

# **Request for Quotes (RFQ)**

## **Background Screening Services (Employment, Education, and Reference Verification)**

### **Purpose**

The Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians (CTCLUSI) is soliciting quotes from qualified vendors to provide comprehensive background screening services, including employment verification, education verification, and reference checks to support CTCLUSI's hiring and workforce compliance needs. The Tribe seeks a reliable vendor with proven experience, strong data security practices, and the ability to comply with all applicable Tribal, federal, and state requirements.

### **Scope of Services**

The selected vendor shall provide, at minimum, the following services:

#### **Employment Verification**

- Verification of prior employment, including employment dates, position/title, and eligibility for rehire when available
- Verification via direct contact with prior employers and/or electronic employment verification databases
- Documentation of verification results in a secure and accessible format

#### **Education Verification**

- Confirmation of degrees, diplomas, and certifications such as CPR, BLS, etc.
- Verification of dates of attendance and graduation
- Confirmation of institution accreditation where applicable

#### **Reference Checks**

- Contacting professional and/or personal references (3 per applicant)
- Documentation of information provided by references
- Verification of applicant provided information

#### **Compliance & Regulatory Requirements**

The vendor must:

- Comply with the Fair Credit Reporting Act (FCRA) and all other applicable federal, state, and Tribal laws
- Provide appropriate candidate disclosures and obtain written authorizations prior to conducting background checks
- Follow Equal Employment Opportunity (EEO) and anti-discrimination requirements
- Maintain compliance with all applicable Tribal laws and ordinances

### **Data Security & Privacy Requirements**

Vendor must maintain robust security controls, including:

- Data encryption at rest and in transit
- Access control and authentication safeguards
- Secure data retention and destruction practices
- Incident response and breach notification procedures
- Compliance with applicable data protection standards, such as SOC 2 Type II, ISO 27001, or equivalent frameworks
- Secure hosting and data residency practices consistent with Tribal and federal requirements

### **Reporting & Service Levels**

- Secure online portal or equivalent system for report delivery
- Status updates and progress tracking
- Standard turnaround time commitments for each type of verification
- Customer support availability and escalation procedures

## **Vendor Qualifications**

Vendors must demonstrate:

- Experience working with Tribal governments, public sector entities, or regulated organizations
- Demonstrated compliance with Tribal, federal, and state requirements
- Strong data security posture and formal compliance certifications
- Ability to process background checks accurately and efficiently
- Ability to support varying volumes of screening requests
- Adequate insurance coverage (General Liability, Cyber Liability, Professional Liability)

## **Pricing Template**

Vendors must complete the table below:

<b>Service</b>	<b>Unit Price Notes</b>
Employment Verification (per applicant)	\$
Education Verification (per applicant)	\$
Reference Checks (per applicant)	\$
Certifications or License Verification (per applicant)	\$
Ongoing Monitoring (if applicable)	\$
Additional Fees (explain)	\$

## **Evaluation Criteria & Scoring**

Proposals will be evaluated based on the following criteria:

<b>Evaluation Criteria</b>	<b>Weight</b>
Experience & Qualifications	20%
Compliance & Data Security	20%
Cost & Pricing Transparency	20%
Turnaround Time & Service Levels	15%
Reporting Tools & Customer Support	10%
Tribal & Public Sector Experience	10%
Indian-owned business preference	5%
<b>Total</b>	<b>100%</b>

CTCLUSI reserves the right to request clarifications or additional information during evaluation.

## **Proposal Requirements**

Each submission must include:

1. Company overview and qualifications
2. Description of screening services and technology platform
3. Description of compliance, security controls, and certifications
4. Proposed pricing using the template above
5. Sample background check report format (redacted)
6. Typical turnaround times by service type
7. References from at least three clients, preferably Tribal or government entities
8. Insurance certificates and compliance attestations
9. Indian-owned business preference (if applicable)

## **Submission Instructions**

Any questions must be submitted electronically by **May 7, 2026 at 2 PM PST**

All proposals must be submitted electronically to:

**Procurement@ctclusi.org**

**Subject Line: *RFQ – Background Screening Services (CTCLUSI)***

**Deadline for submission: May 14, 2026 at 2 PM PST**

## **General Terms & Conditions**

- CTCLUSI reserves the right to reject any or all proposals
- This RFQ does not guarantee award of a contract
- CTCLUSI may negotiate terms with the selected vendor
- All submitted materials become the property of CTCLUSI
- It is the sole responsibility of the Vendor to provide all information requested and meet all requirements of this RFQ.
- CTCLUSI has no express or implied obligation to reimburse any Vendor for any expenses incurred in preparing quotes in response to this request.
- CTCLUSI is a state sales tax exempt organization