

ADDENDUM 01- RFP BACKGROUND CHECK SERVICES
01/05/2022

QUESTIONS/ANSWERS

1. Who is the current provider for the Background Check Services?

ANSWER: INFORMATION CANNOT BE PROVIDED.

2. What is the current annual requested volume by package?

ANSWER:

Employee (Youth Sensitive position) Package – 5 Years: (Estimate 900)

Employee (Youth Sensitive position) Package – 7 Years (Estimate 30)

Employee Update (Youth Sensitive position) Package – 5 Years (Estimate 300)

Employee (Law Enforcement position) Package (Estimate 30)

Employee (Non-Youth Sensitive position) Package (Estimate 400)

Volunteer Package (Estimate 300)

3. What is the current pricing for these services?

ANSWER: INFORMATION CANNOT BE PROVIDED.

4. What is the current annual spend for this contract?

ANSWER: INFORMATION CANNOT BE PROVIDED.

5. Can you explain your multi-jurisdictional check expectations?
- o Are you looking for a database check or a county court search and/or a statewide search at the jurisdictional level?

ANSWER: Statewide search, county search, city/municipal search.

6. Credit check request – are you looking for a report from one of the three credit bureaus or from all three credit bureaus? Generally, the information does not differ greatly between agencies and a multi-bureau search can get expensive.

ANSWER: One credit bureau.

7. Can you please explain what you are looking for in the national agency check as the description is only provided by Federal agencies?

ANSWER: A name-based nationwide criminal history search.

8. Are you looking for FBI Channeling services of fingerprints to the FBI to return results?

ANSWER: No.

9. Are you looking for suitability and clearance information from NBIB?
 - o Does your current provider have access to this check? How is this currently being conducted?
 - o What is the volume on this check?

ANSWER: No.

10. As the answers to these questions will significantly impact the proposals, would you consider an extension to allow adequate time to respond based on the answers to the questions when provided?

ANSWER: THE PROPOSALS MUST BE EMAILED TO michelle-parsons@cherokee.org OR janice-vaughan@cherokee.org NO LATER THAN FRIDAY, JANUARY 14, 2022 BY 5:00 P.M. THE EMAIL WITH THE PROPOSAL MUST CONTAIN IN THE SUBJECT LINE: RESPONSE TO RFP – BACKGROUND CHECK SERVICES. PROPOSALS CAN ALSO BE HAND DELIVERED OR MAILED. ANY PROPOSAL RECEIVED AFTER THE TIME AND DATE WILL NOT BE CONSIDERED ELIGIBLE FOR AWARD.

11. Who is/are your current provider(s) for background check services? Please provide their current pricing, if possible.

ANSWER: INFORMATION CANNOT BE PROVIDED.

12. What is your estimated budget for this project?

ANSWER: INFORMATION CANNOT BE PROVIDED.

13. Are there any pain points with your current provider?

ANSWER: Turnaround time.

14. Why are you evaluating new providers for background check services?

ANSWER: Contract expiration and additional service options.

15. What is your anticipated start date?

ANSWER: 6/1/2022.

16. Will preference be given to providers that are accredited by (not just a member of) the Professional Background Screening Association (PBSA, formerly NAPBS)?

ANSWER: It will be in consideration.

17. Our current understanding of the Defense Clearance and Investigation Index (DCII) mentioned on page 14 search is limited to services providers such as the Department of Defense or other federal agencies. How are you currently conducting a DCII search through your current vendor(s)?

ANSWER: DCII searches are not conducted.

18. Our current understanding of the Child Abuse and Neglect registry check on page 14 is limited to services providers such as the Department of Defense or other federal agencies. How are you currently conducting a Child Abuse and Neglect registry check through your current vendor(s)?

ANSWER: They are not currently conducted through a vendor. We submit the requests directly to each state within the background scope.

19. One the packages, could you elaborate on the Tribal Checks?

ANSWER: Records check with Tribal police departments and/or Tribal courts including BIA CFR courts.

20. Education verification - Are we only verifying the highest completed degree?

ANSWER: It varies. At times, we may need multiple verifications.

21. Is there a certain time frame you would have us close the reference section of the report if there is no response from the references listed?

ANSWER: 3 days.

22. Are we able to get the information on the last awarded bidder? Previous company and price?

ANSWER: INFORMATION CANNOT BE PROVIDED.

23. Are there any pain points you would like addressed?

ANSWER: See response to #13.

24. Does the package price include the third-party fees (DMV, STATEWIDE SEARCH FEE, ETC?)

ANSWER: No; we understand additional costs would depend on the background check requested.

25. Do you have a template that you would like us to follow?

ANSWER: Yes; we have templates.

26. Will you be doing any drug testing?

ANSWER: No.

27. Will you be needing assistance with a random drug testing program?

ANSWER: No.

28. Are you currently using an Applicant Tracking System that you would like to see if vendor of choice can integrate into for efficiency? If so, please name ATS.

ANSWER: Not currently; but may consider in the future.

29. What volume of each package is the 1800 screens/year (estimation)

ANSWER: See response to #2.

30. When you say “retrieve nationwide level information unavailable at this time” what searches do you mean?

ANSWER: Name-based criminal history search and certified state checks.

31. What would you like to see improved in your current process?

ANSWER: Efficiency

32. What search is meant by spousal reference? Personal Reference by a current/former spouse?

ANSWER: Yes, a personal reference by current and all former spouses.

33. What is meant by self-developed references? Personal or Professional Reference?

ANSWER: An additional reference (either personal or professional) provided by a listed personal reference.

34. For your youth sensitive positions, are you required to perform fingerprint searches through an FBI-approved channeler to comply with Indian Child Welfare Act?

ANSWER: Yes