



**COUNTY OF CANYON**

**REQUEST FOR PROPOSALS (RFP)**

**Human Resources Information System and/or Payroll System**

Issued By:

**BOARD OF COUNTY COMMISSIONERS**

Submit Proposals to:

**Board of County Commissioners**

**1115 Albany Street**

**Caldwell, Idaho 83605**

Telephone: (208) 454-7507

Fax: (208) 454-7336

bocc@canyoncounty.id.gov

**Proposals must be received by 9:00 a.m. on Thursday December 19, 2024**

**Return in a sealed envelope marked:**

**"Request for Proposals for Human Resources Information System and/or Payroll System"**

Proposals received after said time/date will be returned unopened.

**REQUEST FOR PROPOSALS  
HUMAN RESOURCES INFORMATION SYSTEM  
AND/OR PAYROLL SYSTEM**

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## I. INTRODUCTION

Notice is hereby given that Canyon County, Idaho, is requesting proposals for the provision of Human Resources Information System and/or Payroll System. The Request for Proposals ("RFP") is intended to serve as a tool by which to evaluate proposals from vendors qualified to provide such services as they pertain to the needs of the County. This RFP may also serve to formalize negotiations to enter an Agreement with the chosen provider or providers, if any. **YOU MUST CAREFULLY READ THIS RFP AND FOLLOW THE INSTRUCTIONS CONTAINED IN IT. YOUR FAILURE TO READ AND CAREFULLY FOLLOW THE INSTRUCTIONS MAY CAUSE THE COUNTY TO REJECT YOUR PROPOSAL.**

This is a Request for Proposals, and is not an Invitation for Bids.

The projected beginning date of the services for which proposals are being requested is October 1, 2025. This project is being directed by:

Canyon County  
Board of County Commissioners  
1115 Albany Street  
Caldwell, ID 83605  
Email: BOCC@canyoncounty.id.gov

The County's selection, if any, will be based on the Proposer's RFP response and ability in that response to demonstrate its capabilities to meet the needs of Canyon County. Canyon County will evaluate the Proposers based on, but not limited to, the following:

- Responsiveness to the RFP Requirements;
- The ability, capability and skill of the Contractor to perform the contract to provide the services required;
- Preference will be given to Proposers with a presence in Canyon County;
- References of the Contractor;
- Options and flexibility;
- The character, integrity, reputation, judgment and efficiency of the Contractor;
- The quality of performance of previous contracts or services;
- The number and scope of the conditions attached to the proposal;
- The proposing firm, its principals and subcontractors are current on all obligations to Canyon County;
- Other factors, as deemed important, in the County's sole discretion.

The following information must be submitted as part of your proposal:

- Acknowledgement of receipt of all RFP addenda, specifically referencing each addendum by date;
- Completed Proposal Form;

**REQUEST FOR PROPOSALS**  
**Human Resources Information System**  
**and/or Payroll System**

- Completed Basic Information Form;
- Completed Non-Collusion Affidavit;
- Responses to all requirements of this RFP and addenda;
- References; and
- Resumes of company executives and project managers.

Any proposal that does not provide a response to each of the required sections may be rejected as nonresponsive.

**A. Project Overview and Scope**

Canyon County's is to select a company to provide a human resources information system and/or payroll system for Canyon County. Scope of work attached as "Attachment 1" and outlined below:

1. Recruiting and talent acquisition.
2. Onboarding.
3. Payroll and timekeeping.
4. Benefits.
5. Reports.
6. Leave management.
7. Inventory management.
8. Document acknowledgement.
9. Performance management.
10. Employee self-service.
11. Accesses.
12. Terminations and/or offboarding.

**B. Selection**

The County will rank proposals in order of preference pursuant to the County's criteria contained within this RFP at Section III, subsection E.

**C. Scope of RFP**

This RFP contains the instructions governing the requirements for submission of proposals by interested parties, the materials to be included therein, the other requirements that must be met, and the Proposer's responsibilities before and after installation.

**D. Time**

All references to the hours of a day shall refer to Caldwell, Idaho time.

**E. Procedure**

Sealed proposals submitted pursuant to this RFP must be received by the office of the Board of County Commissioners, Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho, 83605, no later than **9:00 a.m. Thursday December 19, 2024**. Three (3) paper copies of the proposal and one (1) digital "pdf" copy must be supplied at the time of submission. Late proposals will not be accepted, opened, or considered. Each proposal shall include the legal name of the Proposer and a statement indicating whether the Proposer is a sole proprietor, a

partnership, a corporation or other legal entity, and shall be signed by the person or persons legally authorized to do so.

**F. Proposer's Questions**

Written, signed questions in response to this RFP must be received at the office of the Board of County Commissioners, Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho, 83605, no later than **9:30 a.m. Tuesday December 10, 2024**. Proposers may submit questions/clarifications via U.S. Mail or email to [bocc@canyoncounty.id.gov](mailto:bocc@canyoncounty.id.gov). No facsimile questions/clarification will be accepted. The County will respond to timely submitted questions by issuing addendum(s) to this RFP in accordance with the Calendar of Events included in this RFP.

No verbal answers will be binding on the County, and must be reduced to writing on County letterhead to have effect.

**G. Pre-Proposal Protest/Question/Clarification Process**

**1. Protest of RFP Requirements, Standards, Specifications, or Process**

Any Proposer who wishes to protest the requirements, standards, specifications, or process outlined in this RFP may submit a written, signed notification to the Clerk of the Board of County Commissioners, via U.S. Mail at 1115 Albany Street, Caldwell, Idaho 83605 or by email at [bocc@canyoncounty.id.gov](mailto:bocc@canyoncounty.id.gov), to be received no later than **5:00 p.m. Tuesday, December 10, 2024**. No facsimile protests will be accepted. The notification shall state the exact nature of the protest, describing the location of protested portion or clause in the proposal document and explaining why the provision should be struck, added, or altered, and contain suggested corrections. The Commissioners may deny the protest, require that the proposal be modified, modify the proposal, and/or reject all or part of the protest.

**2. Questions and Clarifications**

Questions or clarifications to the RFP will be considered only if they are submitted in writing and received by Clerk of the Board of County Commissioners via U.S. Mail at 1115 Albany Street, Caldwell, Idaho 83605 or via email at [bocc@canyoncounty.id.gov](mailto:bocc@canyoncounty.id.gov) no later than **5:00 p.m., Tuesday, December 10, 2024**. No facsimile questions or clarifications will be accepted. All clarifications and answers will be addressed as a written addendum to the proposal. No verbal clarifications or answers will be binding on the County or the Proposer.

**H. Proposer's Costs**

Costs for preparing and presenting proposals are entirely the responsibility of the Proposer and shall not be chargeable to the County.

**I. Delivery to County**

It is the Proposer's responsibility to ensure that proposals are received on time. No facsimile or emailed proposals will be accepted.

**J. Calendar of Events**

The follow is a schedule of events concerning the proposal process: (Note: Unless specifically provided otherwise, all events will take place in the Commissioners' Meeting Room on the first floor of the Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho 83605).

1. Distribution of RFP.....**9:30 a.m., November 26, 2024**
2. Publication of Legal Notice.....**November 30, 2024 and December 7, 2024**
3. Questions/Clarifications and/or Written Objections to Specifications and/or  
Procedures Due.....**5:00 p.m. December 10, 2024**
4. Addendum .....**1:30 p.m. December 17, 2024**
5. Proposals Due.....**9:00 a.m. December 19, 2024**
6. Proposals Opened.....**9:30 a.m. December 19, 2024**
7. Board Notice of Intent to Award Contract (tentative)**9:30 a.m. January 2, 2025**
10. Objections to Award (due within seven days of award; tentative)  
..... **9:30 January 9, 2025**

**K. Acceptance and Rejection of Proposals**

The County reserves the right to reject any or all proposals, or any part thereof, to accept the proposal that is in the best interest of the County, as determined by the Board of County Commissioners. The County's decision shall be final in all respects. The County's waiver of a minor defect shall in no way modify the RFP or excuse the Proposer from full compliance with its specifications. The County reserves the right to let separate contracts on any aspect of the Project.

Proposals that contain false or misleading statements, or which provide references that do not support an attribute or condition claimed by the Proposer, may be rejected. If, in the opinion of the County, such information was intended to mislead the County in its evaluation of the proposal, such proposal shall be rejected.

**L. Disclosure of Proposal Information**

As provided in the RFP, discussions may be conducted with responsible Proposers who submit proposals determined to be reasonably susceptible of being selected for award. After the opening of the proposals by the County, the proposals, except for financial information deemed confidential by the Proposer, shall be considered "public records" as defined in I.C. § 74-101 and shall be available, if requested, for public inspection pursuant to I.C. § 74-102. The proposer must separately seal any financial information the Proposer deems confidential, and by

submitting a proposal agrees to indemnify and hold harmless Canyon County for barring this confidential material from public inspection.

**M. Signature of Proposer's Agent**

Each proposal and any clarification to that proposal shall be signed by an officer of the Proposer company or a designated agent empowered to bind the firm in a contract.

## **II. PROPOSER INFORMATION**

We are seeking a proposal that best meets the needs of the County as stated in this RFP. The various sections of this RFP are intended to provide each potential Proposer with the opportunity to document/demonstrate its qualifications and the suitability of its proposed solution to the County's identified need.

Proposals must adhere to the structure outlined in the RFP. Proposals that do not adhere to the structure may be disqualified from review.

The structure of the proposal shall be as follows:

**A. Cover Letter**

1. Use your firm's letterhead. Address the cover letter to:  
Board of County Commissioners  
Canyon County Courthouse  
1115 Albany Street  
Caldwell, Idaho 83605
2. Identify the submitting firm by name, main business office, field office conducting work (if applicable), and contact person.
3. Identify the firm's parent corporation by name and business location. If the firm has no parent corporation, state that this is the case. State whether you have read the RFP and are prepared to comply with contractual requirements.
4. Include a brief statement of the firm's understanding of the work to be accomplished.
5. Prove any additional explanatory information you believe will be necessary or helpful.
6. Signature of Company Principal authorized to sign contracts.

**B. Table of Contents**

**C. Overview of Firm**

1. Briefly summarize the history of your firm.

2. Describe the management structure of your firm. If it is responsible to a board of directors, include their names.
3. Disclose any claims or unresolved claims currently ongoing or pending, and/or any potential or anticipated litigation.

**D. Contractor Financial Report**

The Proposer must provide a copy of its most recent corporation annual report. If no annual report is available, the Proposer must provide the latest audited financial report prepared by a certified public accountant. In no case shall the Proposer's accounts payable be in arrears greater than thirty (30) days. If this information is considered confidential by the Proposer it will be clearly labeled as such and presented in a separate sealed envelope with the RFP response package. See **Section I. M.** (Disclosure of Consultant Confidential Information) of this RFP.

**E. Experience**

Describe the expertise your firm has to provide human resources information system and/or payroll system services. Please include a short discussion of technical qualifications, awards, publications, studies, typical projects, etc. that demonstrate a thorough knowledge and professional competence.

**F. List of Similar Contracts**

Describe local, regional or national projects of a similar size and scope in which the Proposer has been involved.

**G. Customer Reference List**

The Proposer will provide a list of customers who have used your services. Customers on each Proposer's list (and any other the County may select) may be contacted. The customers will be interviewed in multiple areas including but not limited to the ability, capability, and skill of the Proposer to perform the contract or provide the services required, the character, integrity, reputation, judgment and efficiency of the Proposer. The majority of the customers must respond positively in order for the Consultant to be successful in this portion of the valuation.

Please provide references, names, addresses and phone numbers of firms that have dealt with designated team individuals on at least three (3) other similar projects.

**H. Proposer's Staff**

Identify the specific qualifications of the people who will actually perform the project and the firm's ability to manage multiple projects simultaneously. All proposer's personnel with professional licensure, certification, or registration must be licensed to practice in the State of Idaho or work under the direct supervision of a professional licensed in the State of Idaho.

**I. Statement of Approach**

The proposal should be clear and to the point. How will your firm's solution to the County's need, as articulated in this RFP, be created and executed? What services will be offered, and how?



**J. Completed Proposal Form**

**K. Acknowledgment of Receipt of all RFP Addendum**

Provide, in writing, an acknowledgment of all addendum to the RFP, specifically referencing each addendum by date.

**III. EVALUATION PROCESS**

**A. Introduction**

All proposals received in response to this RFP will be evaluated by the Canyon County Board of Commissioners and/or Human Resources Department to determine which proposal, if any, meets the County's needs.

**B. Validation Against Requirements**

All proposals submitted will be check in detail for compliance with the mandatory requirements set forth in this RFP.

During the validation process, the County may find it necessary to request additional information from the Proposer.

**C. Compliance**

Each proposal will be evaluated to determine its responsiveness to the requirements specified in this RFP.

**D. Correction of Errors**

If errors are found in a proposal, the County may reject the proposal; however, the County may at its sole option, correct arithmetic or transposition errors on the basis that the lowest level of detail will prevail in any discrepancy.

In the event of a discrepancy between the quantities cited in the narrative description and proposed contract quantities and information submitted for evaluation purposes, the quantities cited in the narrative shall govern the quantities and summarization shall be recomputed accordingly.

**E. Selection**

The proposals will be ranked based on the points assigned to each item listed below. The winning proposer and associates will be subject to the attached background questionnaire.

- |   |           |
|---|-----------|
| 1. Compliance with RFP requirements:                                    | 5 points  |
| 2. Experience:  | 25 points |
| 3. References:  | 10 points |
| 4. Statements of Approach   | 25 points |
| 5. Cost:  | 25 points |
| 6. Perceived congruence of Proposer's solution with the County's needs: | 10 points |

**F. Protest of Contractor Award**

Any actual Proposer who is aggrieved in connection with the award of the contract may submit a protest in writing to the Clerk of the Board County Commissioners via U.S. Mail at 1115 Albany Street, Caldwell, Idaho 83605 or via email at BOCC@canyoncounty.id.gov. No facsimile protests will be accepted. The protest shall be submitted within seven (7) calendar days after the County gives notice of intent to award the contract to a named vendor. The notice of intent to award the contract precedes the signing of a contract with the chosen Vendor. The protest must set forth in specific terms the alleged reason the contract award is unlawful or in violation of process or clearly expressed public policy.

**G. Attachments**

1. Scope of work
2. Proposal Form
3. Non-collusion affidavit
4. Background questionnaire
5. Checklist

This RFP is issued this 20<sup>th</sup> day of November, 2024.

BOARD OF COUNTY COMMISSIONERS  
CANYON COUNTY, IDAHO

  
\_\_\_\_\_  
Commissioner Leslie Van Beek

  
\_\_\_\_\_  
Commissioner Brad Holton

Unavailable for signature  
\_\_\_\_\_  
Commissioner Zach Brooks

ATTEST: RICK HOGABOAM, CLERK

By: JKD88  
\_\_\_\_\_  
Deputy Clerk

## **HRIS SCOPE FOR RFP**

### **Recruiting and Talent Acquisition**

- Customizable Applications
- Ability to add additional documents
  - Background authorizations
  - Drug screen authorization
- E-signing integration
- Integration with multiple job boards

### **Onboarding**

- Onboarding processes (multiple depending on job)
- Ability to manage required document acknowledgement and possible e-sign for onboarding documents
- Onboarding tracking
- Workflow management for multiple approvers

### **Payroll & Timekeeping**

- Manage multiple pay cycles including 28-day pay cycle for first responders
- Comp Time Bank & OT payout
- Flexibility in scheduling deductions
- Multiple earnings codes
- Ability to manage multiple accrual levels for vacation/sick
- Full cycle garnishment process, including processing payments to Garnishing entity
- Pull funds from multiple accounts for payroll
- Historical data

### **Benefits**

- Electronic enrollment, including OE and IE
  - Customizable
  - Ease of access for end users
- EDI file feeds to carriers. How is this billed?
- ACA Compliance
  - 1094 and 1095's
  - Compliance tracking
    - Manage look back periods

### **Reporting**

- Robust Ad-hoc reporting
- Ability to make specialized reports for specific county needs
  - PERSI
- Standard Reports
  - EEO

- Health Census
- Employee Census

### **Leave Management**

- FMLA including intermittent
- Personal Leave of absence
- Military Leave

### **Inventory Management**

- Track all employer issued equipment assignments

### **Document Acknowledgement**

- Ability to send out documents requiring employee acknowledgement
  - Ability to track that acknowledgement within employee profile
  - Ability to upload documents into employee profile

### **Performance Management**

- Customizable per department/role
- Customizable competencies per department/role
- Customizable “grading” or “scoring” per department/role
- Ease of use for all users

### **Employee Self Service**

- Easy to use
- Customizable to county needs
- Ability to put messages on the home page

### **Accesses**

- Ability to create and have multiple accesses to grant to users
  - Ensure we are limiting access and those can see only what intended

### **Terminations/Offboarding**

- Offboarding checklists capability -Customizable
- Terminated access for termed employees

## PROPOSAL FORM

**Project Identification:** Request for Proposals for Human Resources Information System and/or Payroll System

**This Proposal Is Submitted To:**

Mailing: Canyon County Commissioners  
1115 Albany Street  
Caldwell, ID 83605

Physical: Canyon County  
1115 Albany Street  
Caldwell, ID 83605

### **1. PROPOSER'S DECLARATION AND UNDERSTANDING**

- 1.1. This proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham proposal; Proposer has not solicited or induced any person, firm, or corporation to refrain from proposing; and Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer or over County. Proposer further certifies that none of its principals are related within the second degree of kindred to a member of the Canyon County Board of County Commissioners or other Canyon County Elected Official.
- 1.2. By submitting this proposal, Proposer agrees that costs for developing its submittal is entirely the responsibility of the Proposer and agrees that the contents of the submittals, suggested approaches contained therein, and any supporting analysis will become the property of Canyon County.

### **2. ADDENDA**

Proposer hereby acknowledges that it has received and read the RFP, along with Addenda No. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, (Proposer shall insert number of each Addendum received) and agrees that Addenda issued are hereby made part of the RFP Documents, and Proposer further agrees that this proposal includes impacts resulting from said Addenda.

### **3. PROPOSER**

An Individual:

By:

\_\_\_\_\_  
*Individual's Name & Signature*

A Partnership:

By:

\_\_\_\_\_  
*Partnership Name*

\_\_\_\_\_  
*Name & Signature of General Partner*

\_\_\_\_\_  
*Title*

**A Corporation:**

By:

\_\_\_\_\_  
*Corporation Name*

\_\_\_\_\_  
*State of Incorporation*

By:

\_\_\_\_\_  
*Name & Signature of Person Authorized to Sign*

\_\_\_\_\_  
*Title*

[Corporate Seal]

**A Joint Venture:**

By:

\_\_\_\_\_  
*Business Name*

\_\_\_\_\_  
*Name & Signature of Person Authorized to Sign*

By:

\_\_\_\_\_  
*Business Name*

\_\_\_\_\_  
*Name and Signature of Person Authorized to Sign*

Each joint venturer must sign. The manner of signing each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above.

All Proposers:

Name, Phone & Fax Numbers and Address for receipt of official communications and for additional information on this Proposal:

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SUBMITTED ON: \_\_\_\_\_, 2024.

**NON-COLLUSION AFFIDAVIT**

**RFP FOR HUMAN RESOURCE INFORMATION SYSTEM  
AND/OR PAYROLL SYSTEM**

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn,  
deposes and says that he is \_\_\_\_\_ of  
(sole owner, a partner, president, secretary, etc.)

\_\_\_\_\_ the party  
making the foregoing proposal; that such proposal is not made in the interest of or on behalf of  
any undisclosed person, partnership, company, association, organization, or corporation; that such  
proposal is genuine and not collusive or sham; that said Proposer has not directly or indirectly  
induced or solicited any other Proposer to put in a false or sham proposal, and has not directly or  
indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a  
sham proposal, nor that anyone shall refrain from proposing; that said Proposer has not in any  
manner, directly or indirectly, sought by agreement, communication, or conference with anyone  
to fix the proposal amount of said Proposer or any other Proposer, nor to fix any overhead, profit,  
or cost element of such proposal, nor of that of any other Proposer, nor to secure any advantage  
against the public body awarding the Contract or anyone interested in the proposed Contract; that  
all statements contained in such proposal are true; and, further, that said Proposer has not directly  
or indirectly, submitted his proposal or any breakdown thereof, nor the contents thereof, nor  
divulged therewith to any corporation, partnership, company, association, organization, bid  
depository, nor to any member or agent thereof, nor to any other individual except to such person  
or persons as have a partnership or other financial interest with said Proposer in his general  
business.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2024.

( S E A L )

\_\_\_\_\_  
Notary Public for \_\_\_\_\_

Residing at: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



# BACKGROUND QUESTIONNAIRE

## Human Resources Information System and/or Payroll System

Issued by:

TO BE COMPLETED BY ALL INDIVIDUALS WISHING TO ENTER  
THE PROJECT SITE FOR ACTIVITIES

READ CAREFULLY: ALL QUESTIONS MUST BE  
ANSWERED. ANY OMISSION OR FALSIFICATION  
WILL BE CONSIDERED SUFFICIENT REASON FOR  
PERMANENT DENIAL OF ALL PRIVILEGES.

### WARNING:

1. Being in possession of or under the influence of alcohol, drugs, or any other intoxicating substances while on the premises will result in removal from the premises and/or arrest.
2. Being in the possession of a firearm will result in permanent removal from the work site.
3. Any person wishing to enter the project site may be subject to search prior to entering the project site.

PLEASE PRINT OR TYPE LINES 1 THROUGH 12, AND SIGN IN INK. CHECK MARK  
APPROPRIATE BOXES.

1. COMPLETE NAME:

\_\_\_\_\_

2. OTHER NAMES USED:

\_\_\_\_\_

3. DATE OF BIRTH: \_\_\_\_\_

4. RACE: \_\_\_\_\_ SEX: \_\_\_\_\_

5. EYES: \_\_\_\_\_ HAIR: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

6. SOCIAL SECURITY NUMBER: \_\_\_\_\_

7. PRESENT ADDRESS: \_\_\_\_\_

8. PRESENT HOME PHONE: \_\_\_\_\_

9. MESSAGE PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

10. OTHER STATES RESIDED IN: \_\_\_\_\_

11. DRIVER'S LICENSE NO. AND ISSUING DATE: \_\_\_\_\_

12. HAVE YOU BEEN ARRESTED BEFORE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, FELONY? \_\_\_\_\_ AND/OR MISDEMEANOR? \_\_\_\_\_

13. STATE REASONS AND INCLUDE WHEN AND WHERE THE INCIDENT  
OCCURRED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. COMPANY / ORGANIZATION YOU ARE WORKING FOR WITH PHONE  
NUMBER: \_\_\_\_\_

13. AUTHORIZATION TO RELEASE INFORMATION AND INVESTIGATE:

As an individual wishing to enter the project site, I understand that I am required to furnish the above information. In this regard, I hereby authorize Canyon County Sheriff's Office to make any and all appropriate inquiries regarding or related to the above described matters and I further authorize those persons or organizations selected by Canyon County to release any and all information of a confidential or privileged nature to the Sheriff's Office.

I hereby release Canyon County, and others, from any liability or damage which may result in the furnishing of the information requested. I understand that this release binds me, my heirs, representatives, executors, administrators, assigns and my successors.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Signature \_\_\_\_\_

I CERTIFY THAT THE ABOVE LISTED INFORMATION IS TRUE AND CORRECT.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBMITTED BY:

\_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

NCIC CHECK CLEAR? YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
OPERATOR:

## RFP CHECKLIST

As provided in Section III.E. of the Request for Proposals, the County intends to preliminarily rank the proposals it receives to determine both responsiveness to the RFP requirements and perceived congruence between each prospective consultant's proposal and the County's needs. The County may potentially then arrange supplemental interviews with selected proposers, if deemed necessary by the County, to further distinguish between the proposals.

Although the County intends to rely in part on objective measurements where possible, by submitting a proposal interested consultants acknowledge that the selection process will necessarily turn in large part on purely subjective standards.

The RFPs will be ranked based on the points noted in parentheses assigned to each item listed below. If "does not meet this requirement" is acknowledged, proposer may include an explanation as to why such requirement is not applicable. Inclusion of an explanation does not obligate the County to credit proposer for responding to the item.

**1. Proposer complied with RFP technical requirements: 3 bound copies and 1 digital copy of RFP provided, cover letter, table of contents, and overview of firm. (0-5 pts)**

Submittal meets this requirement: \_\_\_\_\_ does not meet this requirement: \_\_\_\_\_

Grader comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Proposer has the appropriate experience required as outlined in the RFP and provided sufficient evidence of that experience: General experience, list of similar projects, customer reference list, proposed contractor staff, and proposed sub-contractors. (0-25 pts)**

Submittal meets this requirement: \_\_\_\_\_ does not meet this requirement: \_\_\_\_\_

Grader comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Proposer has included references. Score based on inclusion and content of references. (0-10 pts)**

Submittal meets this requirement: \_\_\_\_\_ does not meet this requirement: \_\_\_\_\_

Grader comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Proposer has included Section II. I. Statement of Approach referencing the Scope of Services. (0-25 pts)**

Submittal meets this requirement: \_\_\_\_\_ does not meet this requirement: \_\_\_\_\_

Grader comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Cost. (0-25 pts)**

Submittal meets this requirement: \_\_\_\_\_ does not meet this requirement: \_\_\_\_\_

Grader comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Perceived congruence of Proposer's solution with the County's needs. (0-10 pts)**

Submittal meets this requirement: \_\_\_\_\_ does not meet this requirement: \_\_\_\_\_

Grader comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Point Total: \_\_\_\_\_ / 100

Preliminary Ranking: \_\_\_\_\_ /

Additional Grader Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_