

RFP #20-14 – PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES

QUESTIONS & ANSWERS

1. Question: What is your anticipated start date?
Answer: October 1, 2020
2. Question: Why are you evaluating new providers for pre-employment background screening services?
Answer: This is an RFP therefore it is not awarded by the lowest price. It must be evaluated by a committee. The current contract will expire in September 2020.
3. Question: Who is your current provider for pre-employment background screening services? Please provide their current pricing if possible.
Answer: Please go to our website, www.maxtransit.org. Please click on the contact us/forms page tab. Please complete the contact form page and return.
4. Question: Will preference be given to providers that are accredited by (not just a member of) the Professional Background Screening Association (PBSA, formerly NAPBS)?
Answer: No
5. Question: Award criteria number four lists past performance and references. Are references required, and if so, how many?
Answer: yes, please provide at least three (3) references.
6. Question: Is there a DBE percentage requirement for proposer/bidder? And if yes, what is the percentage requirement? Is there a good faith exception?
Answer: The bidder/offeror (if unable to meet the DBE goal of 10%) is committed to a minimum of 8% DBE utilization on this contract and submits documentation demonstrating good faith efforts.
7. Question: If there is not a DBE requirement, do vendors need to submit any of the paperwork in Attachment D? Will a waiver be provided?
Answer: Yes, please return this form. If you are not a DBE vendor, please write N/A on this form. No, waiver will be provided.
8. Question: For employment verifications, would BJCTA like to see a price per employer or a flat rate price for five years of employment?
Answer: Please see ATTACHMENT "A" in the solicitation package.

9. Question: Does BJCTA pay one price for “criminal records” for applicants or can pricing vary depending on where the applicant has lived? If the price varies, would BJCTA be interested in seeing a flat rate criminal record option (i.e. no additional county access fees)?

Answer: One price only, please see the ATTACHMENT “A” for the flat rate criminal record inquiry.

10. Does BJCTA search maiden and alias names? If yes is there an additional fee per name?

Answer: Yes, please include that in your bid proposal per person.

11. Question: Considering COVID-19 and the current work from home situation, are electronic submissions acceptable?

Answer: No, electronic packages submission will be accepted. Please refer to the mailing address in the package.

12. Question: What is your estimated budget for this project?

Answer: A budget has not been determined. Please submit your best offer for pricing.

13. Question: Please confirm if you are looking for verification of the highest level of education and one professional license verification?

Answer: Yes

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

Answer: N/A

15. Question: What was your volume of pre-employment screenings in 2019?

Answer: 500 – 100 screenings

16. Question: Pg. 6 Sec. 12 – What is the current software or online system utilized by BJCTA? How many screenings were conducted in 2017, 2018 and 2019? Do all applicants screened require all the services listed? If not, what are the package breakdowns? What are your current turnaround time requirements for results/reports including employment & education? How many attempts are you authorizing for education/employment verifications before classifying as non-responsive? What is the current pricing structure for the services you are requesting or what did you spend in 2019? Who is the BJCTA currently using as its background screening vendor? Do you require your vendor to have an office in Alabama?

Answer: #1 – Third Party Administrator, #2 50 -100 yearly, #3 No, Packages consist of items in description of services, #4 As soon as possible, #5 N/A,

#6 Price based on search package, #7 Please see question, #8 It is preferred but not required

17. Question: We did not seem to find any information on volume of services needed. Would you be able to provide us with an estimate on the amount of background screenings for 2019? Does BJCTA have a preferred method of entry for background such as an ATS, HRIS or manual entry, etc.?

Answer: 50 – 100 Screenings