

	SC STATE HOUSING FINANCE DEVELOPMENT AUTHORITY Request for Proposals	Solicitation Number Date Printed Date Issued Procurement Officer Phone E-Mail Address	SHA-RFP-101-WF 05/06/2010 11:00 AM 05/07/2010 Willie D. Franks (803) 896-9068 willie.franks@schousing.com
	DESCRIPTION: COMPREHENSIVE BACKGROUND CHECKS FOR SECTION 8 VOUCHER PROGRAM USING GOVERNMENTAL UNIT: SC STATE HOUSING AUTHORITY		

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY (Date/Time): **05/17/2010 01:00 pm (EDT)**
 QUESTIONS MUST BE RECEIVED BY: **05/14/2010 12:00 noon (EDT)**
 NUMBER OF COPIES TO BE SUBMITTED: **One (1) original in electronic form.**

Offers must be submitted in a sealed package. Solicitation Number & Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
 SC State Housing Authority
 300-C Outlet Pointe Blvd.
 Columbia, S.C. 29210
 Attn: Willie D. Franks

PHYSICAL ADDRESS:
 SC State Housing Authority
 300-C Outlet Pointe Blvd.
 Columbia, S.C. 29210
 Attn: Willie D. Franks

CONFERENCE TYPE: None Scheduled DATE & TIME: As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION: Not Applicable
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AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on 05/26/2010 . The award, this solicitation, and any amendments will be posted at the following web address: http://www.schousing.com under About Authority.
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You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR (Full legal name of business submitting the offer)	OFFEROR'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____
AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)	
TITLE (Business title of person signing above)	
PRINTED NAME (Printed name of person signing above)	
DATE SIGNED	

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION (If offeror is a corporation, identify the state of Incorporation.)	
TAXPAYER IDENTIFICATION NO. (See "Taxpayer Identification Number" provision)	STATE VENDOR NO. (Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

South Carolina State Housing Finance & Development Authority
Request for Proposals
Comprehensive Background Checks for Voucher Program

I. Scope of Solicitation

The South Carolina State Housing Finance and Development Authority is seeking a vendor to provide background checks for its Section 8 Voucher Program.

II. Brief Background

The Authority is a South Carolina State Government Agency created by Act No. 500 on June 22, 1971. By law, the Authority's responsibilities are to investigate housing conditions; acquire, own, and lease personal property; construct, reconstruct, and operate housing developments; and aid in planning and constructing housing for members of the Beneficiary Classes. The Beneficiary Classes are individuals or families whose gross annual income falls within the low or moderate-to-low income limits as defined by State and Federal legislation.

III. Scope of Work

The Offerors must provide the South Carolina State Housing and Development Authority with an easily accessible on-line system with the ability to do nation-wide criminal background checks as well as comprehensive sex offender checks. In addition to these core functions the vendor shall assist the South Carolina State Housing Finance and Development Authority with any challenge of information provided.

IV. Mandatory Requirements

- A. Monthly invoice billing, net 30 days;
- B. No delinquent payment fees;
- C. No initial set-up fee;
- D. No indemnification criteria;
- E. Offeror agrees that any suit, action or proceeding arising out of or relating to the agreement shall be instituted and maintained only in a state or federal court located in Lexington County, State of South Carolina and shall be governed by the laws of the State of South Carolina;
- F. Cost per background check shall be fifteen (\$15.00) dollars or less.

V. Qualifications

All Offerors must demonstrate that they possess the following qualifications:

1. Provide an overview of your company and the amount of experience and infrastructure including adequate staff, computers and other office equipment;
2. A demonstrated history of satisfactorily providing other Public Housing Authority's with similar projects and scope of work;
3. Staff credentials and certifications.

VI. Award Criteria

Proposals will be evaluated by a review panel on the basis of the following criteria listed in order of importance:

1. Adequacy and completeness of proposal;
2. Organizational qualifications;
3. Staff qualifications;
4. Cost effectiveness.