

EMPLOYMENT BACKGROUND INVESTIGATION SERVICES

Questions and Answers II

1. What is your anticipated start date? **Early 2015**
2. Who is your current provider for employment background verification services? Please provide their current pricing, if possible. **We currently perform these functions internally via the City's Office of Municipal Investigations. There is no cost currently.**
3. Why are you evaluating new providers for employment background verification services? **The services provided internally can oftentimes take many weeks to obtain criminal history information and this is unacceptable.**
4. For out-of-state criminal searches, would the City like to see pricing per state or per out-of-state county? **If there is a differential then it may be beneficial to provide both.**
5. Are vendors permitted to attach a cost sheet with package recommendations and à la carte suggestions they believe will benefit the City, in addition to those services requested in the RFP? **Yes that would be quite acceptable.**
6. Would the City like to see a sample background check report included in the response? **Yes that would be beneficial but not required.**
7. Would the City like to see a Certificate of Insurance included in the response? **This is not required for the RFP but would be required to the selected vendor group as part of the contract.**
8. Would the City like to see a sample of our client acknowledgments form, which requires clients to read and acknowledge receipt of FTC-mandated and FCRA documents? **Again this would be helpful to see.**