



REQUEST FOR PROPOSAL

July 18, 2019

Background Vendors for New Hires and Transfers - Human Resources

Proposal deadline and time	Wednesday, August 28, 2019
Contact:	George Toy Chief Human Resources Officer (520) 670-3722 GeorgeT@elrio.org
CC:	Joann Bent Senior HR Consultant (520) 670-3901 JoannB@elrio.org
Submit a hard copy of proposal to:	GeorgeT@elrio.org George Toy, Chief Human Resources Officer
CC:	Joann Bent Senior HR Consultant (520) 670-3901 JoannB@elrio.org

OVERVIEW OF EL RIO AND DESIRED SOLUTION

El Rio Community Health Center is pleased to announce our RFP for Background Vendors for New Hires and Transfers- Human Resources. Listed below you will find a brief description of our organization, what we are looking for in a solution and a breakdown of what we have listed to be our minimal requirements to deliver a smooth process for new hires.

ABOUT EL RIO COMMUNITY HEALTH CENTER:

El Rio began in 1970, we have grown to be one of the largest, non-profit community health centers in the United States. We focus on positive health outcomes, treating the whole person and prevention. Our health care is delivered by compassionate, professionally trained integrated health teams who give from their hearts to provide you with caring, high quality, world-class care. Additionally, El Rio is a Federally Qualified Health Center with Non-Profit, Tax Exempt, and Charity status, recognized as a 501(c)3. El Rio serves over 100K patients a year and employs over 1300 individuals.

SECTION A. OVERVIEW OF PROPOSAL

I. Straightforward summary of what we are looking for:

The Vendor that will provide extensive applicant background searches based on customized packages to suit organizational requirements with a high level of customer service and compatible with Ceridian – Dayforce Product.

SECTION B. OBJECTIVES AND SOLUTIONS REQUIRMENTS

- II.** The Background Vendors for New Hires and Transfers service should include:
- a) New Hire Basic: SSN Trace, SSN Validation, Criminal Felony & Misdemeanor - 7yrs (a) - Unlimited # of counties as revealed by SSN Trace, Widescreen Plus National criminal Search (g), National Sex offender search
 - b) New Hire Basic + MVR: SSN Trace, SSN Validation, Criminal Felony & Misdemeanor - 7yrs (a) - Unlimited # of counties as revealed by SSN Trace, Widescreen Plus National criminal Search (g), National Sex offender search, MVR Report - current state of license sure(c)
 - c) New Hire Basic + Sanction Screening: SSN Trace, SSN Validation, Criminal Felony & Misdemeanor - 7yrs (a) - Unlimited # of counties as revealed by SSN Trace, Widescreen Plus National criminal Search (g), Healthcare Sanctions check - State-Med (FACIS level 1M)
 - d) New Hire Basic Licensed Staff: Screening: SSN Trace, SSN Validation, Criminal Felony & Misdemeanor - 7yrs (a) - Unlimited # of counties as revealed by SSN Trace, Widescreen Plus National criminal Search (g), National Sex Offender Search, Healthcare Sanctions check - State-Med (FACIS level 3), Professional Licenses Report - one license
 - e) Licensed Staff & Verifications: Screening: SSN Trace, SSN Validation, Criminal Felony & Misdemeanor - 7yrs (a) - Unlimited # of counties as revealed by SSN Trace, Widescreen Plus National criminal Search (g), National Sex Offender Search, Healthcare Sanctions check - State-Med (FACIS level 3), Professional Licenses Report - one license, Education Report - highest degree(b), 7 year Employment History - Up to 3 employers

SECTION C. EVALUATION/SELECTION

- III.** El Rio Community Health Center will grade the response based on the following criteria:
- a) 50% - Each section outlined in the “*Objectives and Solution Requirements*” section will be graded on a points system. If the vendor is unable to meet the necessary requirements, they will not be asked to provide a demonstration of their product.
 - b) 25% - Vendor hosts a demonstration of their solution and reviews their implementation plan for success.

- c) 25% - Pricing. We ask that all vendors submit their best pricing taken into consideration our Federal 501(c)3 status qualifying our organization as a Charity.
- a) Upon receipt and opening of proposals, and after the proposal deadline, the El Rio Human Resources Department will determine the responsiveness of each applicant prior to its evaluation by the **Chief Human Resources Officer**.
- b) A contract awarded as a result of this solicitation shall be awarded to the responsible Offeror whose proposal represents the best value and is in the Health Center's best interest.
- c) All vendors who provided a demonstration will be notified whether they have or have not been awarded the selection.

SECTION C. GENERAL INFORMATION

IV. Proposal Submittal Procedure:

- a. All questions about the meaning or intent of this request will be submitted in writing (email is acceptable) to George Toy, GeorgeT@elrio.org, JoannB@elrio.org
- b. A prompt e-mail response may be expected with copies of the query and answer forwarded to all Offerors responding to this RFP.
Questions received less than five (5) days prior to the date for opening of proposal may not be answered.
 - c. Offerors shall submit a proposal at GeorgeT@elrio.org
Attn: George Toy, **Chief Human Resources Officer**
CC: JoannB@elrio.org
- d. Late submissions will not be considered unless it is determined that it was caused by El Rio Community Health Center mishandling of the documents. All other late submissions will be returned unopened.

Other Requirements:

- a. The Offeror and all subcontractors employed by Offeror shall have all certifications, licenses, insurance and/or registrations required under the laws of the State of Arizona. The selected Offeror will procure and maintain, during the

life of the contract, liability insurance in an amount of not less than \$1,000,000 each occurrence. The selected firm will furnish copies of Certificates of Insurance to El Rio showing the coverage, limits of liability, covered operations, effective dates and dates of expiration naming El Rio Health, its agents and employees as additional named insured.

- b. The Offeror agrees if he/she is awarded the contract, that he/she will deliver the goods/services at the prices set forth in the submitted proposal.
- c. The data accumulated for El Rio Health will be provided in a current technology format if we are to transition to another vendor.

Opening and Awarding of Contract Proposal:

- a. Proposal will be opened on the due date and time specified on the request cover sheet by the Human Resources Department. This is not a public opening and contractors are not invited to attend. Proposals received on time will be opened in the presence of one or more witnesses and the name and address of Offeror will be recorded.
- b. All information, except that marked as confidential, may become public information at the time the project is awarded. Offerors may request in writing non-disclosure of confidential data. Such data should accompany the proposal, be readily separable from the proposal in order to facilitate possible public inspection. Please mark each sheet in red letters "Confidential." A request that states that the entire proposal be kept confidential will not be accepted.

II. Award of Contract:

- a. El Rio reserves the right to award this project and to accept the proposal that is in the best interest and provides the best value for El Rio. El Rio reserves the right to reject any and all proposal or any part thereof.
- b. The final agreement (Contract) comes after the Notice of Award and will be signed by the El Rio Health and the successful Offeror and returned within an agreed timeframe after the date of the Notice of Award. No agreement will be effective until it has been fully executed by all of the parties thereto.

SECTION D. PARTNERSHIP AGREEMENTS:

- V. The following policies are in place for contractors, visitors, patients and employees of El Rio Neighborhood Health Center. The contractor understands that any personnel provided to work on El Rio properties must comply with these policies.
- a. Do Not Touch any Bio-Hazardous Materials.
 - b. No Smoking is allowed on any El Rio property.
 - c. Security of the premises is required at all times. Doors shall not be propped open. The contractor's employees shall display identity badges at all times. The contractor's employees shall not allow admittance of visitors, or any non-staff persons.
 - d. Any suspicious outside activity must be called in to Security at 520-631-5911.
 - g. The contractor shall not leave the facility without being released by a member of the El Rio Human Resources Team.

SIGNATURE PAGE

SIGNATURE OF FIRM'S AUTHORIZED REPRESENTATIVE

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

Arizona Tax ID: _____

Federal Tax ID: _____

Applicable Arizona License Number(s): _____

Contact Person for Clarification
of Proposal Response: _____

Name & Title of Individual
Authorized to Sign for Firm: _____

Email Address: _____

Signature of Authorized Individual and date.

(A completed copy of this page must be included with the proposal)