RFP #2016-004 Criminal Background Checks Questions

1. Can you please clarify something in section 6.1 Pricing? You list out 6 items that need to be searched. Is the total of items 1-6 just a single search of one county (current residence) and is the statewide criminal search always Texas? In Texas there a 4 federal district courts, is the vendor just providing pricing on just 1 federal court to be searched in the applicant's current residence?

   **Answer:** The county and state are two distinct searches. The county should cover Tarrant and the state should cover Texas. The National search will cover all other states and US Territories.

2. Is the RFP available in a word format?

   **Answer:** We only provide our RFPs in pdf format to ensure the integrity and content of our document.

3. Pricing for Services Offered: For the county criminal search are we running each county over the previous 7 years? Or previous 10 years? Or only one county?

   **Answer:** University prefers searches to cover a 10 year period (but must go back a minimum of 7 years). Reports must be turned around within 72 hours of submittal. *Any reported incidents must be verified.*

4. Pricing for Services Offered: When you say with SS# or without SS# do you mean running the searches with or without the applicant’s social security number or with or without the social security trace? Which also brings up the question of do we need to include pricing for a social security trace?

   **Answer:** Some of our applicant’s don’t have a SS # because they are International. Since we know who they are it doesn’t make since for us to run a SS# trace however all other inquiries should be run.

5. Who is your current provider for employment screenings? Please provide their current pricing, if possible.

   **Answer:** Cannot provide, proprietary information.

6. What is your anticipated start date?

   **Answer:** No later than January, 2016

7. Would the University like to have maiden and alias names included in the bidder's pricing, where available?
8. In reference to the Pricing and Delivery Schedule, Section 6.1, Item #1 "County Criminal": Is the University seeking a per-county price or a flat-rate price that includes all counties of residence?

Answer: A flat-rate price.

9. In reference to the Pricing and Delivery Schedule, Section 6.1, Item #3 “National Crime”: Is the University seeking a National Record Indicator/national criminal database search?

Answer: Yes

   a. If yes, are you seeking a county confirmation of positive results to be included with this search price?
   b. If no, please clarify.

Answer:
   a. Yes
   b. N/A

10. In reference to the Pricing and Delivery Schedule, Section 6.1, Item #4, “Federal Criminal”: Is the University seeking a per-district price or a flat-rate price for all districts?

Answer: This would be covered in National crime screen

11. Are vendors permitted to attach a cost sheet with package recommendations and à la carte suggestions they believe will benefit the University, in addition to those services required in the RFP?

Answer: Yes

12. In reference to the Pricing and Delivery Schedule, Section 6.1, please confirm that bidders should provide a single price that includes Items #1-6 and the listed search modifier (with SS#, without SS#, and re-screening).

Answer: Yes, it would be a single price.

13. In reference to Appendix 1, Section 1.9.3, “In the Pricing and Delivery Schedule, the Proposer should describe in detail (a) the total fees for the entire scope of the Services; and (b) the method by which the fees are calculated,” please confirm that Vendors can provide additional pages to explain the requested information
concerning fees, as there is no space on the provided Pricing and Delivery schedule to explain these fees.

**Answer:** Yes

14. In reference to Section 5, Specifications and Scope of Work, Item 5.2.1: The RFP has a comment indicating that the wording of the question should be changed to “destruction of records.” Please clarify the final version of this sentence.

**Answer:** There are no documents to be disposed of as all information is maintained electronically.

15. Are all CBC for pre-/post-employment purposes?

**Answer:** Both

16. Since FCRA requires a signed consent form from the individual:

   a. Will the University obtain the consent form?
   b. Does the clock start when the individual's signed consent form is received by the Vendor?

**Answer:**
   a. The consent form is done by the vendor but it acknowledges it is being run for UT Arlington.
   b. Once the applicant provides an electronic signature on the document the clock starts.

17. Please explain the “branding” of the notice and required information.  
   Section 5.4.

**Answer:** Branding means the form acknowledges UT Arlington is requesting the report be run.