

RFP 19-13 Pre-Employment Background Check

Q&A

1. I have a question concerning the criminal reports. Under the Unbundled Background Screening Services section I see **Criminal Database (National)**, **Criminal History**, and **U.S. Criminal Records History**. Could you describe the difference, if any, in these services? Especially concerning the Criminal History service.

Answer: This RFP seeks all types of criminal misconduct background screening services. Please define your ability to provide any differences (if any) in Criminal Database (National), Criminal History, and/or U.S. Criminal Records History and include pricing. Pricing must be auditable and easily defined.

2. Federal General Services Administration (GSA) Schedule Holder under contract xx-xxx-xxxxx through which federal and state agencies may access preferred GSA pricing for background screening services. For example, the federal Department of Education may authorize school districts or agencies to access GSA Schedule pricing. Additionally, individual state legislation may also authorize GSA Schedule access.

Is Region 4 eligible to participate in GSA Schedule preferred pricing?

Answer: No.

3. On page 40, there are questions from OMNIA. Do we add our answers and include them in the Region 4 RFP response?
Answer: Yes.

4. Regarding background screening service packages on page 30: What does the listed component "criminal search" encompass – county criminal search?

Answer: See Question #1.

5. Regarding the International Package on page 30: Which countries is Region 4 looking to have priced? (Pricing varies per country.) Also, some products are US-only and do not apply to international services, such as I-9 and SSN Trace.

Answer: This RFP seeks all types of International services and products. It is recommended to include your total offering.

6. Regarding unbundled background screening services on page 31: Can Region 4 please clarify the difference between "Criminal History" and "U.S. Criminal Records History"?

Answer: See Question 1.

7. Regarding Exhibit A – Response for National Cooperative Contract on page 39: Is the "Supplier Response" section to be included as part of our proposal to Region 4?

Answer: Yes.

8. Does Region 4 have an estimate for annual screenings?

Answer: No.

9. Are the services listed in the International Package to be performed 100% internationally (i.e. international employment credit report) or a combination of international and domestic verifications?

Answer: Services may be performed in combination or separate. It is recommended to include a total offering. Pricing must be auditable and easily defined.

10. The 5 packages referenced for pricing do not mention alias names or address history. Would you like these priced as a CURRENT name only and CURRENT address only?

Answer: Yes.

11. If the packages referenced only require pricing of current name and current address, should we add additional packages on the pricing document since not ALL entities will order the same packages and may require all names and addresses?

Answer: Yes. It is recommended to include a total offering. Pricing must be auditable and easily defined.

12. Who is the current vendor on the contract?

Answer: Region 4 does not have a current contract for pre-employment background screening, related products and services.

13. What is the current pricing on the contract?

Answer: See Question #12.

14. Are there multiple vendors on the current contract?

Answer: See Question #12.

15. If there are multiple vendors on the current contract, how many are there and who are they?

Answer: See Question #12.

16. Will preference be given to a vendor that is a member of the NAPBS or other organizations?

Answer: No. See IV Evaluation Process and Criteria.

17. Can you provide Region4's current contract(s) for the services defined in the RFP?

Answer: See Question #12.

18. Will this contract be awarded to a single provider (sole source agreement) or will there be awards to multiple vendors?

Answer: Region 4 ESC reserves the right to award to multiple providers see RFP 19-13, Product/Services Specifications.

19. For Rescreening/Continuous Monitoring Services, are you seeking only criminal services or are you also interested in other periodic screening/continuous monitoring services (example: driver monitoring, periodic MVR searches, healthcare exclusions monitoring, etc.)?

Answer: This RFP seeks pre-employment background screening, related products and services. It is recommended to include your total product and service offering. Pricing must be auditable and easily defined.

20. For the DOJ verification services, are you seeking fingerprint-based background screening? Would searches be conducted through state DOJ only or would they also include federal? If yes, are you primarily seeking facilitation of fingerprint collection?
Answer: This RFP seeks all types of services and products. It is recommended to include your total product and service offering. Pricing must be auditable and easily defined.
21. Where would you like for us to place the: **IV. EVALUATION PROCESS AND CRITERIA** section in our response?
Answer: Adding a title and noting as a separate sheet(s) in the response is acceptable.
22. Would it be possible to get the RFP in word format so as to maintain the integrity / formatting of the documents?
Answer: No.
23. Who is your current provider for pre-employment background screening, related products and services? Please provide their current pricing, if possible.
Answer: See Question #12. There are no current providers for pre-employment background screening, related products and services.
24. On page 12, item 24 and 25, you state that Region 4 ESC could award contracts to multiple vendors and that this is a non-exclusive contract. "Region 4 ESC reserves the right to obtain like goods and services from other sources." Please clarify is this a contract of convenience or are participating members mandated to use the awarded vendor?
Answer: Region 4 ESC or participating agencies are not mandated to utilize the contract.
25. Upon award, how will Region 4 ESC/OMNIA Partners convey the awarded vendor(s) to your various members? For example, will Region 4 ESC/OMNIA Partners send out correspondence to all members to start using said vendor? Or will the vendor just be listed in a directory that lists all service providers?
Answer: OMNIA Partners will work with awardee(s) to market contract(s).
26. Are there any pain points with your current provider?
Answer: See Question #12. There are no current providers for pre-employment background screening, related products and services.
27. Why are you evaluating new providers for pre-employment background screening, related products and services?
Answer: See Question #12. There are no current providers for pre-employment background screening, related products and services.
28. Will preference be given to providers that are accredited by (not just a member of) the National Association of Professional Background Screeners (NAPBS)?
Answer: No. See IV Evaluation Process and Criteria.
29. In our experience, vendors have different names for the same product. In your pricing sheet for unbundled services on page 31, you have listed "Criminal Database (National)", "Criminal History" and "U.S. Criminal Records History." We have found that all of these

search titles typically tie back to a nationwide database search.

Should vendors provide pricing for a nationwide database search in these three line items?

Answer: Answer: See Question #1. It is recommended to include your total product and service offering. Pricing must be auditable and easily defined.

30. On page 31, unbundled services, "Social Security Number Trace & Locator" and "SSN Trace" appear to be asking for the same search. Would you like the same price listed twice or remove one of the items?

Answer: It is recommended to include your total product and service offering. Pricing must be auditable and easily defined.

31. Department of Justice searches vary by state. At times a DOJ search can be referring to a name-based search and other times a fingerprint search. Additionally, there are other state agencies that fingerprints can be run through (i.e. SBI, BCI, ACHA) in other states. Is it acceptable to provide a list of searches that correlate to a DOJ search on a separate page within our pricing proposal?

Answer: It is recommended to include your total product and service offering. Pricing must be auditable and easily defined.

32. On page 5 within the Instructions to Offerors section, you have stated that "proposals must contain two (2) bound and signed original copies of the solicitation, and two (2) electronic copies on flash drives shall be provided. Offeror must also submit two (2) electronic proposals free of propriety information to be posted, if awarded a Contract." Should vendors submit one (1) flash drive with two (2) electronic copies of their original response on it, and one (1) flash drive with two (2) electronic copies of their redacted response on it? Or should all four files go on one (1) flash drive? Please clarify how many flash drives you want from each respondent.

Answer: See III. Instructions to Offeror and respond appropriately.