

REQUEST FOR PROPOSALS (RFP) 2-2303

PRE-EMPLOYMENT BACKGROUND INVESTIGATION SERVICES



**ORANGE COUNTY TRANSPORTATION AUTHORITY
550 South Main Street
P.O. Box 14184
Orange, CA 92863-1584
(714) 560-6282**

Key RFP Dates

Issue Date:	July 12, 2022
Question Submittal Date:	July 22, 2022
Proposal Submittal Date:	August 4, 2022
Interview Date:	August 23, 2022

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July 12, 2022

NOTICE OF REQUEST FOR PROPOSALS (RFP)

RFP 2-2303: "PRE-EMPLOYMENT BACKGROUND INVESTIGATION SERVICES"

TO: ALL OFFERORS

FROM: ORANGE COUNTY TRANSPORTATION AUTHORITY

The Orange County Transportation Authority (Authority) invites proposals from qualified consultants to provide pre-employment background investigation services on an as-needed basis.

The budget for this project is \$240,000 for a three (3)-year term.

Please note that by submitting a Proposal, Offeror certifies that it is not subject to any Ukraine/Russia-related economic sanctions imposed by the State of California or the United States Government including, but not limited to, Presidential Executive Order Nos. 13660, 13661, 13662, 13685, and 14065. Any individual or entity that is the subject of any Ukraine/Russia-related economic sanction is not eligible to submit a Proposal. In submitting a Proposal, all Offerors agree to comply with all economic sanctions imposed by the State or U.S. Government.

Proposals must be submitted, electronically, through the following URL link: <http://www.octa.net/Proposal Upload Link>, at or before the deadline of 2:00 p.m. on August 4, 2022. The link has an upload file size limit of 80MB. Authority will not accept hard copy proposals for this RFP.

Offerors are instructed to click the upload link, select "**RFP 2-2303**" from the drop-down menu, and follow the instructions as prompted to upload the proposal. The upload link will expire at the submittal deadline and will not allow proposals to be uploaded.

Should Offerors encounter technical issues with uploading the proposals via the link provided, Offerors are required to contact the Contract Administrator prior to the submission deadline. Proposals and supplemental information to proposals received after the date and time specified above will be rejected.

Firms interested in obtaining a copy of this RFP may do so by downloading the RFP from CAMM NET at <https://cammnet.octa.net>.

All firms interested in doing business with the Authority are required to register their business on-line at CAMM NET. The website can be found at <https://cammnet.octa.net>. From the site menu, click on CAMM NET to register.

To receive all further information regarding this RFP 2-2303, firms and subconsultants must be registered on CAMM NET with at least one of the following commodity codes for this solicitation selected as part of the vendor's on-line registration profile:

<u>Category:</u>	<u>Commodity:</u>
Human Resource & Employment Services	Employment Agency and Search Firm Services (Including Background Investigation) Employment Search Service Human Resource - Services Investigative Service
Services (General)	

The Authority has established August 23, 2022, as the date to conduct interviews. All prospective Offerors will be asked to keep this date available.

Offerors are encouraged to subcontract with small businesses to the maximum extent possible.

All Offerors will be required to comply with all applicable equal opportunity laws and regulations.

The award of this contract is subject to receipt of federal, state, and/or local funds adequate to carry out the provisions of the proposed agreement including the identified Scope of Work.

SECTION I: INSTRUCTIONS TO OFFERORS

SECTION I. INSTRUCTIONS TO OFFERORS**A. EXAMINATION OF PROPOSAL DOCUMENTS**

By submitting a proposal, Offeror represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the Authority's objectives.

B. ADDENDA

The Authority reserves the right to revise the RFP documents. Any Authority changes to the requirements will be made by written addendum to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The Authority will not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. Offerors shall acknowledge receipt of addenda in their proposals. Failure to acknowledge receipt of Addenda may cause the proposal to be deemed non-responsive to this RFP and be rejected.

C. AUTHORITY CONTACT

All communication and/or contacts with Authority staff regarding this RFP are to be directed to the following Contract Administrator:

Iris Deneau, Senior Contract Administrator
Contracts Administration and Materials Management Department
Phone: 714.560. 5786
Email: ideneau@octa.net

Commencing on the date of the issuance of this RFP and continuing until award of the contract or cancellation of this RFP, no offeror, subcontractor, lobbyist, or agent hired by the offeror shall have any contact or communications regarding this RFP with any Authority's staff; member of the evaluation committee for this RFP; or any contractor or consultant involved with the procurement, other than the Contract Administrator named above or unless expressly permitted by this RFP. Contact includes face-to-face, telephone, electronic mail (email), or formal written communication. Any offeror, subcontractor, lobbyist, or agent hired by the offeror that engages in such prohibited communications may result in disqualification of the offeror at the sole discretion of the Authority.

D. CLARIFICATIONS**1. Examination of Documents**

Should an Offeror require clarifications of this RFP, the Offeror shall notify the Authority in writing in accordance with Section D.2. below. Should it be found that the point in question is not clearly and fully set forth, the Authority will issue a written addendum clarifying the matter which will be sent to all firms registered on CAMM NET under the commodity codes specified in this RFP.

2. Submitting Requests

- a. All questions must be put in writing and received via email at ideneau@octa.net no later than 5:00 p.m. on July 22, 2022.
- b. Requests for clarifications, questions, and comments must be clearly labeled, "Written Questions RFP 2-2303," in the subject line of the email. The Authority is not responsible for failure to respond to a request that has not been labeled as such.

3. Authority Responses

Responses from the Authority will be posted on CAMM NET no later than July 27, 2022. Offerors may download responses from CAMM NET at <https://cammnet.octa.net>, or request responses be sent via email.

To receive email notification of Authority responses when they are posted on CAMM NET, firms and subconsultants must be registered on CAMM NET with at least one of the following commodity codes for this solicitation selected as part of the vendor's on-line registration profile:

Category:

Human Resource &
Employment Services

Services (General)

Commodity:

Employment Agency and
Search Firm Services
(Including Background
Investigation)
Employment Search Service
Human Resource - Services
Investigative Service

Inquiries received after 5:00 p.m. on July 22, 2022 will not be responded to.

E. SUBMISSION OF PROPOSALS

1. Date and Time

Proposals must be submitted, electronically, through the following URL link: <http://www.octa.net/Proposal Upload Link>, at or before the deadline of **2:00 p.m. on August 4, 2022. The link has an upload file size limit of 80MB. Authority will not accept hard copy proposals for this RFP.**

Offerors are instructed to click the upload link, select “**RFP 2-2303**” from the drop-down menu, and follow the instructions as prompted to upload the proposal. The upload link will expire at the submittal deadline and will not allow proposals to be uploaded.

Should Offerors encounter technical issues with uploading the proposals via the link provided, Offerors are required to contact the Contract Administrator prior to the submission deadline. Proposals and supplemental information to proposals received after the date and time specified above will be rejected.

2. Acceptance of Proposals

- a. The Authority reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals.
- b. The Authority reserves the right to withdraw or cancel this RFP at any time without prior notice and the Authority makes no representations that any contract will be awarded to any Offeror responding to this RFP.
- c. The Authority reserves the right to issue a new RFP for the project.
- d. The Authority reserves the right to postpone proposal openings for its own convenience.
- e. Each proposal will be received with the understanding that acceptance by the Authority of the proposal to provide the services described herein shall constitute a contract between the Offeror and Authority which shall bind the Offeror on its part to furnish and deliver at the prices given and in accordance with conditions of said accepted proposal and specifications.
- f. The Authority reserves the right to investigate the qualifications of any Offeror, and/or require additional evidence of qualifications to perform the work.
- g. Submitted proposals are not to be copyrighted.

F. PRE-CONTRACTUAL EXPENSES

The Authority shall not, in any event, be liable for any pre-contractual expenses incurred by Offeror in the preparation of its proposal. Offeror shall not include any such expenses as part of its proposal.

Pre-contractual expenses are defined as expenses incurred by Offeror in:

1. Preparing its proposal in response to this RFP;
2. Submitting that proposal to the Authority;
3. Negotiating with the Authority any matter related to this proposal; or
4. Any other expenses incurred by Offeror prior to date of award, if any, of the Agreement.

G. JOINT OFFERS

Where two or more firms desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. The Authority intends to contract with a single firm and not with multiple firms doing business as a joint venture.

H. TAXES

Offerors' proposals are subject to State and Local sales taxes. However, the Authority is exempt from the payment of Federal Excise and Transportation Taxes. Offeror is responsible for payment of all taxes for any goods, services, processes, and operations incidental to or involved in the contract.

I. PROTEST PROCEDURES

The Authority has on file a set of written protest procedures applicable to this solicitation that may be obtained by contacting the Contract Administrator responsible for this procurement.-Any protests filed by an Offeror in connection with this RFP must be submitted in accordance with the Authority's written procedures.

J. CONTRACT TYPE

It is anticipated that the Agreement resulting from this solicitation, if awarded, will be time-and-expense with fully burdened rates and anticipated expenses for work specified in the scope of work, included in the RFP as Exhibit A. The Agreement will have a three (3)-year term.

K. CONFLICT OF INTEREST

All Offerors responding to this RFP must avoid organizational conflicts of interest which would restrict full and open competition in this procurement. An organizational conflict of interest means that due to other activities, relationships,

or contracts, an Offeror is unable, or potentially unable, to render impartial assistance or advice to the Authority; an Offeror's objectivity in performing the work identified in the Scope of Work is or might be otherwise impaired; or an Offeror has an unfair competitive advantage. Conflict of Interest issues must be fully disclosed in the Offeror's proposal.

All Offerors must disclose in their proposal and immediately throughout the course of the evaluation process if they have hired or retained an advocate to lobby Authority staff or the Board of Directors on their behalf.

Offerors hired to perform services for the Authority are prohibited from concurrently acting as an advocate for another firm who is competing for a contract with the Authority, either as a prime or subcontractor.

L. CODE OF CONDUCT

All Offerors agree to comply with the Authority's Code of Conduct as it relates to Third-Party contracts which is hereby referenced and by this reference is incorporated herein. All Offerors agree to include these requirements in all of its subcontracts.

M. OWNERSHIP OF RECORDS/PUBLIC RECORDS ACT

All proposals and documents submitted in response to this RFP shall become the property of the Authority and a matter of public record pursuant to the California Public Records Act, Government Code sections 6250 et seq. (the "Act"). Offerors should familiarize themselves with the provisions of the Act requiring disclosure of public information. Offerors are discouraged from marking their proposal documents as "confidential" or "proprietary."

If a Proposal does include "confidential" or "proprietary" markings and the Authority receives a request pursuant to the Act, the Authority will endeavor (but cannot guarantee) to notify the Offeror of such a request. In order to protect any information submitted within a Proposal, the Offeror must pursue, at its sole cost and expense, any and all appropriate legal action necessary to maintain the confidentiality of such information. The Authority generally does not consider pricing information, subcontractor lists, or key personnel, including resumes, as being exempt from disclosure under the Act. In no event shall the Authority or any of its officers, directors, employees, agents, representatives, or consultants be liable to an Offeror for the disclosure of any materials or information submitted in response to the RFP or by failing to notify an Offeror of a request seeking its Proposal. The Authority reserves the right to make an independent decision to disclose records and material.

Notwithstanding the above, all information regarding proposal responses will be held as confidential until such time as the evaluation has been completed; an

award has been made by the Board of Directors or Authority Staff, as appropriate; and the contract has been fully negotiated.

SECTION II: PROPOSAL CONTENT

SECTION II. PROPOSAL CONTENT

A. PROPOSAL FORMAT AND CONTENT

1. Format

Proposals should be typed with a standard 12-point font, double-spaced. Proposals should not include any unnecessarily elaborate or promotional materials. Proposals should not exceed fifty (50) pages in length, excluding any appendices, cover letters, resumes, or forms.

2. Letter of Transmittal

The Letter of Transmittal shall be addressed to Iris Deneau, Senior Contract Administrator, and must, at a minimum, contain the following:

- a. Identification of Offeror that will have contractual responsibility with the Authority. Identification shall include legal name of company, corporate address, telephone and fax number, and email address. Include name, title, address, email address, and telephone number of the contact person identified during period of proposal evaluation.
- b. Identification of all proposed subcontractors including legal name of company, contact person's name and address, telephone and fax number, and email address; relationship between Offeror and subcontractors, if applicable.
- c. Acknowledgement of receipt of all RFP addenda, if any.
- d. A statement to the effect that the proposal shall remain valid for a period of not less than 120 days from the date of submittal.
- e. Signature of a person authorized to bind Offeror to the terms of the proposal.
- f. Signed statement attesting that all information submitted with the proposal is true and correct.

3. Technical Proposal

a. Qualifications, Related Experience, and References of Offeror

This section of the proposal should establish the ability of Offeror to satisfactorily perform the required work by reasons of: experience in performing work of a similar nature; demonstrated competence in the services to be provided; strength and stability of the firm; staffing

capability; work load; record of meeting schedules on similar projects; and supportive client references.

Offeror to:

- (1) Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size, and location of offices; and number of employees.
- (2) Provide a general description of the firm's financial condition and identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede Offeror's ability to complete the project.
- (3) Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and highlight the participation in such work by the key personnel proposed for assignment to this project.
- (4) Identify subcontractors by company name, address, contact person, telephone number, email address, and project function. Describe Offeror's experience working with each subcontractor.
- (5) Identify all firms hired or retained to provide lobbying or advocating services on behalf of the Offeror by company name, address, contact person, telephone number and email address. This information is required to be provided by the Offeror immediately during the evaluation process, if a lobbyist or advocate is hired or retained.
- (6) Provide as a minimum three (3) references for the projects cited as related experience, and furnish the name, title, address, telephone number, and email address of the person(s) at the client organization who is most knowledgeable about the work performed. Offeror may also supply references from other work not cited in this section as related experience.

b. Proposed Staffing and Project Organization

This section of the proposal should establish the method, which will be used by the Offeror to manage the project, as well as identify key personnel assigned.

Offeror to:

- (1) Identify key personnel proposed to perform the work specified in the Scope of Work and include major areas of subcontract work. Include the person's name, current location, proposed position for this project, current assignment, level of commitment to that assignment, availability for this assignment, and how long each person has been with the firm.
- (2) Furnish brief resumes (not more than two [2] pages each) for the proposed Project Manager and other key personnel that includes education, experience, and applicable professional credentials.
- (3) Include a project organization chart, which clearly delineates communication/reporting relationships among the project staff.
- (4) Include a statement that key personnel will be available to the extent proposed for the duration of the project acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of the Authority.

c. Work Plan

Offeror should provide a narrative, which addresses the Scope of Work, and shows Offeror's understanding of Authority's needs and requirements.

Offeror to:

- (1) Describe the approach to completing the work specified in the Scope of Work. The approach to the work plan shall be of such detail to demonstrate the Offeror's ability to accomplish the project objectives and overall schedule.
- (2) Outline sequentially the activities that would be undertaken in completing the services and specify who would perform them.
- (3) Identify methods that Offeror will use to ensure quality control, as well as budget and schedule control for the project.
- (4) Identify any special issues or problems that are likely to be encountered in this project and how the Offeror would propose to address them.
- (5) Offeror is encouraged to propose enhancements or procedural or technical innovations to the Scope of Work that do not

materially deviate from the objectives or required content of the project.

d. Exceptions/Deviations

State any technical and/or contractual exceptions and/or deviations from the requirements of this RFP, including the Authority's technical requirements and contractual terms and conditions set forth in the Scope of Work (Exhibit A) and Proposed Agreement (Exhibit C), using the form entitled "Proposal Exceptions and/or Deviations" included in this RFP. This Proposal Exceptions and/or Deviations form (Exhibit F) must be included in the original proposal submitted by the Offeror. If no technical or contractual exceptions and/or deviations are submitted as part of the original proposal, Offerors are deemed to have accepted the Authority's technical requirements and contractual terms and conditions set forth in the Scope of Work (Exhibit A) and Proposed Agreement (Exhibit C). Offerors will not be allowed to submit the Proposal Exceptions and/or Deviations form (Exhibit F) or any technical and/or contractual exceptions after the proposal submittal date identified in the RFP. Exceptions and/or deviations submitted after the proposal submittal date will not be reviewed by Authority.

All exceptions and/or deviations will be reviewed by the Authority and will be assigned a "pass" or "fail" status. Exceptions and deviations that "pass" do not mean that the Authority has accepted the change but that it is a potential negotiable issue. Exceptions and deviations that receive a "fail" status means that the requested change is not something that the Authority would consider a potential negotiable issue. Offerors that receive a "fail" status on their exceptions and/or deviations will be notified by the Authority and will be allowed to retract the exception and/or deviation and continue in the evaluation process. Any exceptions and/or deviation that receive a "fail" status and the Offeror cannot or does not retract the requested change may result in the firm being eliminated from further evaluation.

4. Cost and Price Proposal

As part of the cost and price proposal, the Offeror shall submit proposed pricing to provide the services described in Exhibit A, Scope of Work.

The Offeror shall complete the "Price Summary Sheet" form included with this RFP (Exhibit B), and furnish any narrative required to explain the prices quoted in the schedules. It is anticipated that the Authority will issue a time-and-expense price contract specifying fully-burdened rates and anticipated expenses to complete the Scope of Work.

5. Appendices

Information considered by Offeror to be pertinent to this project and which has not been specifically solicited in any of the aforementioned sections may be placed in a separate appendix section. Offerors are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous materials. Appendices should be relevant and brief.

B. FORMS

1. Status of Past and Present Contracts Form

Offeror shall complete and sign the form entitled “Status of Past and Present Contracts” provided in this RFP and submit as part of its proposal. Offeror shall identify the status of past and present contracts where the firm has either provided services as a prime vendor or a subcontractor during the past five (5) years in which the contract has been the subject of or may be involved in litigation with the contracting authority. This includes, but is not limited to, claims, settlement agreements, arbitrations, administrative proceedings, and investigations arising out of the contract. Offeror shall have an ongoing obligation to update the Authority with any changes to the identified contracts and any new litigation, claims, settlement agreements, arbitrations, administrative proceedings, or investigations that arise subsequent to the submission of Offeror's proposal.

A separate form must be completed for each identified contract. Each form must be signed by the Offeror confirming that the information provided is true and accurate. Offeror is required to submit one copy of the completed form(s) as part of its proposal.

2. Proposal Exceptions and/or Deviations Form

Offerors shall complete the form entitled “Proposal Exceptions and/or Deviations” provided in this RFP and submit it as part of the original proposal. For each exception and/or deviation, a new form should be used, identifying the exception and/or deviation and the rationale for requesting the change. Exceptions and/or deviations submitted after the proposal submittal date will not be reviewed nor considered by the Authority.

SECTION III: EVALUATION AND AWARD

SECTION III. EVALUATION AND AWARD

A. EVALUATION CRITERIA

The Authority will evaluate the offers received based on the following criteria:

- 1. Qualifications of the Firm 25%**

Technical experience in performing work of a closely similar nature; strength and stability of the firm; strength, stability, experience, and technical competence of subcontractors; assessment by client references.
- 2. Staffing and Project Organization 30%**

Qualifications of project staff, particularly key personnel and especially the Project Manager; key personnel's level of involvement in performing related work cited in "Qualifications of the Firm" section; logic of project organization; adequacy of labor commitment; concurrence in the restrictions on changes in key personnel.
- 3. Work Plan 25%**

Depth of Offeror's understanding of Authority's requirements and overall quality of work plan; logic, clarity, and specificity of work plan; appropriateness of resource allocation; utility of suggested technical or procedural innovations.
- 4. Cost and Price 20%**

Reasonableness of the rates; competitiveness with other offers received; adequacy of data in support of figures quoted.

B. EVALUATION PROCEDURE

An evaluation committee will be appointed to review all proposals received for this RFP. The committee is comprised of Authority staff and may include outside personnel. The committee members will evaluate the written proposals using criteria identified in Section III A. A list of top-ranked proposals, firms within a competitive range, will be developed based upon the totals of each committee members' score for each proposal.

During the evaluation period, the Authority may interview some or all of the proposing firms. The Authority has established August 23, 2022 as the date to conduct interviews. All prospective Offerors are asked to keep this date available. No other interview dates will be provided, therefore, if an Offeror is unable to attend the interview on this date, its proposal may be eliminated from further discussion.

The interview may consist of a short presentation by the Offeror after which the evaluation committee will ask questions related to the firm's proposal and qualifications.

At the conclusion of the proposal evaluations, the evaluation committee will score the proposals to develop a competitive range. Offerors remaining within the competitive range may be asked to submit a Best and Final Offer (BAFO). In the BAFO request, the firms may be asked to provide additional information, confirm or clarify issues, and submit a final cost/price offer. A deadline for submission will be stipulated.

At the conclusion of the evaluation process, the evaluation committee will recommend to Authority's management the Offeror with the highest final ranking or a short list of top ranked firms within the competitive range whose proposal(s) is most advantageous to the Authority.

C. AWARD

The Authority may also negotiate contract terms with the selected Offeror prior to award, and expressly reserves the right to negotiate with several Offerors simultaneously and, thereafter, to award a contract to the Offeror offering the most favorable terms to the Authority.

The Authority reserves the right to award its total requirements to one Offeror or to apportion those requirements among several Offerors as the Authority may deem to be in its best interest. In addition, negotiations may or may not be conducted with Offerors; therefore, the proposal submitted should contain Offeror's most favorable terms and conditions, since the selection and award may be made without discussion with any Offeror.

The selected Offeror will be required to submit to the Authority's Accounting department a current IRS W-9 form prior to commencing work.

D. NOTIFICATION OF AWARD AND DEBRIEFING

Offerors who submit a proposal in response to this RFP shall be notified via CAMM NET of the contract award. Such notification shall be made within three (3) business days of the date the contract is awarded.

Offerors who were not awarded the contract may obtain a debriefing concerning the strengths and weaknesses of their proposal. Unsuccessful Offerors, who wish to be debriefed, must request the debriefing in writing or electronic mail and the Authority must receive it within three (3) business days of notification of the contract award.

EXHIBIT A: SCOPE OF WORK

SCOPE OF WORK

Pre-employment Background Investigation, California's Fair Chance Law Compliance, and E-Verify Services

Purpose

The Orange County Transportation Authority (OCTA) is seeking a qualified firm (Consultant) to perform pre-employment background investigation, California's Fair Chance Law follow up and compliance, and E-Verify services on an as-needed basis. Consultant's responsibilities shall include, but not be limited to: researching, investigating, and reporting criminal conviction history, driving history, education verification, employment verification E-Verify services, reference checks, complying with California's Fair Chance Law follow up activities, and/or statewide public filings of prospective employees as requested by OCTA.

Prospective employees considered for background investigation may be either current employees (internal) or external applicants. Specified positions and job classifications requiring background investigation shall be at the discretion of OCTA.

SCOPE OF SERVICES

Consultant shall conduct all background investigative activities in compliance with the current practices of the Fair Credit Reporting Act (FCRA), California's Fair Chance Law, and E-Verify services. Background investigations on current and prospective employees shall be conducted as requested by OCTA's Human Resources (HR) Department as follows:

Social Security Trace

Consultant shall conduct a social security trace of social security number by name and recent address used by applicant under consideration for a position.

Criminal Conviction History

Information shall be investigated for felony and misdemeanor conviction records in federal district, state, and county courts. Consultant shall conduct a physical review of the court records for prospective employees. The physical review shall confirm positive identification through verification of date of birth, social security number, and/or driver's license number. Records shall be investigated and reported for Superior and Municipal court for each county of current or prior residence for the prospective employee as requested by OCTA. The investigation of criminal convictions shall encompass the maximum length of time as permitted by law with a minimum of the prior seven (7) years.

In addition to information investigated and reported from the federal, state, and county courts, information shall be investigated and reported from available multi state/national criminal databases, the Department of the Treasury Office of Foreign Assets Control, the Department of Homeland Security, the Federal Bureau of Investigation, and Sex Offender Registries.

Driving History

Information shall be obtained directly from the State Department of Motor Vehicles to include driving records for prospective employees as requested. Driving record information shall cover a period of driving history for the prior seven (7) years for each state in which the prospective employee has resided or been issued a driver's license. Ability to pull driving histories and State of California K4's is desirable.

Education Verification

For candidates with a diploma/degree or who are claiming current or previous college enrollment, Consultant shall investigate, research, and verify level of education achieved, place of education, existence of institution, verification that the institution programs offered coincide with applicant specified degree, verification that the institution is fully accredited, verification of type of degree, dates of attendance, and date of graduation.

Employment Verification

Consultant shall conduct verification of previous employment up to seven (7) years. Information shall be ascertained regarding confirmation of employment dates, position held, performance evaluations, voluntary or involuntary termination circumstances, rehire status, and any other attainable information regarding previous employment.

For Department of Transportation (DOT) safety-sensitive candidates, Consultant shall verify all employers listed on the application up to three (3) years, unless they held a DOT safety-sensitive position and were required to hold a Commercial Driver License; then, Consultant shall verify all DOT safety sensitive employers up to ten (10) years. DOT checks shall comply with federal regulations.

E-Verify

Consultant shall utilize the e-verify system to confirm employment eligibility for all hires/employees. E-Verify is an Internet-based system that compares information entered by an employer from an employee's Form I-9, Employment Eligibility Verification, to records available to the U.S. Department of Homeland Security and the Social Security Administration to confirm employment eligibility.

California's Fair Chance Law

Consultant shall follow the California's Fair Chance Act procedures when the employer makes a preliminary decision that an applicant's conviction history is a disqualifier for employment. Consultant shall have a process that complies with all of the steps and timelines outlined in the Act, including, but not limited to written notification to the applicant of disqualification, provision of a copy of the conviction history to the applicant, acceptance and distribution to the employer of a disputed conviction response by the applicant (if applicable), final written notification of the employer's decision, and the applicant's rights to file a complaint.

Reference Checks

Consultant shall conduct personal and professional reference checks on a case-by-case basis as designated by OCTA.

DOT Safety-Sensitive Check

Consultant shall conduct a DOT Safety-Sensitive Check in compliance with 49 CFR, Part 40, Section 40.25 (j), drug and alcohol records check for applicants applying for DOT designated safety-sensitive positions as identified and requested by OCTA.

Other Services

For identified prospective employees, OCTA may request other investigative services on an as-needed basis. These may include, but are not limited to, a search and review of available databases for financial credit reports and review of all public filings and lawsuits, as well as public records and information.

TRANSMISSION OF INFORMATION

Transmission of investigative information shall be conducted as follows:

Notification to Background Investigation Service

When a background investigation is required, OCTA will transmit through an on-line connector with iCIMS the prospective employee's employment application information. Upon receipt of prospective employee's employment application, Consultant shall provide an Authorization for Release of Information Form and an Employment Background Request Form to the prospective employee via email. If additional verification(s) are required during an open background investigation, OCTA will provide Consultant the additional verification(s) via email.

Consultant shall provide a bi-directional integration with iCIMS to automate the ordering of background investigations, retrieval of reports from within iCIMS, and E-Verify. Consultant shall have the capability to receive information collected from the iCIMS application form. Vendor with an iCIMS connector is required; iCIMS prime connector is

highly desirable. Consultant shall have event trigger notifications that shall notify both the recruiter and candidate of status and tasks (i.e., a background authorization form for the candidate, status changes to the recruiter, etc.). The iCIMS interface shall be available to implement upon contract start date.

Processing Time

The background investigation shall be completed by Consultant in a minimum of three (3) working days, not-to-exceed five (5) working days from receipt of transmission of the following forms: Employment Application, Authorization for Release of Information Form, and Employment Background Request Form.

Transmission of Findings

Consultant shall contact OCTA via telephone and/or email upon discovery of any and all inconsistencies, discrepancies, and/or derogatory information obtained. After OCTA has been verbally notified, Consultant shall send a confidential email or notification via secure website of findings. If required, Consultant shall follow up with a confidential overnight mailed copy of legal documents.

Copy of Completed Background Report

Consultant shall provide a copy of the completed background investigative report to prospective applicants as provided by the FCRA. Applicants will indicate their request for a copy of their report by checking the appropriate box on the Authorization for Release of Information Form. Consultant shall send via United States mail or other appropriate delivery method a copy of the completed background investigative report along with a copy of the applicant's rights as provided by the FCRA directly to the prospective applicant.

MAINTENANCE OF RECORDS

Consultant shall be responsible for storing and maintaining all documents (including all related attachments) for background investigations conducted in a secured file for a minimum of two (2) years. The documents to retain may include: the original report, worksheets, database information, applicant data, and any other pertinent documents.

REQUIREMENTS

Consultant shall provide the following resources/services at no additional cost to OCTA:

- Integration with iCIMS to automate the ordering of background investigations and retrieval of reports from within iCIMS.
- Shall have iCIMS connector at time of proposal submission.

ADDITIONAL SERVICES

Consultant shall describe its ability to and method of providing the following resources and services at no additional cost to OCTA:

- OCTA branded environment for candidates to enter personal data and electronically sign their disclosure form, relieving the HR Department of the tasks of data entry and uploading their candidate's signed authorization.
- Report adjudication service in which Consultant shall flag services and grade reports based on OCTA-defined criteria.
- Management dashboard, which allows OCTA's account administrators to oversee all background investigations ordered by all authorized users. The dashboard displays status of investigations, outstanding documentation, or required follow-up. It also enables administrators to directly communicate via instant email with their team of authorized users, the candidates whose background checks have been conducted, and Consultant's dedicated customer service representatives.
- Option to select the desired background check package or an a la carte item through iCIMS.

EXHIBIT B: COST AND PRICE FORMS

PRICE SUMMARY SHEET

REQUEST FOR PROPOSALS (RFP) 2-2303

Enter below the proposed price for packaged and individual services based on the services described in Exhibit A, Scope of Work. Prices shall include direct costs, indirect costs, and profits. The Authority's intention is to award a time-and-expense price contract.

SCHEDULE I --- PRICING SCHEDULE

Description	10/1/22 – 9/30/25
Package Pricing:	
<i>Driving / DOT Applicants</i>	
1.) Criminal Background Check including all Court and Database Searches	
2.) Previous Employment	
3.) Social Security Verification	
4.) DOT Safety-Sensitive Check	
5.) Professional References	
6.) E-Verify	
Total =	\$ _____
Package Pricing:	
<i>Administrative</i>	
1.) Criminal Background Check including all Court and Database Searches	
2.) Previous Employment	
3.) Social Security Verification	
4.) Professional References	
5.) Education Verification	
6.) E-Verify	
Total =	\$ _____
Description	10/1/22 – 9/30/25
Pricing for Individual Services:	
1.) Criminal Conviction History:	
California:	\$ _____
Superior Court (per county)	\$ _____
Municipal Court (per county)	\$ _____
Physical Review Case File (per court)	\$ _____/page

Out of State: \$ _____
Superior Court (per county) \$ _____

Note: If different court fees are applicable for Out of State, please indicate states, counties, cities, and applicable fees in Schedule II of this Exhibit B.

2.) Driving History:

California \$ _____
Out of State \$ _____

3.) Reference Check:

California \$ _____
Out of State \$ _____

4.) Credit History:

Single Credit Bureau \$ _____

Credit Bureau type/name: _____

5.) Statewide Public Filing:

Notices of default/foreclosure included in credit history

6.) Bankruptcies:

included in credit history

8.) Education Verification:

Level of achievement \$ _____ /verification
Place of education \$ included _____
Verification of type of degree \$ included _____
Date of attendance \$ included _____
Date of graduation \$ included _____

9.) DOT Sensitive Check:

\$ _____

10.) Social Security Trace:

\$ _____

11.) E-Verify

\$ _____

12.) California's Fair Chance Law

\$ _____

SCHEDULE II ----- OTHER DIRECT COSTS SCHEDULE

Type of ODC		Unit Price
1.		
2.		
3.		
4.		
5.		
6.		
<p><i>Additional ODC required and authorized by the Authority but not included in this Agreement will be reimbursed either (a) "At Cost" OR (b) up to the applicable Current Rate listed in this Schedule II, whichever is less.</i></p> <p><i>Supporting documentation must accompany invoice.</i></p>		

1. I acknowledge receipt of **RFP 2-2303** and Addenda No.(s)____.
2. This offer shall remain firm for _____ days from the date of proposal.
(Minimum of 120)

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

FACSIMILE # _____

EMAIL ADDRESS _____

SIGNATURE OF PERSON
AUTHORIZED TO BIND OFFEROR _____

NAME AND TITLE OF PERSON
AUTHORIZED TO BIND OFFEROR _____

DATE SIGNED _____

EXHIBIT C: PROPOSED AGREEMENT

1 **PROPOSED AGREEMENT NO. C-2-2303**

2 **BETWEEN**

3 **ORANGE COUNTY TRANSPORTATION AUTHORITY**

4 **AND**

5 _____
6 **THIS AGREEMENT** is effective this ____ day of _____, 2022
7 ("Effective Date"), by and between the Orange County Transportation Authority, 550 South Main Street,
8 P.O. Box 14184, Orange, California 92863-1584, a public corporation of the State of California
9 (hereinafter referred to as "AUTHORITY"), and , , , (hereinafter referred to as "CONSULTANT").

10 **WITNESSETH:**

11 **WHEREAS**, AUTHORITY requires assistance from CONSULTANT to provide pre-employment
12 background investigation services on an as-needed basis; and

13 **WHEREAS**, said work cannot be performed by the regular employees of AUTHORITY; and

14 **WHEREAS**, CONSULTANT has represented that it has the requisite personnel and experience,
15 and is capable of performing such services; and

16 **WHEREAS**, CONSULTANT wishes to perform these services;

17 **NOW, THEREFORE**, it is mutually understood and agreed by AUTHORITY and CONSULTANT
18 as follows:

19 **ARTICLE 1. COMPLETE AGREEMENT**

20 A. This Agreement, including all exhibits and documents incorporated herein and made
21 applicable by reference, constitutes the complete and exclusive statement of the terms and conditions
22 of this Agreement between AUTHORITY and CONSULTANT and it supersedes all prior
23 representations, understandings and communications. The invalidity in whole or in part of any term or
24 condition of this Agreement shall not affect the validity of other terms or conditions.

25 B. AUTHORITY's failure to insist in any one or more instances upon CONSULTANT's
26 performance of any terms or conditions of this Agreement shall not be construed as a waiver or

EXHIBIT C

1 relinquishment of AUTHORITY's right to such performance or to future performance of such terms or
2 conditions and CONSULTANT's obligation in respect thereto shall continue in full force and effect.
3 Changes to any portion of this Agreement shall not be binding upon AUTHORITY except when
4 specifically confirmed in writing by an authorized representative of AUTHORITY by way of a written
5 amendment to this Agreement and issued in accordance with the provisions of this Agreement.

ARTICLE 2. AUTHORITY DESIGNEE

7 The Chief Executive Officer of AUTHORITY, or designee, shall have the authority to act for and
8 exercise any of the rights of AUTHORITY as set forth in this Agreement.

ARTICLE 3. SCOPE OF WORK

10 A. CONSULTANT shall perform the work necessary to complete in a manner satisfactory to
11 AUTHORITY the services set forth in Exhibit A, entitled "Scope of Work," attached to and, by this
12 reference, incorporated in and made a part of this Agreement. All services shall be provided at the
13 times and places designated by AUTHORITY.

14 B. CONSULTANT shall provide the personnel listed below to perform the above-specified
15 services, which persons are hereby designated as key personnel under this Agreement.

Names**Functions**

21 C. No person named in paragraph B of this Article, or his/her successor approved by
22 AUTHORITY, shall be removed or replaced by CONSULTANT, nor shall his/her agreed-upon function
23 or level of commitment hereunder be changed, without the prior written consent of AUTHORITY.
24 Should the services of any key person become no longer available to CONSULTANT, the resume and
25 qualifications of the proposed replacement shall be submitted to AUTHORITY for approval as soon as
26 possible, but in no event later than seven (7) calendar days prior to the departure of the incumbent key

1 person, unless CONSULTANT is not provided with such notice by the departing employee.
2 AUTHORITY shall respond to CONSULTANT within seven (7) calendar days following receipt of these
3 qualifications concerning acceptance of the candidate for replacement.

4 **ARTICLE 4. TERM OF AGREEMENT**

5 This Agreement shall commence upon execution by both parties, and shall continue in full force
6 and effect through _____, unless earlier terminated or extended as provided in this Agreement.

7 **ARTICLE 5. PAYMENT**

8 A. For CONSULTANT's full and complete performance of its obligations under this Agreement
9 and subject to the maximum cumulative payment obligation provisions set forth in Article 6,
10 AUTHORITY shall pay CONSULTANT on a time-and-expense basis in accordance with the following
11 provisions.

12 B. CONSULTANT shall invoice AUTHORITY on a monthly basis for payments corresponding
13 to the work actually completed by CONSULTANT. Work completed shall be documented in a monthly
14 progress report prepared by CONSULTANT, which shall accompany each invoice submitted by
15 CONSULTANT. AUTHORITY shall pay CONSULTANT at the fixed rates specified in Exhibit B, entitled
16 "Price Summary Sheet," which is attached to and by this reference, incorporated in and made a part of
17 this Agreement. These rates shall remain fixed for the term of this Agreement and are acknowledged to
18 include CONSULTANT's overhead costs, general costs, administrative costs and profit. CONSULTANT
19 shall also furnish such other information as may be requested by AUTHORITY to substantiate the
20 validity of an invoice. At its sole discretion, AUTHORITY may decline to make full payment until such
21 time as CONSULTANT has documented to AUTHORITY's satisfaction that CONSULTANT has fully
22 completed all work required. AUTHORITY's payment in full shall constitute AUTHORITY's final
23 acceptance of CONSULTANT's work.

24 C. Invoices shall be submitted by CONSULTANT on a monthly basis and shall be submitted in
25 duplicate to AUTHORITY's Accounts Payable office. CONSULTANT may also submit invoices
26 electronically to AUTHORITY's Accounts Payable Department at vendorinvoices@OCTA.net. Each

EXHIBIT C

1 invoice shall be accompanied by the monthly progress report specified in paragraph B of this Article.
2 AUTHORITY shall remit payment within thirty (30) calendar days of the receipt and approval of each
3 invoice. Each invoice shall include the following information:

- 4 1. Agreement No. C-2-2303;
- 5 2. Specify the effort for which the payment is being requested;
- 6 3. The time period covered by the invoice;
- 7 4. Total monthly invoice (including project-to-date cumulative invoice amount);
- 8 5. Itemized expenses including support documentation incurred during the billing
9 period;
- 10 6. Monthly Progress Report;
- 11 7. Certification signed by the CONSULTANT or his/her designated alternate that a)
12 The invoice is a true, complete and correct statement of reimbursable costs and progress; b) The
13 backup information included with the invoice is true, complete and correct in all material respects; c) All
14 payments due and owing to subcontractors and suppliers have been made; d) Timely payments will be
15 made to subcontractors and suppliers from the proceeds of the payments covered by the certification
16 and; e) The invoice does not include any amount which CONSULTANT intends to withhold or retain
17 from a subcontractor or supplier unless so identified on the invoice.
- 18 8. Any other information as agreed or requested by AUTHORITY to substantiate
19 the validity of an invoice.

20 **ARTICLE 6. MAXIMUM OBLIGATION**

21 Notwithstanding any provisions of this Agreement to the contrary, AUTHORITY and
22 CONSULTANT mutually agree that AUTHORITY's maximum cumulative payment obligation (including
23 obligation for CONSULTANT's profit) shall be _____ Dollars (\$_____.00) which
24 shall include all amounts payable to CONSULTANT for its subcontracts, leases, materials and costs
25 arising from, or due to termination of, this Agreement.

26 /

ARTICLE 7. NOTICES

All notices hereunder and communications regarding the interpretation of the terms of this Agreement, or changes thereto, shall be effected by delivery of said notices in person or by depositing said notices in the U.S. mail, registered or certified mail, returned receipt requested, postage prepaid and addressed as follows:

To CONSULTANT:

To AUTHORITY:

Orange County Transportation Authority

550 South Main Street

P.O. Box 14184

Orange, California 92863-1584

ATTENTION:

ATTENTION: Iris Deneau

Title:

Title: Senior Contract Administrator

Phone:

Phone: (714) 560 - 5786

Email:

Email: ideneau@octa.net

ARTICLE 8. INDEPENDENT CONTRACTOR

A. CONSULTANT's relationship to AUTHORITY in the performance of this Agreement is that of an independent contractor. CONSULTANT's personnel performing services under this Agreement shall at all times be under CONSULTANT's exclusive direction and control and shall be employees of CONSULTANT and not employees of AUTHORITY. CONSULTANT shall pay all wages, salaries and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations respecting them, such as social security, income tax withholding, unemployment compensation, workers' compensation and similar matters.

B. Should CONSULTANT's personnel or a state or federal agency allege claims against AUTHORITY involving the status of AUTHORITY as employer, joint or otherwise, of said personnel, or allegations involving any other independent contractor misclassification issues, CONSULTANT shall defend and indemnify AUTHORITY in relation to any allegations made.

ARTICLE 9. INSURANCE

A. CONSULTANT shall procure and maintain insurance coverage in full force and effect during the entire term of the Agreement. Coverage shall be full coverage and not subject to self-insurance provisions. CONSULTANT shall provide the following insurance coverage:

1. Commercial General Liability, to include Products/Completed Operations, Independent Contractors', Contractual Liability, and Personal Injury Liability, and Property Damage with a minimum limit of \$1,000,000 per occurrence, \$2,000,000 general aggregate and \$2,000,000 Products/Completed Operations aggregate;

2. Automobile Liability Insurance to include owned, hired and non-owned autos with a combined single limit of \$1,000,000 for each accident;

3. Workers' Compensation with limits as required by the State of California including a Waiver of Subrogation in favor of AUTHORITY, its officers, directors and employees; and

4. Employers' Liability with minimum limits of \$1,000,000 per accident, \$1,000,000 policy limit-disease, and \$1,000,000 policy limit employee-disease.

5. Errors and Omissions Liability with minimum limits of \$1,000,000 per claim.

B. Proof of such coverage, in the form of a certificate of insurance and an insurance policy blanket additional insured endorsement, designating AUTHORITY, its officers, directors and employees as additional insureds on general liability and automobile liability, as required by Agreement. Proof of insurance coverage must be received by AUTHORITY within ten (10) calendar days from the effective date of the Agreement and prior to commencement of any work. Such insurance shall be primary and non-contributive to any insurance or self-insurance maintained by the AUTHORITY. Furthermore, AUTHORITY reserves the right to request certified copies or review all related insurance policies, in response to a related loss.

C. CONSULTANT shall include on the face of the certificate of insurance the Agreement No. C-2-2303 and, the Senior Contract Administrator's Name, Iris Deneau.

D. CONSULTANT shall also include in each subcontract, the stipulation that subconsultants

1 shall maintain insurance coverage in the amounts required of CONSULTANT as provided in the
2 Agreement. Subconsultants will be required to include AUTHORITY as additional insureds on the
3 Commercial General Liability, and Auto Liability insurance policies.

4 E. Insurer must provide AUTHORITY with at least thirty (30) days' prior notice of cancellation
5 or material modification of coverage, and ten (10) days' prior notice for non-payment of premium.

6 **ARTICLE 10. ORDER OF PRECEDENCE**

7 Conflicting provisions hereof, if any, shall prevail in the following descending order of
8 precedence: (1) the provisions of this Agreement, including all exhibits; (2) the provisions of
9 RFP 2-2303; (3) CONSULTANT's proposal dated _____; (4) all other documents, if any, cited
10 herein or incorporated by reference.

11 **ARTICLE 11. CHANGES**

12 By written notice or order, AUTHORITY may, from time to time, order work suspension and/or
13 make changes in the general scope of this Agreement, including, but not limited to, the services
14 furnished to AUTHORITY by CONSULTANT as described in the Scope of Work. If any such work
15 suspension or change causes an increase or decrease in the price of this Agreement, or in the time
16 required for its performance, CONSULTANT shall promptly notify AUTHORITY thereof and assert its
17 claim for adjustment within ten (10) calendar days after the change or work suspension is ordered, and
18 an equitable adjustment shall be negotiated. However, nothing in this clause shall excuse
19 CONSULTANT from proceeding immediately with the Agreement as changed.

20 **ARTICLE 12. DISPUTES**

21 A. Except as otherwise provided in this Agreement, when a dispute arises between
22 CONSULTANT and AUTHORITY, the project managers shall meet to resolve the issue. If project
23 managers do not reach a resolution, the dispute will be decided by AUTHORITY's Director of Contracts
24 Administration and Materials Management (CAMM), who shall reduce the decision to writing and mail
25 or otherwise furnish a copy thereof to CONSULTANT. The decision of the Director, CAMM, shall be the
26 final and conclusive administrative decision.

1 B. Pending final decision of a dispute hereunder, CONSULTANT shall proceed diligently with
2 the performance of this Agreement and in accordance with the decision of AUTHORITY's Director,
3 CAMM. Nothing in this Agreement, however, shall be construed as making final the decision of any
4 AUTHORITY official or representative on a question of law, which questions shall be settled in
5 accordance with the laws of the State of California.

6 **ARTICLE 13. TERMINATION**

7 A. AUTHORITY may terminate this Agreement for its convenience at any time, in whole or
8 part, by giving CONSULTANT written notice thereof. Upon said notice, AUTHORITY shall pay
9 CONSULTANT its allowable costs incurred to date of termination and those allowable costs determined
10 by AUTHORITY to be reasonably necessary to effect such termination. Thereafter, CONSULTANT
11 shall have no further claims against AUTHORITY under this Agreement.

12 B. In the event either Party defaults in the performance of any of their obligations under this
13 Agreement or breaches any of the provisions of this Agreement, the non-defaulting Party shall have the
14 option to terminate this Agreement upon thirty (30) days' prior written notice to the other Party. Upon
15 receipt of such notice, CONSULTANT shall immediately cease work, unless the notice from
16 AUTHORITY provides otherwise. Upon receipt of the notice from AUTHORITY, CONSULTANT shall
17 submit an invoice for work and/or services performed prior to the date of termination. AUTHORITY
18 shall pay CONSULTANT for work and/or services satisfactorily provided to the date of termination in
19 compliance with this Agreement. Thereafter, CONSULTANT shall have no further claims against
20 AUTHORITY under this Agreement. AUTHORITY shall not be liable for any claim of lost profits or
21 damages for such termination.

22 **ARTICLE 14. INDEMNIFICATION**

23 CONSULTANT shall indemnify, defend and hold harmless AUTHORITY, its
24 officers, directors, employees and agents (indemnities) from and against any and all claims (including
25 attorneys' fees and reasonable expenses for litigation or settlement) for any loss or damages, bodily
26 injuries, including death, damage to or loss of use of property caused by the negligent acts, omissions

1 or willful misconduct by CONSULTANT, its officers, directors, employees, agents, subconsultants or
2 suppliers in connection with or arising out of the performance of this Agreement.

3 **ARTICLE 15. ASSIGNMENTS AND SUBCONTRACTS**

4 A. Neither this Agreement nor any interest herein nor claim hereunder may be assigned by
5 CONSULTANT either voluntarily or by operation of law, nor may all or any part of this Agreement be
6 subcontracted by CONSULTANT, without the prior written consent of AUTHORITY. Consent by
7 AUTHORITY shall not be deemed to relieve CONSULTANT of its obligations to comply fully with all
8 terms and conditions of this Agreement.

9 B. AUTHORITY hereby consents to CONSULTANT's subcontracting portions of the Scope of
10 Work to the parties identified below for the functions described in CONSULTANT's proposal.
11 CONSULTANT shall include in the subcontract agreement the stipulation that CONSULTANT, not
12 AUTHORITY, is solely responsible for payment to the subcontractor for the amounts owing and that the
13 subcontractor shall have no claim, and shall take no action, against AUTHORITY, its officers, directors,
14 employees or sureties for nonpayment by CONSULTANT.

15 **Subcontractor Name/Addresses**

Functions

16
17
18 **ARTICLE 16. AUDIT AND INSPECTION OF RECORDS**

19 CONSULTANT shall provide AUTHORITY, or other agents of AUTHORITY, such access to
20 CONSULTANT's accounting books, records, payroll documents and facilities, as AUTHORITY
21 deems necessary. CONSULTANT shall maintain such books, records, data and documents in
22 accordance with generally accepted accounting principles and shall clearly identify and make such
23 items readily accessible to such parties during CONSULTANT's performance hereunder and for a
24 period of four (4) years from the date of final payment by AUTHORITY. AUTHORITY's right to audit
25 books and records directly related to this Agreement shall also extend to all first-tier subcontractors
26 identified in 0 of this Agreement. CONSULTANT shall permit any of the foregoing parties to

1 reproduce documents by any means whatsoever or to copy excerpts and transcriptions as
2 reasonably necessary.

3 **ARTICLE 17. CONFLICT OF INTEREST**

4 CONSULTANT agrees to avoid organizational conflicts of interest. An organizational conflict
5 of interest means that due to other activities, relationships or contracts, CONSULTANT is unable, or
6 potentially unable, to render impartial assistance or advice to AUTHORITY; CONSULTANT's
7 objectivity in performing the work identified in the Scope of Work is or might be otherwise impaired;
8 or CONSULTANT has an unfair competitive advantage. CONSULTANT is obligated to fully disclose
9 to AUTHORITY in writing Conflict of Interest issues as soon as they are known to CONSULTANT.
10 All disclosures must be submitted in writing to AUTHORITY pursuant to the Notice provision herein.
11 This disclosure requirement is for the entire term of this Agreement.

12 **ARTICLE 18. CODE OF CONDUCT**

13 CONSULTANT agrees to comply with AUTHORITY's Code of Conduct as it relates to Third-
14 Party contracts which is hereby referenced and by this reference is incorporated herein.
15 CONSULTANT agrees to include these requirements in all of its subcontracts.

16 **ARTICLE 19. PROHIBITION ON PROVIDING ADVOCACY SERVICES**

17 CONSULTANT and all subconsultants performing work under this Agreement, shall be
18 prohibited from concurrently representing or lobbying for any other party competing for a contract
19 with AUTHORITY, either as a prime consultant or subconsultant. Failure to refrain from such
20 representation may result in termination of this Agreement.

21 **ARTICLE 20. FEDERAL, STATE AND LOCAL LAWS**

22 CONSULTANT warrants that in the performance of this Agreement, it shall comply with all
23 applicable federal, state and local laws, statutes and ordinances and all lawful orders, rules and
24 regulations promulgated thereunder.

25 **ARTICLE 21. EQUAL EMPLOYMENT OPPORTUNITY**

26 In connection with its performance under this Agreement, CONSULTANT shall not discriminate

1 against any employee or applicant for employment because of race, religion, color, sex, age or national
2 origin. CONSULTANT shall take affirmative action to ensure that applicants are employed, and that
3 employees are treated during their employment, without regard to their race, religion, color, sex, age or
4 national origin. Such actions shall include, but not be limited to, the following: employment, upgrading,
5 demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other
6 forms of compensation; and selection for training, including apprenticeship.

7 **ARTICLE 22. PROHIBITED INTERESTS**

8 CONSULTANT covenants that, for the term of this Agreement, no director, member, officer or
9 employee of AUTHORITY during his/her tenure in office or for one (1) year thereafter shall have any
10 interest, direct or indirect, in this Agreement or the proceeds thereof.

11 **ARTICLE 23. OWNERSHIP OF REPORTS AND DOCUMENTS**

12 A. The originals of all letters, documents, reports and other products and data produced under
13 this Agreement shall be delivered to, and become the property of AUTHORITY. Copies may be made
14 for CONSULTANT's records but shall not be furnished to others without written authorization from
15 AUTHORITY. Such deliverables shall be deemed works made for hire and all rights in copyright therein
16 shall be retained by AUTHORITY.

17 B. All ideas, memoranda, specifications, plans, manufacturing, procedures, drawings,
18 descriptions, and all other written information submitted to CONSULTANT in connection with the
19 performance of this Agreement shall not, without prior written approval of AUTHORITY, be used for any
20 purposes other than the performance under this Agreement, nor be disclosed to an entity not connected
21 with the performance of the project. CONSULTANT shall comply with AUTHORITY's policies regarding
22 such material. Nothing furnished to CONSULTANT, which is otherwise known to CONSULTANT or is
23 or becomes generally known to the related industry shall be deemed confidential. CONSULTANT shall
24 not use AUTHORITY's name, photographs of the project, or any other publicity pertaining to the project
25 in any professional publication, magazine, trade paper, newspaper, seminar or other medium without
26 the express written consent of AUTHORITY.

1 C. No copies, sketches, computer graphics or graphs, including graphic artwork, are to be
2 released by CONSULTANT to any other person or agency except after prior written approval by
3 AUTHORITY, except as necessary for the performance of services under this Agreement. All press
4 releases, including graphic display information to be published in newspapers, magazines, etc., are to
5 be handled only by AUTHORITY unless otherwise agreed to by CONSULTANT and AUTHORITY.

6 **ARTICLE 24. PATENT AND COPYRIGHT INFRINGEMENT**

7 A. In lieu of any other warranty by AUTHORITY or CONSULTANT against patent or copyright
8 infringement, statutory or otherwise, it is agreed that CONSULTANT shall defend at its expense any
9 claim or suit against AUTHORITY on account of any allegation that any item furnished under this
10 Agreement or the normal use or sale thereof arising out of the performance of this Agreement, infringes
11 upon any presently existing U.S. letters patent or copyright and CONSULTANT shall pay all costs and
12 damages finally awarded in any such suit or claim, provided that CONSULTANT is promptly notified in
13 writing of the suit or claim and given authority, information and assistance at CONSULTANT's expense
14 for the defense of same. However, CONSULTANT will not indemnify AUTHORITY if the suit or claim
15 results from: (1) AUTHORITY's alteration of a deliverable, such that said deliverable in its altered form
16 infringes upon any presently existing U.S. letters patent or copyright; or (2) the use of a deliverable in
17 combination with other material not provided by CONSULTANT when such use in combination infringes
18 upon an existing U.S. letters patent or copyright.

19 B. CONSULTANT shall have sole control of the defense of any such claim or suit and all
20 negotiations for settlement thereof. CONSULTANT shall not be obligated to indemnify AUTHORITY
21 under any settlement made without CONSULTANT's consent or in the event AUTHORITY fails to
22 cooperate fully in the defense of any suit or claim, provided, however, that said defense shall be at
23 CONSULTANT's expense. If the use or sale of said item is enjoined as a result of such suit or claim,
24 CONSULTANT, at no expense to AUTHORITY, shall obtain for AUTHORITY the right to use and sell
25 said item, or shall substitute an equivalent item acceptable to AUTHORITY and extend this patent and
26 copyright indemnity thereto.

ARTICLE 25. FINISHED AND PRELIMINARY DATA

A. All of CONSULTANT's finished technical data, including but not limited to illustrations, photographs, tapes, software, software design documents, including without limitation source code, binary code, all media, technical documentation and user documentation, photoprints and other graphic information required to be furnished under this Agreement, shall be AUTHORITY's property upon payment and shall be furnished with unlimited rights and, as such, shall be free from proprietary restriction except as elsewhere authorized in this Agreement. CONSULTANT further agrees that it shall have no interest or claim to such finished, AUTHORITY-owned, technical data; furthermore, said data is subject to the provisions of the Freedom of Information Act, 5 USC 552.

B. It is expressly understood that any title to preliminary technical data is not passed to AUTHORITY but is retained by CONSULTANT. Preliminary data includes roughs, visualizations, software design documents, layouts and comprehensives prepared by CONSULTANT solely for the purpose of demonstrating an idea or message for AUTHORITY's acceptance before approval is given for preparation of finished artwork. Preliminary data title and right thereto shall be made available to AUTHORITY if CONSULTANT causes AUTHORITY to exercise Article 11, and a price shall be negotiated for all preliminary data.

ARTICLE 26. FORCE MAJEURE

Either party shall be excused from performing its obligations under this Agreement during the time and to the extent that it is prevented from performing by an unforeseeable cause beyond its control, including but not limited to: any incidence of fire, flood; acts of God; commandeering of material, products, plants or facilities by the federal, state or local government; national fuel shortage; or a material act or omission by the other party; when satisfactory evidence of such cause is presented to the other party, and provided further that such nonperformance is unforeseeable, beyond the control and is not due to the fault or negligence of the party not performing.

ARTICLE 27. HEALTH AND SAFETY REQUIREMENT

CONSULTANT shall comply with all the requirements set forth in Exhibit __, Level 1 Safety

1 Specifications.

2 **IN WITNESS WHEREOF**, the parties hereto have caused this Agreement No. C-2-2303 to be
3 executed as of the date of the last signature below.

4 **CONSULTANT**

ORANGE COUNTY TRANSPORTATION AUTHORITY

5 By: _____

By: _____

6 Georgia Martinez
7 Department Manager, Contracts and Procurement

8 **APPROVED AS TO FORM:**

9
10 By: _____

11 James M. Donich
12 General Counsel

EXHIBIT D: STATUS OF PAST AND PRESENT CONTRACTS FORM

STATUS OF PAST AND PRESENT CONTRACTS FORM

On the form provided below, Offeror/Bidder shall list the status of past and present contracts where the firm has either provided services as a prime vendor or a subcontractor during the past five (5) years in which the contract has been the subject of or may be involved in litigation with the contracting authority. This includes, but is not limited to, claims, settlement agreements, arbitrations, administrative proceedings, and investigations arising out of the contract.

A separate form must be completed for each contract. Offeror/Bidder shall provide an accurate contact name and telephone number for each contract and indicate the term of the contract and the original contract value. Offeror/Bidder shall also provide a brief summary and the current status of the litigation, claims, settlement agreements, arbitrations, administrative proceedings, or investigations. If the contract was terminated, list the reason for termination.

Offeror/Bidder shall have an ongoing obligation to update the Authority with any changes to the identified contracts and any new litigation, claims, settlement agreements, arbitrations, administrative proceedings, or investigations that arise subsequent to the submission of the bid. Each form must be signed by an officer of the Offeror/Bidder confirming that the information provided is true and accurate.

Project city/agency/other:	
Contact Name:	Phone:
Project Award Date:	Original Contract Value:
Term of Contract:	
(1) Litigation, claims, settlements, arbitrations, or investigations associated with contract:	
(2) Summary and Status of contract:	
(3) Summary and Status of action identified in (1):	
(4) Reason for termination, if applicable:	

By signing this Form entitled "Status of Past and Present Contracts," I am affirming that all of the information provided is true and accurate.

Name

Signature

Title

Date

EXHIBIT E: SAFETY SPECIFICATIONS

LEVEL 1 HEALTH, SAFETY AND ENVIRONMENTAL SPECIFICATIONS

PART I – GENERAL

1.1 GENERAL HEALTH, SAFETY & ENVIRONMENTAL REQUIREMENTS

- A. The Contractor, its subcontractors, suppliers, and employees have the obligation to comply with all Authority health, safety and environmental compliance department (HSEC) requirements of this safety specification, project site requirements, bus yard safety rules, as well as all federal, state, and local regulations pertaining to scope of work, contracts or agreements with the Authority. Additionally, manufacturer requirements are considered incorporated by reference as applicable to this scope of work.
- B. Observance of repeated unsafe acts or conditions, serious violation of safety standards, non-conformance of Authority health, safety and environmental compliance department (HSEC) requirements, or disregard for the intent of these safety specifications to protect people and property, by Contractor or its subcontractors may be cause for termination of scope or agreements with the Authority, at the sole discretion of the Authority.
- C. The health, safety, and environmental requirements, and references contained within this scope of work shall not be considered all-inclusive as to the hazards that might be encountered. Safe work practices shall be planned and performed, and safe conditions shall be maintained during this work scope.
- D. The Authority Project Manager shall be responsible to ensure a safety orientation is conducted of known potential hazards and emergency procedures for all Contractor personnel, subcontractors, suppliers, vendors, and new employees assigned to the project prior to commencement of the project.
- E. The Contractor shall ensure that all Contractor vehicles, including those of its subcontractors, suppliers, vendors and employees are parked in designated parking areas, and comply with traffic routes, and posted traffic signs in areas other than the employee parking lots.
- F. California Code of Regulations (CCR) Title 8 Standards are minimum requirements; each Contractor is encouraged to exceed minimum requirements. When the Contractor's safety requirements exceed statutory standards, the more stringent requirements shall be applied for the safeguard of public and employees.

1.2 REGULATORY

- A. Injury/Illness Prevention Program
The Contractor shall comply with CCR Title 8, Section with California Code of Regulations (CCR) Title 8, Section 3203. The intent and elements of the IIPP shall be implemented and enforced by the Contractor and its sub-tier contractors, suppliers, and vendors. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.
- B. Substance Abuse Prevention Program

Contractor shall comply with the Policy or Program of the Company's Substance Abuse Prevention Policy that complies with the most recent Drug Free Workplace Act. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.

C. Heat Illness Prevention Program

Contractor shall comply with CCR Title 8, Section, Section 3395, Heat Illness Prevention. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.

D. Hazard Communication Program

Contractor shall comply with CCR Title 8, Section 5194 Hazard Communication Standard. Prior to use on Authority property and/or project work areas Contractor shall provide the Authority Project Manager copies of SDS for all applicable chemical products used, if any. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.

- a. All chemicals including paint, solvents, detergents and similar substances shall comply with South Coast Air Quality Management District (SCAQMD) rules 103, 1113, and 1171.

E. Storm Water Pollution Prevention Plan

The Contractor shall protect property and water resources from fuels and similar products throughout the duration of the contract. Contractor shall comply with Storm Water Pollution Prevention Plan (SWPPP) requirements. The program or plan if required by scope shall be provided to the Authority's Project Manager, upon request, within 72 hours.

1.3 INCIDENT NOTIFICATION AND INVESTIGATION

A. The Authority shall be promptly notified of any of the following types of incidents including but not limited to:

1. Damage incidents of property (incidents involving third party, contractor or Authority property damage);
2. Reportable and/or Recordable injuries (as defined by the U. S. Occupational Safety and Health Administration), a minor injury, and near miss incidents;
3. Incidents impacting the environment, i.e. spills or releases on Authority projects or property.
4. Outside Agency Inspections; agencies such as Cal/OSHA, DTSC, SCAQMD, State Water Resources Control Board, FTA, CPUC, EPA, USACE and similar agencies.

B. Notifications shall be made to Authority representatives, employees and/or agents. This includes incidents occurring to contractors, vendors, visitors, or members of the public that arise from the performance of Authority contract work. An immediate verbal notice followed by an initial written incident investigation report shall be submitted to the Authority's Project Manager within 24 hours of the incident.

- C. A final written incident investigative report shall be submitted within seven (7) calendar days and include the following information. The Current Status of anyone injured, photos of the incident area, detailed description of what happened, Photos of the existing conditions and area of the injury/incident, the contributing factors that lead to the incident occurrence, a copy of the company policy or procedure associated with the incident and evaluation of effectiveness, copy of task planning documentation, copy of the Physician's first report of injury, copy of Cal/OSHA 300 log of work related injuries and illnesses, the Cal/OSHA 301 Injury Illness Incident Report, and corrective actions initiated to prevent recurrence. This information shall be considered the minimum elements required for a comprehensive incident report provided to OCTA.
- D. A Serious Injury, Serious Incident, OSHA Recordable Injury/Illness, or a Significant Near Miss shall require a formal incident review at the discretion of the Authority's Project Manager. The incident review shall be conducted within seven (7) calendar days of the incident. This review shall require a company senior executive, company program or project manager from the Contractors' organization to participate and present the incident review as determined by the OCTA Project Manager. The serious incident presentation shall include action taken for the welfare of the injured, a status report of the injured, causation factors that lead to the incident, a root cause analysis (using 5 whys and fishbone methods), and a detailed recovery plan that identifies corrective actions to prevent a similar incident, and actions to enhance safety awareness.
1. Serious Injury: includes an injury or illness to one or more employees, occurring in a place of employment or in connection with any employment, which requires inpatient hospitalization for a period in excess of twenty-four hours for other than medical observation, or in which an employee suffers the loss of any member of the body, or suffers any serious degree of physical disfigurement. A serious injury also includes a lost workday or reassignment or restricted injury case as determined by the Physician's first report of injury or Cal/OSHA definitions.
 2. Serious Incident: includes but not limited to property damage of \$500.00 or more, an incident requiring emergency services (local fire, paramedics and ambulance response), news media or OCTA media relations response, and/or incidents involving other agencies (Cal/OSHA, EPA, AQMD, DTSC, Metrolink, FTA, FRA etc.) notification or representation.
 3. OSHA Recordable Injury / Illness: includes and injury / illness resulting in medical treatment beyond First Aid, an injury / illness which requires restricted duty, or an injury / illness resulting in days away from work.
 4. Significant Near Miss Incident: includes incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.

1.4 DESIGNATED HEALTH AND SAFETY REPRESENTATIVE

- A. Upon contract award, the contractor within 10 business days shall designate a health and safety representative and provide a resume and qualifications to the Authority project manager, upon request, within 72 hours.

- B. This person shall be a competent or qualified individual as defined by the Occupational, Safety, and Health Administration (OSHA), familiar with applicable CCR Title 8 Standards (Cal/OSHA) and has the authority to affect changes in work procedures that may have associated cost, schedule and budget impacts.

1.5 PERSONAL PROTECTIVE EQUIPMENT

- A. The Contractor, its subcontractors, suppliers, and employees are required to comply with applicable personal protective equipment (PPE) requirements while performing work at any Authority project or property. Generally minimum PPE requirements include eye protection; hearing protection, head protection, class 2 or 3 safety reflective vests, and appropriate footwear.
- B. The Contractor, its subcontractors, suppliers, and employees are required to provide their own PPE, including eye, head, foot, and hand protection, safety vests, or other PPE required to perform their work safely on Authority projects or property. The Authority requires eye protection on construction projects and work areas that meet ANSI Z-87.1 Standards.

1.6 REFERENCES

- A. CCR Title 8 Standards (Cal/OSHA)
- B. FCR Including 1910 and 1926 Standards
- C. NFPA, NEC, ANSI, NIOSH Standards
- D. Construction Industry Institute (CII)
- E. OCTA Yard Safety Rules

END OF SECTION

EXHIBIT F: PROPOSAL EXCEPTIONS AND/OR DEVIATIONS

PROPOSAL EXCEPTIONS AND/OR DEVIATIONS

The following form shall be completed for each technical and/or contractual exception or deviation that is submitted by Offeror for review and consideration by Authority. The exception and/or deviation must be clearly stated along with the rationale for requesting the exception and/or deviation. If no technical or contractual exceptions or deviations are submitted as part of the original proposal, Offerors are deemed to have accepted Authority's technical requirements and contractual terms and conditions set forth in the Scope of Work (Exhibit A) and Proposed Agreement (Exhibit C). Offerors will not be allowed to submit this form or any contractual exceptions and/or deviation after the proposal submittal date identified in the RFP. Exceptions and/or deviations submitted after the proposal submittal date will not be reviewed by Authority.

Offeror: _____

RFP No.: _____ RFP Title: _____

Deviation or Exception No. : _____

Check one:

- Scope of Work (Technical) _____
- Proposed Agreement (Contractual) _____

Reference Section/Exhibit: _____ Page/Article No. _____

Complete Description of Deviation or Exception:

Rationale for Requesting Deviation or Exception:

Area Below Reserved for Authority Use Only:
