



Pre-Employment Background Screenings

Mailing	555 Lake Shore Blvd; Painesville, Ohio 44077		
Phone	440-350-1022	Due Date	10/7/22 at 12:00 pm EST
Email	aaaby@laketrans.com	Buyer	Emily Gillam, Director of Human Resources

Laketrans is the regional transit authority for Lake County, Ohio. Our tax-exempt # is A-418562. The following terms and conditions apply:

1. All items are FOB 555 Lake Shore Blvd, Painesville Township, Ohio 44077 unless otherwise specified below.
2. Payment terms are net 30 days after acceptance.
3. **By submittal of a quote, vendor certifies to the following:**
 - A. Vendor has not colluded with another contractor in the preparation/submittal of this quote.
 - B. Vendor does not have any delinquent personal property taxes in Lake County.
 - C. Vendor is not on the U.S. Controller General's list of Ineligible Contractors.
 - D. Neither the Vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this purchase by any Federal department or agency.
 - E. LAKETRAN and Contractor acknowledge and agree that the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to LAKETRAN, Contractor, or any other party
 - F. No federal funds have been or will be paid by Vendor to any employee or officer of Laketrans in connection with this purchase.
 - G. Vendor is an Affirmative Action/Equal Opportunity Employer. The vendor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.
 - H. Vendor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make
 - I. Vendor understands this purchase is further governed by additional terms and conditions of the U.S. Dept. of Transportation/Federal Transit Administration.

Please direct all questions to: aaaby@laketrans.com. Questions by phone will not be answered. Questions by email are required so all vendors receive identical answers.

Submit quote to: Andrea Aaby, Director of Compliance & Development via e-mail: aaaby@laketrans.com by 12:00pm on October 7, 2022.



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Quotes are sought for Pre-employment Background Screening

Pre-employment background checks must be performed in compliance with the Fair Credit Reporting Act, Equal Employment Opportunity Commission (EEOC), anti-discrimination laws, and relevant State and Federal laws,

Pre-employment background screening must include:

- Social security number verification,
- National, state and county criminal background (felony and misdemeanor),
- National sex offender,
- Bureau of Motor Vehicle, financial checks,
- Fraud Abuse Control System (FACIS)
- Office of the Inspector General / System for Award Management (OIG/SAM)

Respondent must specify where they obtain the information (i.e. courthouse, internet, etc.); courthouse/employers/state records/academic institute. Reports should include ONLY convictions.

- A. Background report shall include, but not be limited to:
 1. Date of Request.
 2. Tarrant County's representative that is requesting information.
 3. Applicant's name, Social Security number, and date of birth.
 4. Type of records searched (County, State, Federal, etc.)
- B. County Criminal:
 1. Jurisdictions searched.
 2. Conviction and deferred adjudication information by jurisdiction.
 3. Time period (date range) covered in search for each type of record.
 4. Case number, name of offense, date of offense and its disposition.
 5. Level of offense (misdemeanor, felony, etc.).
- C. Federal Criminal:
 1. Jurisdictions searched.
 2. Conviction and deferred adjudication information by jurisdiction.
 3. Time period (date range) covered in search for each type of record.
 4. Case number, name of offense, date of offense and its disposition.
 5. Level of offense (misdemeanor, felony, etc.).
- D. Sex Offender/Statewide:
 1. Jurisdictions searched.
 2. Conviction and deferred adjudication information by jurisdiction.
 3. Time period (date range) covered in search for each type of record.
 4. Case number, name of offense, date of offense and its disposition.
 5. Level of offense (misdemeanor, felony, etc.).
- F. National Sex Offender Registry:



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- E. National Sex Offender Registry
 - 1. Jurisdictions searched.
 - 2. Conviction and deferred adjudication information by jurisdiction.
 - 3. Time period (date range) covered in search for each type of record.
 - 4. Case number, name of offense, date of offense and its disposition.
 - 5. Level of offense (misdemeanor, felony, etc.).
- F. Motor Vehicle Record Check:
 - 1. Type of class of driver's license.
 - 2. Restrictions.
 - 3. Violations.
 - 4. Convictions and deferred adjudications.
 - 5. License Revocations.
 - 6. Accidents.
- G. National Crime File Search (County, State and Federal):
 - 1. Jurisdictions searched.
 - 2. Conviction and deferred adjudication information by jurisdiction.
 - 3. Time period (date range) covered in search for each type of record.
 - 4. Case number and disposition date, name of offense, date of offense and its disposition.
 - 5. Level of offense (misdemeanor, felony, etc.).
- H. Multi-State Sex and Violent Offender Search:
 - 1. Jurisdictions searched.
 - 2. Conviction and deferred adjudication information by jurisdiction.
 - 3. Time period (date range) covered in search for each type of record.
 - 4. Case number and disposition date, name of offense, date of offense and its disposition.
 - 5. Level of offense (misdemeanor, felony, etc.).
- I. Past Address History:
 - 1. All past addresses for seven (7) years.
- J. Social Security Number Verification:
 - 1. Name.
 - 2. Social Security number.
 - 3. Current and former addresses.

Provide secure method of reporting to protect personal identifiable information (PII).

Background checks must be run on all names under the social security number within the time parameters. There should be no extra charge for additional names under a social security number. For example: SS#111-00-2222 – Mary Smith, Mary Smith Jones, Mary Jones.

The expectation is forty-eight (48) hours for local background checks and must meet industry standard reporting deadline for non-local background checks. Local



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background checks shall be defined as those in Lake County and the contiguous Counties – Cuyahoga, Geauga, Ashtabula.

Estimated 80-100 searches per year.

Optional

In addition to pre-employment background screening, Laketran is also interested the following optional services.

- Local fingerprinting for BCI – location(s) in Lake County
- Capacity to perform fingerprinting onsite at Laketran for hiring events (3 – 6 annually).

Please indicate on the quote form if you can provide these services.

Return Quote Form below by October 7, 2022 at 12:00pm.



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Quote	
Start-up Fee (one time)	\$ _____
Cost per Individual Background Check	\$ _____

The prices offered to Laketran as indicated above shall be inclusive of any and all costs associated with the Respondent providing their service including but not limited to: salaries, benefits, materials, supplies, overhead, fees, travel expenses and profits.

OPTIONAL SERVICES	Quote
Local BCI Fingerprinting	\$ _____ /individual Address of Site: _____
Hourly rate for onsite fingerprinting	\$ _____ /hour

Firm Name _____

Contact Person Name: _____

Street Address _____

City, State, Zip _____

E-mail _____

Phone _____

Signature _____

Date _____