



**ADMINISTRATIVE
OFFICE OF THE COURTS**

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

**Questions/Responses #1
Request for Proposals K18-0006-25E
Pre-employment background screening
June 9, 2017**

To our prospective Business Partners:

The following question for the above referenced RFP were received by email and answer will be posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

Question 1: The RFP states "The Contractor shall indemnify the AOC against liability for any suits, actions, or claims of any character arising from or relating to the performance of the Contractor or its subcontractors under this Contract". Is this a point to be negotiated for this RFP?

Answer: See RFP Section 1.20 and 3.4.4

Question 3: Who is the current provider for your service?

Answer: Inquires

Question 4: What is the budget for this service?

Answer: We do not provide this information

Question 5: It states that an in house interview will be required prior to award, is this correct? The reason I ask, is that all other RFP's that we have bid on of this size do not require this.

Answer: See RFP Section 1.13 – "may be asked to participate" At this time, we do not anticipate that an in-house interview will be conducted prior to award.

Question 6: Are there any pain points with your current provider?

Answer: No.

Question 7: Why are you evaluating new providers for pre-employment background screening services?

Answer: As a public entity, we are required to seek competition.

Question 8: What is your anticipated start date?

Answer: July 1, 2017

Question 9: Will preference be given to providers that are accredited (not just a member) by the National Association of Professional Background Screeners (NAPBS)?

Answer: Not necessarily, we would like to consider all interested providers at this time.

Question 10: As a privately held company, financial information is considered highly confidential in nature, and it is our preference not to include this type of data during the RFP process. May vendors submit letters from their banking institution and certified public accountant attesting to their financial strength in lieu of the requested financial statements? If selected as a finalist, we would be happy to provide you with the requested financial information upon the completion of a mutual nondisclosure agreement.

Answer: Yes, you may and if selected for award, yes we will need those documents.

Question 11: Will you accept a list of exceptions of searches that take longer than 48 hours? Exceptions include county searches (e.g., Maine) that require clerk searches, child abuse searches that require a physical release form mailed into the state, and international searches.

Answer: Yes.

Question 12: Please describe what concession you prefer if reports exceed 48 hours. Do you prefer a percentage discount, a "per item" discount, or another kind of discount or credit?

Answer: We would prefer a credit for future pre-employment background screenings.

Question 13: There is no existing search for Nationwide Child Abuse. Child abuse registries are maintained by each individual state and some do not allow 3rd parties (i.e., a background check provider) access. How would you prefer to see pricing for available states?

Answer: It is our understanding from our current vendor that they can complete the paperwork on our behalf and then we pay the price for the check plus a processing fee. We prefer this process.

Question 14: Please explain what items you want priced for "Criminal Background History Search" to ensure accurate pricing. Are you contemplating county criminal searches, statewide criminal searches, and federal criminal searches all separately; or are you considering a national database search?

Answer: We currently have national criminal searches conducted. Please provide that pricing.

Question 15: Please explain what you want priced for civil searches. There is a nationwide federal civil search and individual county civil searches, do you want prices for both?

Answer: Yes.

Question 16: Please define "fully loaded rate" as discussed at the bottom of page 39 of the RFP. There is no other mention of "fully loaded rate" within the pricing portion of the RFP.

Answer: It is what the state will pay for services; no other extraneous charges may be added.

Question 17: The Child Abuse Registry search is listed as a nationwide search. However, there is not a Nationwide Registry containing this information and not all States have a registry. Would you want us to search individual States where the applicant has resided as available?

Answer: Yes.

Question 18: For the Criminal Background History Search, it states to include a State, (local and County), and Federal (National crime file database). To clarify, are you looking for a Statewide, County, Federal, and National Criminal Database search or just a State (local and County) and National Criminal Database search?

Answer: We currently conduct searches for state (local and county) and national criminal database. However, we would like to see pricing for both.

If you wanted the Statewide, County, and Federal criminal searches, how far back on the address history did you want us to add the corresponding searches?

Answer: Seven (7) years.

Question 19: Please clarify the statement below from the Recruitment Pre-Employment Background Screening RFP. Do the screenings need to be conducted in Maryland or would a Maryland business license suffice?

Maryland Law

“The place of performance of this Contract shall be the State of Maryland. This Contract shall be performed, construed, interpreted, and enforced according to the laws of the State of Maryland, including State Government Article § 12-204. No action relating to this contract shall be brought in any forum other than Maryland, whether or not the AOC and State are parties to such an action.”

Answer: The provision relates to venue and jurisdiction and the law to be applied to the contract.

Robin Smith, Procurement Specialist
June 9, 2017