

REQUEST FOR BIDS

BACKGROUND CHECK SERVICES



Bids Due: January 31st, 2024 at 10:00 A.M.

Housing Authority of the Cherokee Nation
P.O. Box 1007
Tahlequah, OK 74465
(918) 456-5482

Housing Authority of the Cherokee Nation
BID REQUEST

The Housing Authority of the Cherokee Nation is seeking bids from firms qualified to perform background check for the Housing Management Department. To be considered a responsive/responsible bidder, the mandatory bid response sheet must be fully completed.

A purchase order will be issued to the responsible vendor who provides the lowest, most responsive bid in accordance with the HACN Procurement Policy.

MANDATORY SUBMITTAL INFORMATION: Bids may be mailed to the Housing Authority of the Cherokee Nation, Attn: Herman Augerhole, P.O. Box 1007, Tahlequah, OK 74465. Bids may also be e-mailed to duane.white@hacn.org. It is the bidder's responsibility to ensure delivery of bids by **January 31st, 2024 at 10:00 A.M.** Bids received after the deadline will not be considered.

Bid Acceptance: Bids will be accepted from Indian and Non-Indian bidders. HACN reserves the right to determine if a bid meets stated requirements, and to award a purchase order for the bid that is in the best interest of the HACN, including but not limited to the total cost and capability of the bidder. Bidders are responsible for any and all costs associated with the preparation and submission of bids. To be considered, bids must be received by the deadline; any late bids will be returned unopened. No bidder may withdraw their bid within 30 days after the due date. HACN reserves the right to reject any and all bids.

Bidders can direct questions to Shay Stanfill at 918-931-7264

Tribal and Indian Preference: Indian preference will be given only to bidders who provide proof of current certification from the Cherokee Nation Tribal Employments Office (TERO) located in Tahlequah, OK. Proof of TERO certification must be included with the bid or provided within three (3) days.

This contract is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act, which requires in part that to the greatest extent feasible, preference in the award of contracts and subcontracts shall be given to Indian Organizations and Indian Owned Economic Enterprises.

Method of Award: After reviewing all bids received, the purchase order will be awarded to the responsible bidder whose bid is determined to be the lowest and most responsive in accordance with the HACN Procurement Policy.

Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters:

No Contracts/Purchase Orders shall be awarded to debarred, suspended, or ineligible contractors, under Executive Order 12549 (Debarment and Suspension). Contractors may be suspended, debarred, or determined ineligible by HUD regulations (24 CFR Part 24) or by other Federal agencies (e.g., Department of Labor, for violations of Labor Regulations) when necessary to protect the Housing Authority of the Cherokee Nation in its business dealings. The HACN may suspend or debar a contractor under state, local or tribal laws as applicable.

The responding party certifies to the best of its knowledge and belief that the person, the firm, or any of its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency or Indian Tribe. The bidder will also certify they have not, within a three-year period preceding this Request for Bid:

- Been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local or Tribal) contract or subcontract; violation of Federal or State anti-trust statutes relating to the submission of offers; or commissions of embezzlement, theft, forgery, bribery, falsifications or destruction of records, making false statements, and are not presently indicted for, or otherwise criminally or civilly charged by governmental entity with, commission of any of the offenses enumerated in this provision, or
- Had one or more contracts terminated for default by a Federal, State, Local or Tribal agency.

The responding party shall provide immediate written notice to the HACN if, at any time prior to contract award, the person learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

Statement of Work:

The Housing Authority of the Cherokee Nation is accepting quotes for individuals and/or firms interested in providing background check services. The successful offeror(s) will be required to enter a contract with the Housing Authority of the Cherokee Nation to provide said services and begin immediately after contract signing. This will be for a one-year engagement with the option to renew annually for two additional years. The HACN may award contracts to more than one offeror.

Bid Solicitation # 2024-001-024

****FAILURE TO SUBMIT ALL PAPERWORK BY DEADLINE WILL RESULT IN AWARD BEING REVOKED****

The required documents must accompany bud submittal to be eligible:

- TERO Certificate Front & Back (in applicable)

SCOPE OF WORK

The Housing Authority of the Cherokee Nation is looking for one (1) price on a complete package of these services:

- **Nationwide Criminal Search, including Oklahoma tribal courts**
- **National Know Sex Offender Search**
- **Social Security Verification**
- **Previous Address Verification**
- **Death Master Index**
- **Checks all Alias Names for Criminal Records**

There are to be no package add-ons, no additional fees or expenses, including but not limited to state fees, court assess fees, county fees and registry fees. Additionally, there is to be no activation fee.

Turnaround time to be 24-48 hours for background check request. Requests are preferred to be sent online.

MANDATORY BID RESPONSE FORM

Price for complete package: \$ _____

275 estimated average searches per month.

NOTE TO BIDDERS REGARDING INDIAN PREFERENCE: (Check One)

TERO Certified Contractor: _____ Yes _____ No

(Proof of certification, both sides must accompany all bids)

SUBMITTED:

Supplier Name

Supplier Address

Authorized Signature

Phone Number