

ADDENDUM TWO

DATE: June 4, 2014

TO: All Vendors

FROM: Kristi Kling/Nancy Storant, Buyers
State Purchasing Bureau

RE: Questions and Answers for RFP Number 4708Z1
to be opened June 13, 2014

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal.

QUESTIONS	ANSWERS
1. Who is your current provider for criminal background screening services?	There is no current provider.
2. Why is the state evaluating new providers for criminal background screening services?	Please see answer to Question 1.
3. Are vendors permitted to attach a separate cost sheet with package recommendations and à la carte pricing?	No. Please use the Cost Sheet (Form A.3) and Package Pricing (Form A.4) provided in Attachment A.
4. In RFP Form A.3 (page 8) under County Criminal Search, are vendors to assume you are asking for all counties of residence within the past seven years? Please clarify if, in the price grid, you would like a per-county price or a price for all counties of residence within the past seven years.	Yes, but please refer to Question #19 for the time limits for certain offenses. Please provide a price for all counties of residence. For time limits for certain offenses, please see Question #19.

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<p>5. Are vendors permitted to attach samples of a completed criminal background screening report?</p>	<p>Yes, a sample is requested on Form A.2.</p>
<p>6. RFP Section Reference: J RFP Page Number: 5 Question: Page 5 of the RFP states: “Nebraska State Statute 73-107 allows for a preference for a resident disabled veteran or business located in a designated enterprise zone. When a state contract is to be awarded to the lowest responsible bidder, a resident disabled veteran or a business located in a designated enterprise zone under the Enterprise Zone Act shall be allowed a preference over any other resident or nonresident bidder, if all other factors are equal.” Please advise how many points / how much weight this stipulation holds.</p>	<p>Neb. Rev. Stat. 73-107 provides that a resident disabled veteran or a business located in a designated enterprise zone under the Enterprise Zone Act shall receive a preference if the resident bidder is tied with a non-resident bidder. That is, where the lowest responsible bid from a resident disabled veteran or a business located in a designated enterprise zone is equal in all respects to one from a non-resident bidder, the resident disabled veteran or business located in a designated enterprise zone shall be awarded the contract.</p>
<p>7. What is the annual or total budget for this project?</p>	<p>There is no annual or total budget for this project.</p>
<p>8. Who is the current provider of criminal background screening service?</p>	<p>Please see answer to Question 1.</p>
<p>9. What are the biggest improvements that can be made to the current program?</p>	<p>Please see answer to Question 1.</p>
<p>10. What do you like best about your current program?</p>	<p>Please see answer to Question 1.</p>
<p>11. Is there an Applicant Tracking System in place? If so who are they and will an integration be required?</p>	<p>There is no applicant tracking system in place.</p>

QUESTIONS	ANSWERS
<p>12. Page 38 of the RFP states:</p> <p>“The bidder must identify the specific professionals who will work on the State’s project if their company is awarded the contract resulting from this Request for Proposal. The names and titles of the team proposed for assignment to the State project shall be identified in full, with a description of the team leadership, interface and support functions, and reporting relationships. The primary work assigned to each person should also be identified.”</p> <p>Our company does not assign its support Team during the RFP process, as final decisions vary from prospect to prospect. That said, the dedicated support team will be named upon selection. Is this acceptable to the State of Nebraska?</p>	<p>No, this is not acceptable. Bidders must identify its personnel/management approach according to the Section IV.A.2.i (page 37). Changes in project personnel shall be handled according to Section III.J and Section IV.A.2.i.</p>
<p>13. Does the state request a federal criminal check, in addition to a county and a national?</p>	<p>Yes. If the federal criminal check involves a separate cost, please indicate as a separate line item. If it is included in the cost of the multi-jurisdictional report, please indicate as a note on the cost sheet below the report listing.</p>
<p>14. Should the cost of a SSN trace / address history search be included as part of the criminal search, or as a separate line-item in the pricing sheet?</p>	<p>The bidder should propose its best solution that meets the requirements of the RFP. If the trace involves a separate cost, please indicate as a separate line item. If it is included in the cost of the reports listed, please indicate as a note below the applicable report.</p>
<p>15. RFP Section Reference: Attachment A, Form A.3</p> <p>RFP Page Number: 9</p> <p>Question: You are requesting a price for Multi-jurisdictional Criminal History and County Criminal Searches. Can you give an estimated annual volume of each search type? Do you have any idea what percentage of the request will be for out of state county criminal searches vs. Nebraska county criminal searches?</p>	<p>No, this data has not been collected. Please see answer to Question 1.</p>

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<p>16. RFP Section Reference: Attachment A, Form A.3</p> <p>RFP Page Number: 9</p> <p>Question: Do you require a list of court fees submitted with the bid for each county court in the U.S. ?</p>	<p>No. From Attachment A, Form A.4: "Court fees and/or record search fees shall be charged to the State exactly as charged to the Contractor for said service, and shall not be marked up by Contractor. Documentation from the court must be submitted with the invoice showing the exact charge."</p>
<p>17. RFP Section Reference: Attachment A, Form A.4</p> <p>RFP Page Number: 10</p> <p>Question: You make mention of a "social locator". In the standard bid you are only asking for prices for county criminal records and for a Multi-Jurisdictional Report. Are you planning on using a social locator to find where the person has lived? If so, do you need us to provide prices in this RFP?</p>	<p>Please see answer to Question 14.</p>
<p>18. RFP Section Reference: Attachment A, Form A.3</p> <p>RFP Page Number: 9</p> <p>Question: Does the Multi-Jurisdictional Report have to include sex offender registry?</p>	<p>No. Sex offender registry searches are outside the scope of this RFP.</p>

QUESTIONS	ANSWERS
<p>19. RFP Section Reference: Attachment A, Form A.2</p> <p>RFP Page Number: 7</p> <p>Question: Section a. and Section h refer to the how far back you want the searches to go. According to state laws some states permit convictions for just seven years, some longer. For consistency, are you wanting all criminal checks to go back seven years regardless of whether the applicant is from NE or CA (for example)?</p> <p>Sex Offender Registry information is constantly updated and ongoing. Would you like that to include all years on file instead of the standard seven?</p>	<p>Seven years is sufficient, except for exceptions listed in 404 NAC 4.004.03F: 4-004.03F, as follow:</p> <p>Specific Crimes: The provider must not allow employees found to be convicted of the following crimes to work alone with individuals served by the provider:</p> <ol style="list-style-type: none"> 1. Child pornography; 2. Abuse of a child or vulnerable adult; 3. Felony domestic assault; 4. Misdemeanor domestic assault within the last five years; 5. Shoplifting after age 19 and within the last three years; 6. Felony fraud within the last ten years; 7. Misdemeanor fraud within the last five years; 8. Possession of any controlled substance within the last five years; 9. Possession of any controlled substance with intent to deliver within the last ten years; 10. Felony assault without a weapon within the last ten years; 11. Felony or misdemeanor assault with a weapon in the last 15 years; 12. Prostitution or solicitation of prostitution within the last five years; 13. Felony or misdemeanor robbery or burglary within the last ten years; 14. Rape or sexual assault; or 15. Homicide. <p>No. Sex offender registry searches are outside the scope of this RFP.</p>

QUESTIONS	ANSWERS
<p>20. RFP Section Reference: Request for proposal for contractual services form</p> <p>RFP Page Number: 38-39</p> <p>Question: Under the Technical Approach section you have questions a. through e. These questions do not appear to apply to the background check industry. Are these questions required to be answered?</p> <p>Under section B you have a Cost Proposal Requirements. Can these be in your Attachment A or do we need these on a separate attachment that we produce?</p>	<p>Items a-e under Technical Approach on page 38 are instructions to the bidder regarding its response to the project as laid out in Section IV. They are not intended to apply specifically to the background check industry; they are guidelines for preparing a response to this Request for Proposal.</p> <p>Form A.3 in Attachment A is the Cost Proposal. Please submit all costs on Form A.3. Form A.4 is an additional form that may be used to capture package pricing options.</p>
<p>21. Can you please provide a high level overview of your current process flow?</p>	<p>This information is not available at this time. Previously under State statute, fingerprints were transmitted to the Nebraska State Patrol which transmitted a copy to the FBI for a national criminal history record information check. Please see answer to Question 1.</p>
<p>22. RFP Section Reference: Project Environment</p> <p>RFP Page Number: 33</p> <p>Question: Is the 3,200 per year volume provided in the RFP based on the number of applicants?</p>	<p>Yes.</p>
<p>23. RFP Section Reference: Deliverables</p> <p>RFP Page Number: 34</p> <p>Question: Instead of the County Criminal Search would you like the Nebraska Statewide search (Nebraska Judicial Branch)?</p>	<p>No.</p>
<p>24. RFP Section Reference: Deliverables</p> <p>RFP Page Number: 34</p> <p>Question: Would you be interested in receiving a fingerprint based criminal search?</p>	<p>No.</p>

QUESTIONS	ANSWERS
<p>25. RFP Section Reference: Scope of Work RFP Page Number: 34</p> <p>Question: Please elaborate on the “3 attempts” that you would like the contractor to make.</p>	<p>Section IV.C. of the RFP is hereby amended to remove the “3 attempts” language as follows:</p> <p>The second to last paragraph of Section IV.C. Scope of Work shall read:</p> <p>The contractor must provide appropriate disclosure and consent forms for use by the Providers and Providers’ employees. Information may be exchanged using fax and secure electronic e-mail systems. The transmission of information from the contractor must be compliant with HIPAA (Health Insurance Portability and Accountability Act of 1999) regulations. The contractor shall make a minimum of three (3) attempts to obtain background checks.</p>
<p>26. RFP Section Reference: Screening Services RFP Page Number: 5</p> <p>Question: Please elaborate on what you define as “unsuccessful.”</p>	<p>A supplemental attempt would need to be done in case of a typo or misspelling either in a name or social security number that would suggest the information given was incorrect or incomplete. The contractor would report this information to the Provider/Employer. The Provider/Employer would be responsible to contact the applicant and acquire corrected information. In this case, the second attempt would be considered a new request.</p>
<p>27. What background screening provider are you currently using?</p>	<p>Please see answer to Question 1.</p>
<p>28. Are you having issues with your current vendor?</p>	<p>Please see answer to Question 1.</p>
<p>29. Is your incumbent being included in the RFP?</p>	<p>Please see answer to Question 1.</p>
<p>30. Can references and resumes be submitted as confidential materials?</p>	<p>Please see Section III.OO. Proprietary Information for specific instructions regarding submitting confidential/proprietary information and its handling by the State.</p>