



CITY OF MEMPHIS

REQUEST FOR PROPOSAL

#81753

Employment Background Screening Services

Addendum One (1)

Questions and Answers to the proposal

Questions & Answers

Except to remove vendor names and addresses, questions are provided exactly as submitted.

#		Section	Question / Answer
1	Q	Section 3.7 Pricing & Invoicing	(1) Required Services, (c) - states "Tennessee – Statewide FBI Criminal Background Search" and Section 2.1 Scope of Work states "TBI State Criminal Background. Does the City of Memphis require the TBI state criminal repository search, TN Statewide FBI Criminal Background Search, and/or both?"
1	A		Both – vendor can provide insight/recommendation per industry standards
2	Q		Is TN and FBI (nationwide) fingerprints required services?
2	A		No
3	Q	Section 3.7 Pricing & Invoicing	(1) Required Services, (c) - states "Tennessee – Statewide FBI Criminal Background Search- Results for all names listed in results of Social Security Number Trace. Results should include misdemeanor and felony offenses only, from all PA court records. Please confirm if requesting results from PA court records or TN court records.
3	A		PA court records
4	Q		What is the M/WBE participation goal for this solicitation?
4	A		0% M/WBE goal
5	Q	RFP Section 1.2 & 2.1:	Who is your current background screening provider?
5	A		ScreenID / Inquiries Screening
6	Q	RFP Section 1.2 & 2.1:	Why are you going out to bid?
6	A		End of contract
7	Q	RFP Section 1.2 & 2.1:	Are you going out to bid because your contract is up or because you are dissatisfied with your current vendor?
7	A		End of contract
8	Q	RFP Section 1.2 & 2.1:	If you are unhappy with your current vendor, what are you not receiving from them that you need or would like to see improved?

8	A		End of contract
9	Q	RFP Section 2.1 & 3.7:	Are you running a National Criminal Database Search, a Federal Criminal Records Search, or both?
9	A		National Criminal Search
10	Q	RFP Section 2.1 & 3.7:	Are you running County Criminal Searches in the event a candidate has lived outside of a Tennessee county?
10	A		Yes
11	Q	RFP Section 2.1 & 3.7:	Do you have a separate package for out of state candidates? How are you determining this prior to placing your orders?
11	A		No – candidate self-disclose on their intake form if they’ve lived in another jurisdiction
12	Q	RFP Section 2.1 & 3.7:	What specifically are you searching for your Drivers/DOT Drivers (MVR, CDLIS, PSP, etc.)?
12	A		License validity, class, infractions
13	Q	RFP Section 2.1 & 3.7:	Do you have packages put together by position or are you ordering a la carte with your current vendor?
13	A		Packages are determined based on full time/ part time hiring
14	Q	RFP Section 2.1 & 3.7:	If you have packages, will you provide those so pricing can be determined?
14	A		National SOR, State, County, Federal, SSN, Employment, Education
15	Q	RFP Section 2.1 & 3.7:	Are you doing drug screening or any occupational health services? If so, what is the drug panel(s) and what are the occupational health services you perform?
15	A		Yes - Separate from background package
16	Q	RFP Section 2.1 & 3.7:	If you are doing drug screening/occupational health services, are these contracted through your current background screening vendor or a different vendor?
16	A		Different vendor
17	Q	RFP Section 3.8	If you are integrated, has it been a seamless process for your staff and candidates? If there are issues, what are those issues?

17	A		Process has been seamless. Would welcome a simple candidate intake form
18	Q		Did you utilize a 3rd party provider to implement the ORC integration with your current vendor? If so, was it a smooth experience or were there any issues with the process?
18	A		No
19	Q		If you are integrated, has it been a seamless process for your staff and candidates? If there are issues, what are those issues?
19	A		Process has been seamless. Would welcome a simple candidate intake form
20	Q	RFP Section 3.10:	Where can the list of M/WBE firms be found on your website?
	A		http://www.morememphis.org/contracts/
21	Q		Is there a requirement that a M/WBE firm must be used in this project?
21	A		No
22	Q	RFP Exhibit 1:	Does the Non-Collusion Affidavit need to be notarized? (Purchasing)
22	A		Yes
23	Q		I noticed the M/WBE % goal on page 11 of the RFP was left blank. Does that mean this RFP not qualify as needing to meet the M/WBE requirement? (OBDC)
23	A		There is no goal assigned for this RFP
24	Q		I'm reaching out regarding RFP 81753, Pre-Employment Background Screening Services. I see there is talk of an MWBE requirement, but on page 11 of the document, the percentage says XX%. Can you verify if there is an actual MWBE requirement for this bid? (OBDC)
24	A		There is no goal requirement for this RFP
25	Q	3.9 (b)	What additional time (if any) is needed if Optional Services are requested Can you speculate as to what 'Optional Services' may be requested and/or required during the life of the contract?
25	A		Ex: social media and reference checks

26	Q	3.10	Toward achieving this objective, the M/WBE participation goal for this solicitation is XX%. Please provide the percentage M/WBE participation the City is seeking.
26	A		0% M/WBE goal
27	Q	Section 1.1, General Conditions, Duration	Do you foresee additional delays to the start of the service period, if awarded, or do you still anticipate a start date on or about January 1, 2023?
27	A		On or about January 1
28	Q	Section 3.7, Pricing and Invoicing, Part 1c	Is the City interested in history as developed through the SSN trace and provided by the client on the applicant's <u>given name</u> only? Is there any expectation to provide results on AKAs?
28	A		Social Trace
29	Q	Section 3.9, Process Timeline, Part b	<i>What additional time (if any) is needed if Optional Services are requested?"</i> Can you please define what "optional services" may include within the City of Memphis' scope of work?
29	A		Ex: social media and reference checks
30	Q	Section 3.10, Equal Business Opportunity Program	Can you please confirm the "XX%" referenced is meant to reflect 0% M/WBE participation goal for this solicitation? (OBDC)
30	A		There is no goal assigned for this RFP