

## SCOPE OF WORK:

### 1.0 Scope and intent

1.1 The scope is to partner with a FTA full program that can provide services of a comprehensive background check to include: Social security trace, sex offender registry, nationwide criminal database search, motor vehicle, financial (when appropriate), county/criminal court search for current and previous county/parish with 7 years history. Past employment with 3 years history as require by FTA. The vendor shall provide and conduct background checks with results.

1.2 The intent is to use this service for services for pre-employment

### 2.0 Requirements

2.1 Each vendor is required to submit in writing their proposal which should include, but not limited to the following

- Cost per testing for each itemized area: Social security trace, sex offender, nationwide criminal database search, motor vehicle, financial (when appropriate), county/parish criminal court search for current and precious county/parish with 7 years of history
- Cost associated with services detailed per itemized area
- Special equipment needed or required
- Licensed professional and FTA approved

### 3.0 Deliverables, Reports, Delivery Dates

3.1 Vendors must submit proposal by: TBD

3.2 Turnaround time for results of background check results is 48 hours, with additional time needed for candidates that have non-satisfactory results in any of the above itemized areas

3.3 Administrator of results to provide to agencies point of contact for regarding report of results

3.4 Vendor agrees to provide monthly statement, report of number of employees that have been tested in 1 of the 4 areas listed above in section 1.3

### 4.0 Quality Assurance

4.1 Background check requirements will consist of consent from applicant

4.2 Vendor must provide all required credentials for the facility as well as employees.

4.3 Vendor must provide results within 48 hours of consent, unless more time is needed to review potential discrepancies in the report due to information provided by applicant

4.4 Agency request will result in termination of contract after 3 failed compliances regarding notification.

This will be a one-year contract with two (2) one-year renewal options for a period of up to three (3) years.

**Need DOT employment verification for 3 years FTA Regulations.**

**Estimate 10 employees per month. (1) year contract with (2) one-year renewal for a period of up to three (3) years.**