**Criminal Background Check RFP Responses**



Q: Is there a need/current process to screen interns/volunteers/contractors?

A: Yes, same process

Q: Which provider/process does the MJB currently use for background screening?

A: Both the BCA and Trusight, MRA

Q: What is the current price the MJB is paying for background checks?

A: The cost is determined upon the request, it depends upon the applicant i.e. in the last ten years they may have lived in 5 counties vs. a previous candidate who may have lived in only one. The number of searches by name(s) in the residences during the previous 10 years affects the cost as well.

Q: What is possible the single most important factor when choosing a new provider of background screening?

A: Efficiency and comprehensive information

Q: Is the MJB looking to integrate a background screening provider with the ATS-NeoGov?

A: Not at this time.

Q: How many estimated new hires are screened annually?

A: 269 annually

Q: How many re-screens are completed annually and for what screens?

A: This number will fluctuate from year to year. Please see the policy language in the RFP Overview (c) for “what screens”.

Q: Please provide more detail around the type of County Criminal Search you are looking for.  I believe the intent is a statewide search or beyond.  Not county by county

A: Specific to each county the applicant has resided. A county by county check is fine if a statewide check is not available.

Q: How will you handle additional names or a.k.a’s?

A: The applicant is required to indicate previous aliases and places of residence within the previous 10 years. This is currently requested on the MJB’s form.

Q: Do you require 7 years history?

A: 10 year history

Q: Billing preferences- There is a question that asks how you would be billed.  What is the current billing process for MJB? Is there a desired/specific requirement you need?

A: Invoice to each participating MJB district Human Resources contact.

Q: You ask how we verify credentials, such as education, past employment, publications, and certifications.  However I do not see this type of screen or verification listed in your scope of services.  Please confirm the verifications and screens that you are interested in so we can provide a price quote.  Do you need different screens for different job titles?  For Education is it highest degree earned?  For Employment Verifications- how many employers are you verifying?  How many years do you go back?  I thought this was just a criminal background search?

A: Your latter statement is correct, however, we are requesting a CBGC for the party handling our sensitive information.

Q: Do you require any Candidate Mitigation or Candidate Contact Services?  If we need extra documentation to complete verification do we call you?  Or would we contact the candidate directly?  I assume contacting the candidate directly

A: No, we request you contact the employer.

Q: Do you utilize any type of Applicant Tracking Systems?  If so, which one do you use?  Would like us to integrate with this system?  NEOGOV but I don’t believe it’s necessary to integrate.  Not sure if they can or what that would entail?

A: Not at this time.

Q: Do you also require any type drug testing services?  Radom Program Management services?

A: No

Q: Are we able to contact you via phone, if we have any additional questions?

A: No

Q: Reporting Capabilities- You list needs for customizable reports.  What type of information are you looking for? Do you need to assign cost centers to different screens by job title or location?  Please provide more detail about your needs.  Not sure what we’re looking for in reporting capabilities unless its referring to how we get the individual reports?

A: Typical reporting requests – in our case how many CBGC being conducted per location, how many county checks per applicant (average), basic reporting information.

Q: If you don’t utilize an applicant tracking system, would you want the candidate to complete an electronic release form and have them provide the information needed to conduct the screen? How do you envision getting the necessary candidate information to your vendor?

A: Paper form