendor shall refer any inquiries relating to potential legal claims against the NSCS to the NSCS Vice Chancellor for Employee Relations/General Counsel.

The NSCS reserves the right to negotiate with the selected Vendor to obtain other related services not specifically covered herein. Further, the NSCS reserves the right to enter into negotiations with the selected Vendor even through these negotiations may result in changes to the NSCS specifications and/or to the Vendor's Proposal.

The Vendor will remain an independent contractor, not an employee of the NSCS, and is not entitled to unemployment or worker's compensation insurance benefits from the NSCS as a result of any contract.

This Request for Proposal does not obligate the NSCS to the eventual contract for any items described or implied until confirmed by written contract and may be terminated by the NSCS without penalty or obligation at any time prior to the signing of a contract.

All expenses for developing and presenting proposals shall be the entire responsibility of the Vendor and shall not be chargeable to the NSCS.

In the event of a dispute, the laws of the State of Nebraska shall prevail.

## VENDOR ORGANIZATION QUESTIONNAIRE

Note: A complete response to this questionnaire must accompany all Requests for Proposals. A response such as “See Proposal” is **not** sufficient unless there is proper reference to the specific section of the proposal addressing the question. Please be specific in your answers.

### Deviations

1. Does your Proposal contain **any** deviations from the benefits, general conditions, stipulations or other provisions of the Specifications? If yes, provide details in a separate cover letter. Otherwise, confirm that you have responded according to Proposal conditions.
2. What limitations, if any, exist for the type of records that you are able to provide to the NSCS?

### Fees/Services

1. What package pricing or volume discounts are available?
2. Are the fees quoted below firm and guaranteed for the term of the contract? The contract period is July 1, 2024 through June 30, 2025 with the option to renew for five (5) additional one-year terms.
3. Are additional services available beyond what is described within this RFP and/or your proposal? If so, what are the fees for these services?
4. Please identify fees associated for each type of record identified below. If charges vary by state, please note accordingly.

A. **Social Security Trace:** To include name, social security number, current and former addresses.

\*Price: \_\_\_\_\_

B. **County Criminal History:** County misdemeanor and felony arrest/conviction information to include:

- Date of Charge or Arrest
- Charge Information
- Degree of Charge
- Date of Disposition
- Disposition

(Search area determined by applicants residential and employment location)

\*Price: \_\_\_\_\_

C. **State Criminal History:** State misdemeanor and felony arrest/conviction information to include:

- Date of Charge or Arrest
- Charge Information
- Degree of Charge
- Date of Disposition
- Disposition

(Search area determined by applicants residential and employment location)

\*Price: \_\_\_\_\_

D. **Federal Criminal History:** Federal misdemeanor and felony arrest/conviction information to include:

- Date of Charge or Arrest
- Charge Information
- Degree of Charge
- Date of Disposition
- Disposition

(Search area determined by applicants residential and employment location)

\*Price: \_\_\_\_\_

E. **Motor Vehicle Record:** To include current driving and complete driving history on all licenses held within the past 5 (five) years, including specific information on violations, suspensions and convictions.

\*Price: \_\_\_\_\_

F. **Credit History:** This report provides valuable insight to the candidate's financial well being, while satisfying the requirements of applicable state and federal Fair Credit Reporting requirements.

\*Price: \_\_\_\_\_

G. **Sex Offender Registry:** This report contains information on convicted sex offenders.

\*Price: \_\_\_\_\_

5. What is the average time period required to return a completed background report? If time periods vary according to the nature of type of record identified above in A-G, please explain.
6. Please describe the process used to research the records and produce the report.

Administration and Member Services

1. Who will assist the NSCS with user training and ongoing administration (i.e. account management)?

Contact Name:

Contact Phone Number:

2. Who will assist the State Colleges with ongoing questions or issues?

Contact Name:

Contact Phone Number:

3. Do you agree to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska? Note: a federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.
4. Does your organization outsource administration for any of the services you provide? If so, please explain and identify the other Vendors that would be providing services to our employees.

Company Overview

1. What experience has your company had with public sector entities?
2. How long has your company been doing business in Nebraska?

3. Briefly indicate the main attributes that differentiate your company from your competitors.
4. Is your company a subsidiary or affiliate of another company? If yes, please explain and provide full disclosure of any direct or indirect ownership or control by any administrative service agency.
5. Describe any pending arrangements to merge or sell your company.
6. Provide the names and telephone numbers of five (5) clients in the State of Nebraska with whom you have had a working relationship, as a reference for the NSCS. Include two groups that recently terminated coverage.

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Printed Name - Provider Representative

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Signature – Provider Representative

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Title

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Company

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Telephone Number

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Email

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Date