

**ADVERTISEMENT FOR REQUEST FOR PROPOSAL**  
**METROPOLITAN NASHVILLE AIRPORT AUTHORITY**  
**NASHVILLE, TENNESSEE**  
**PRE=EMPLOYMENT BACKGROUND CHECKS**

ELECTRONIC PROPOSALS for furnishing all materials, labor, tools and appurtenances for this service shall be received by the Metropolitan Nashville Airport Authority, (MNAA) Nashville, Tennessee, until and not later than **2:00 p.m. (central), on Wednesday, October 12, 2022**. Proposers wishing to submit a non-electronic proposal may do so only after receiving written authorization from MNAA. Written authorization to submit a non-electronic proposal may be requested by emailing [purchasing@flynashville.com](mailto:purchasing@flynashville.com) at least five (5) days prior to the date proposals are due. Proposers submitting a non-electronic proposal must submit a copy of the written authorization with their proposal package.

**SCOPE.** The Scope of Services will be for a 10-year work verification check, motor vehicle report with multi-state options, professional reference checks, credit check, educational verification of highest level of completed education earned, and FCRA notification process (as needed).

Employer should be provided with a portal to check background report status. Multiple HR team members will require access to the portal. The employer should receive an email notification and portal notification when the background process begins. The employer should also be notified if information cannot be verified and when the background process is completed.

MNAA's approximated number of background checks is 150/year.

**THE RFP DOCUMENTS.** Copies of the Contract Documents (RFP, Proposal Schedule, Attachments, etc.) will be available on or after **Thursday, September 8, 2022** and may be obtained electronically from [www.aerobidz.aero](http://www.aerobidz.aero), an online tendering service.

**Free registration with Aerobidz is available at** <https://flynashville.com/nashville-airport-authority/business-opportunities#business-register>

Proposers are advised to review the RFP Documents carefully prior to submitting a Proposal on the Project. Proposers are also advised to review the RFP and Instructions to Proposers carefully prior to preparing their Proposals.

Proposals must be submitted on the Proposal Form included in the RFP Documents and the successful Proposer will be required to execute the Contract and other documents requiring execution that are included in the Contract Documents.

**PRE-PROPOSAL CONFERENCE.** A Non-Mandatory Pre-Proposal Conference will be conducted at **12:30 p.m. (central), Monday, September 19, 2022**, in the Nashville Conference Room, in the Administration Building located at 140 BNA Park Dr., Nashville, TN 37214. A virtual and/or call-in option will be made available, and details are provided within the RFP document.

**SMALL MINORITY WOMAN-owned BUSINESS ENTERPRISE (SWMBE) PARTICIPATION.** It is the MNAA's objective to promote, encourage, and stimulate participation of local, small, minority and woman-owned business enterprises (SMWBE) within its organization and the economic community served by it so as to provide maximum opportunities to participate in contracts, programs and all related business activities of the MNAA. MNAA will apply the local small minority woman business participation levels where expenditures and purchases are made with non-federal funding, and to all contracts, leases, management agreements, consultants, prime contractors, subcontractors, respondents, proposers, or proposers involved in the performance of a commercially useful task for MNAA.

Proposers are encouraged to meet SMWBE participation levels established by the Director, Business Diversity Development, or, if unable to meet the participation level, engage in good faith efforts to joint venture, subcontract, or contract for supplies or services with SMWBEs. The attainment of the SMWBE participation level established for this contract is to be measured as a percentage of the total dollar value of the contract. The SMWBE participation level established for this Contract will be **Zero Percent (0%) Race and Gender Neutral**. For information on eligible SMWBE firms, proposers should contact the Office of Business Diversity Development, (615) 275-1755, or visit <https://flynashville.com/nashville-airport-authority/business-opportunities/business-diversity-development>.

**RIGHT TO REJECT ANY AND ALL PROPOSALS.** MNAA proposes to award the Contract to the lowest responsive and responsible Proposer, provided it has met the goals for SMWBE participation or, if failing to meet the goals, has made an acceptable good faith effort to meet the established goals for the SMWBE participation. Proposer is advised that MNAA reserves the right to reject any and all Proposals submitted, to waive any and all informalities, irregularities and/or technicalities in any Proposal or Proposal Guaranty, to accept any Proposal deemed advantageous to it and to negotiate changes, deletions, or additions to these Contract Documents with the successful Proposer.