

NAPBS REQUEST FOR TENANT SCREENING COMPLIANCE GUIDE AND MID-YEAR PRESENTATION PROPOSAL

INTRODUCTION AND OVERVIEW

The National Association for Professional Background Screeners would like to request a proposal from recognized and accomplished licensed attorneys who are associated with or members of AV-Rated law firms for the development of two compliance guides for tenant screeners that would be initially published and then annually updated for NAPBS. A presentation by the firm at the NAPBS 2010 Mid-Year Meeting should be included in the proposal.

PRODUCT AND SERVICES REQUESTED

Initial Compliance Guide for Tenant Screeners

The proposal shall include a flat rate fee for the development, production and ultimate publication of a federal and 50-state compliance guide for consumer reporting agencies engaging in screening for tenant purposes. The format of the guide will be digital and should be easy for a non-attorney to use and reference in the business setting. The proposal shall provide a description or example of the format intended to be used.

The guide shall cover and address national and state-specific laws and regulations that impact or govern the obligations of consumer reporting agencies who are engaged in tenant screening. The purpose of the guide will be to identify those laws and regulations at both the federal and state level which have an impact on the activities of a consumer reporting agency doing business in the United States. In addition to identifying and providing an overview of those laws, a reference to the specific provisions and its impact should be provided.

So, for example, federal laws, regulations and agencies that are to be identified, referenced and discussed, as to impact, include the Fair Credit Reporting Act, the Fair Housing Act, the role of Public Housing Authorities and the role of Housing and Urban Development. State laws needing to be identified, referenced and discussed as to impact include those relating to restrictions on what can be reported by a consumer reporting agency, restrictions on reporting eviction, nuisance, or forcible entry and detainer records.

Project completion date for the initial guide should be specified, but should be no later than September 1, 2010. Final publication should take place on or before October 1, 2010.

Annual Update to the Compliance Guide for Tenant Screeners

The proposal shall outline a fee structure for an annual update to the compliance guide. The update will be completed and made available to NAPBS annually no later than October 1 of each calendar year.

Live Presentation at NAPBS Meeting (Mid-Year 2010)

In an effort to assist with initial promotion and sales of the guide, the proposal shall include, at no additional cost, a live 50 minute presentation at the 2010 NAPBS Mid-Year Meeting, October 10-12, 2010, at the Hilton Torrey Pine in La Jolla, CA. The presenter will offer an overview of the compliance guide and a "look" at what it has to offer designed to promote sales of the same.

Free Annual Live Webinar

In an effort to assist with ongoing promotion and sales of the guide, the proposal shall include one free live webinar being provided to NAPBS members annually to “overview” subsequent annual updates. Each of these presentations will be designed to help promote and generate sales of the guide and the annual updates.

FEES AND REVENUE SHARING MODEL

The proposal shall include a fee structure to be charged to NAPBS for development of the initial compliance document and presentation, as well as a fee structure for annual updates to the document. Updates to the guide will be billed at an annual rate that is lesser than the initial purchase. The proposal shall also include a retail rate to be charged to both members and non-members alike for the initial purchase, as well as annual updates.

Other than the promotional efforts required to be included in the proposal and indicated above, NAPBS will be solely responsible for all sales, billing, collection of payments and revenue associated with the sale of the guide. NAPBS and the selected vendor will enter into a revenue sharing arrangement that contemplates payment of X% of the retail price billed and paid to the author of the guide and Y% of the retail price to NAPBS. The proposal will specify those proposed percentages for both the initial compliance guide and subsequent annual updates.

SUBMISSION REQUIREMENTS

If you are interested in participating in the RFP process, please notify Tracy Seabrook, CAE, Executive Director, at NAPBS by emailing info@napbs.com and providing her the following: your name, your biography, your firm name, your full contact information (including street address, city, state, zip code, telephone, fax, email, website address) along with a statement that you will be participating in the proposal process. This notice should be provided to Seabrook no later than 5 p.m. eastern time on Friday, July 9, 2010. The purpose of this notice is to ensure that anyone participating in the process will be properly notified as to any questions or clarification provided about this request or the proposal process itself.

Additionally, all questions about this proposal should be submitted to Seabrook at the above email address no later than 5 p.m. eastern time on Friday, July 9, 2010. Answers to those questions will be provided to all interested participants no later than by the end of the business day, Monday, June 12, 2010. Final proposals should be submitted to NAPBS no later than July 16, 2010, at the above email address. The final chosen vendor will be notified of their selection no later than July 23, 2010.