

Bid Opportunities
Current Request for Proposals (RFPs)

RFP Number: 1-25-2019

Division of Housing & Community Resources (DHCR)

AGENCY REQUEST FOR PROPOSAL

Request for Proposals are for Criminal Background and Credit Check and Credit Score Services

Introduction: The Department of Community Affairs (DCA) seeks to procure criminal background and credit checks, and credit score services from a reputable vendor.

Summary: The Section 8 Housing Choice Voucher Program is mandated to perform criminal background checks on all new households seeking program participation. The DCA DHCR needs to secure a vendor to do criminal background and credit checks and credit score (credit scores from the three major credit bureaus) for both the Section 8 Housing Choice Voucher and State Rental Assistance Programs. These services are required while a publicly advertised procurement (RFP) process is undertaken.

Deadline: January 25, 2019 4PM

For more information, please contact: Hal Hamilton, 609-292-2528

*The RFP is available in the following formats:
Microsoft Word [.doc] and Acrobat [.pdf]*

All bid submissions must include completed mandatory compliance forms.

*Ctrl + click on this link for mandatory compliance documents:
<http://www.state.nj.us/treasury/purchase/forms/StandardRFPForms.pdf>*

*Ctrl + click on this link for the NJSTART Vendor Portal
<https://www.njstart.gov/bsol/>*

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING AND COMMUNITY RESOURCES
101 SOUTH BROAD STREET, 5TH FLOOR
POST OFFICE BOX 811
TRENTON, NEW JERSEY 08625-0811

REQUEST FOR QUOTES

CRIMINAL BACKGROUND SCREENING, CREDIT CHECK, AND CREDIT SCORE LOOK-UP

Submit the following by: **4:00PM FRIDAY JANUARY 25, 2019.**

1. Page 2 of this Request for Quote
2. List of court access fees for each State
3. Cover letter on Company letterhead summarizing your quote

PLEASE EMAIL ALL QUOTES TO: Division of Housing and Community Resources,
HAL HAMILTON 609-292-2528
HAL.HAMILTON@DCA.NJ.GOV

QUESTIONS CAN BE DIRECTED TO: HAL HAMILTON 609-292-2528
HAL.HAMILTON@DCA.NJ.GOV

Date: _____

REQUEST FOR QUOTES

**CRIMINAL BACKGROUND SCREENING, CREDIT
CHECK, AND CREDIT SCORE LOOK-UP**

Date Prepared: _____

Prepared by: _____

Telephone: (609) 292-2528
Fax: (609) 984-0386

Company Name: _____

Contact Person: _____

Contact Phone Number: _____

Cost Per Report: _____
(Excluding court access fees)

Attach list of court access fees for all states

Company owners' signature: _____
Print name and Title

3.0 SCOPE OF WORK

The New Jersey Department of Community Affairs, Division of Housing and Community Resources (Division) is requesting quotes for the provision of criminal background screening and Credit Check and Credit Score look-ups for the purpose of determining client eligibility for federally- and state-funded housing programs. The term of the contract will be three years. The estimated number of look-ups will be approximately 30,000 annually. The required services are described herein.

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Ctrl + click on the links below for mandatory compliance

documents:

[\\dcaweb\Intranet\dcanet_user_forms\NJ_Standard_Terms_and_Conditions_Signature_Block.pdf](#)

[\\dcaweb\Intranet\dcanet_user_forms\Waiver_and_DPA_Contract_Checklist.pdf](#)

Successful bidder will be subject to Termination of Contract provisions as follows:

- a) The Director of the Division may terminate the contract at any time, in whole or in part, for the convenience of the State, upon no less than thirty (30) days written notice to the contractor.
- b) Where a contractor fails to perform or comply with a contract or portion thereof, the Director of the Division may terminate the contract, in whole or in part, upon ten (10) days' notice to the contractor.
- c) In the event of termination, the contractor shall be compensated for work performed in accordance with the contract, up to the date of termination.

3.1 GENERAL REQUIREMENTS THE FOLLOWING STANDARDS AND PERFORMANCE TIME FRAMES ARE APPLICABLE TO THIS REQUEST FOR QUOTES.

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Criminal background screening and Credit Check and Credit Score look-ups reports shall be supplied to DCA via e-mail or shall be accessible for download from the web within three (3) business days of the date of order. The Bidder must provide a web-based internet portal allowing 24/7 access by the DHCR users to order services. Reports shall remain available online for a minimum of 12 months. At a minimum, reports shall include:

- a) Date of report
- b) Name and date of birth of individual
- c) Unique report number for invoicing and tracking purposes
- d) List of offense(s) and dates of offense
- e) Sex offender status
- f) City, County and State where the offense occurred
- g) Source of information
- h) Disposition of matter

3.2 INFORMATION TRANSMISSION BETWEEN CONTRACTOR AND STATE

The Bidder must provide a web-based internet portal allowing 24/7 access by the DHCR users to order services. No special equipment or accommodations can be required for use. The service should be an “off the shelf” (COTS) product. Users should only need secured website access (HTTPS or equivalent) utilizing a standard internet browser from their computer and a login and password. All reports shall be available at the same website for User download.

3.2.1 BILLING

Bidder must be capable of creating separate invoices for Division Programs

The DHCR will not accept proposals with price mark ups on court access fees.