



**Notice of Intent to Award**

Solicitation Number	211240	Award Date	4/6/2022   4:48 PM CDT
Solicitation Title	Pre-Employment Investigation and Background Check Services		
Buyer Name	Christina Alexander	Buyer Email	christina.alexander@nashville.gov
BAO Rep	Christopher Wood	BAO Email	christopher.wood@nashville.gov

**Awarded Supplier(s)**

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	Inquiries Acquisition LLC dba Inquiries Screening	Company Contact	Jennifer Clark
Street Address	8707 Commerce Dr., Ste. A		
City	Easton	State	MD
		Zipcode	21601

Company Name		Company Contact	
Street Address			
City		State	
		Zipcode	

Company Name		Company Contact	
Street Address			
City		State	
		Zipcode	

**Certificate of Insurance**

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

**Equal Business Opportunity Program**

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable.  No, the EBO Program is not applicable.

**Monthly Reporting**

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable.  No, monthly reporting is not applicable.

**Public Information and Records Retention**

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

**Right to Protest**

Per MCL 4.36.010 – any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the purchasing agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

\_\_\_\_ Supervisor (Initial)

*Michelle A. Hernandez Lane*

Michelle A. Hernandez Lane  
Purchasing Agent & Chief Procurement Officer

<b>RFQ 211240 Pre-Employment Investigation &amp; Background Check Services Evaluation Committee Score Sheet</b>					
<b>Offeror</b>	<b>Accurate Investigation Services</b>	<b>Castle Branch Inc.</b>	<b>Inquiries Acquisition LLC dba Inquiries Screening</b>	<b>Securecheck360 LLC</b>	<b>Sterling Infosystems Inc.</b>
<b>Contract Acceptance</b>	Yes	Yes w/exceptions	Yes	Yes w/exceptions	Yes
<b>Cost (30)</b>	24.88	25.88	28.81	14.97	30.00
<b>Project Approach and Process (35)</b>	20.00	29.00	34.00	20.00	25.00
<b>Experience, Risk and Risk Mitigation (20)</b>	12.00	13.00	19.00	14.00	10.00
<b>Reference Projects (15)</b>	10.00	11.00	15.00	11.00	13.00
<b>Total Evaluation Scores</b>	<b>66.88</b>	<b>78.88</b>	<b>96.81</b>	<b>59.97</b>	<b>78.00</b>
<b>No BAO Programming applicable to this solicitation</b>					

### **Evaluation Comments**

<b>Accurate Investigation Services</b>
<b>Strengths</b>
Proposal demonstrated firm's vast background check experience. Proposal demonstrated firm's ability to provide requested searches with definitions of findings. Proposal demonstrated firm's ability to offer customized reports for individual customers. Proposal demonstrated firm's experience working with Government entities. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.
<b>Weaknesses</b>
Firm's team member information lacked detail. Proposal failed to address 3-5 day turn-around time and 24 hour follow-up. Proposal information was out of order and over the number of pages set for each response. Firm's proposed project approach lacked detail. Firm's proposed technology lacked detail for firewalls, and software to be used for project. Firm failed to provide a response addressing litigation status. Provided references lacked detail and only one (1) of the three (3) were of similar size, scope and complexity.

### **Castle Branch Inc.**

#### **Strengths**

Proposal demonstrated firm's years of experience providing scope of work services. Proposal demonstrated firm's experience working with Government entities. Proposal demonstrated firm's ability to get results back within requested timeframe and making sure the information is accurate. Proposal demonstrated firm's willingness to work extended hours. Firm proposed a 4-day transition period following contract award. Firm provided a detailed level of operations flow chart. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

#### **Weaknesses**

Proposal demonstrated firm only scan monthly for security breaches. Proposal lacked detail for firm's process on gathering specific search information. Firm's proposed challenges lacked detail. Firm's training plan and process lacked detail. Proposal lacked detail for demonstrating firm's experience providing scope of work services. Only one (1) of the three (3) references provided were of similar size, scope and complexity. The specific type of background checks the firm conduct lacked detail.

### **Inquiries Acquisition LLC dba Inquiries Screening**

#### **Strengths**

Proposal demonstrated firm's years of service in the industry. Proposal demonstrated that firm uses more than internet based searches, firm offers in person searches as well (i.e. courthouse record search). Proposal demonstrated firm's capacity to perform scope of work. Proposal demonstrated firm's ability to provide a dedicated team to Metro for this contract. Proposal demonstrated firm's detailed plan for providing confidentiality training for staff. Firm provided a detailed risk mitigation plan. Proposal demonstrated that firm has not had a security breach in company's history. Proposal demonstrated firm's ability to offer customized services for individual customers based on that customer's needs. Proposal demonstrated firm's experience working with Government entities. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

#### **Weaknesses**

Firm's proposed software implementation process lacked detail. Firm's proposed risks for IP address, physical address and security system lacked detail.

### Securecheck360 LLC

#### Strengths

Proposal demonstrated firm's experience providing scope of work services. Proposal demonstrated a detailed implementation plan process. Firm provided detailed job descriptions for reference projects. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

#### Weaknesses

Proposal demonstrated firm only uses web/internet based searches. Proposal had many grammatical errors, which is not acceptable to Metro, due to the possibility of this impacting accurate investigations and/or background checks. Proposal failed to demonstrate firm's capacity to perform scope of work. Firm proposed only one point of contact for Metro. Firm's response to the required 3-5 day turn-around time lacked detail. Firm's years of service in the industry was unclear. Proposal failed to address and/or identify potential issues and challenges. Proposal failed to address the equipment and technology firm uses to conduct requested searches. Firm's proposed risk, risk mitigation plan failed to mention hard copy back-up. Proposal failed to demonstrate firm has a clear understanding of scope of work in this RFQ. Provided reference projects were not of similar size, scope and complexity, point of contact for projects were unclear.

### Sterling Infosystems Inc.

#### Strengths

Proposal demonstrated firm's years of services in the industry. Proposal demonstrated firm's experience with Government entities. Firm provided a detailed plan for escalation to correct potential issues that may arise. Proposal demonstrated firm's use of a mobile app that would be available to Metro. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

#### Weaknesses

Firm's project approach including reaching out to the potential employee for information. Firm's search resources were unclear. Proposal was unclear identifying time zone and available hours of operation. Firm's proposed implementation timeline was unclear. Firm's proposed technology lacked detail. Firm's proposed potential risk and risk mitigation plan lacked detail and was unclear. Proposal failed to provide a response to litigation status. Firm, failed to address threats to services plan and disaster plan. Firm failed to provide a proposed back-up plan. Reference projects lacked detail for project description and dates.

Enter Solicitation Title & Number Below			
Pre-Employment Investigations & Background Check Services; RFQ 211240		Lowest Bid	
		\$25.45	30
Offeror's Name	Bids	RFP Cost Points	
Sterling Infosystems, Inc.	\$25.45		30.00
Inquiries Acquisition LLC dba Inquiries Screening	\$26.50		28.81
Castle Branch Inc.	\$29.50		25.88
Accurate Investigation Services	\$30.69		24.88
Securecheck360 LLC	\$51.00		14.97
<b>No BAO Programming Applicable this Solicitation</b>			

**Certificate Of Completion**

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Subject: Intent to Award - RFQ #211240 Pre-Employment Investigation & Background Check	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
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Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	prg@nashville.gov
	IP Address: 170.190.198.185

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4/5/2022 3:50:17 PM	prg@nashville.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

**Signer Events**

Michelle A. Hernandez Lane  
michelle.lane@nashville.gov  
Chief Procurement Officer/Purchasing Agent  
Metro  
Security Level: Email, Account Authentication  
(None)

**Signature**

*Michelle A. Hernandez Lane*

Signature Adoption: Pre-selected Style  
Signed by link sent to michelle.lane@nashville.gov  
Using IP Address: 170.190.198.185

**Timestamp**

Sent: 4/5/2022 3:52:21 PM  
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Signed: 4/6/2022 4:48:24 PM

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**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Christina Alexander  
christina.alexander@nashville.gov  
Security Level: Email, Account Authentication  
(None)

**COPIED**

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<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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