

University of Louisiana System
Background Check RFP Questions

1. What is the anticipated volume of searches / requests for this RFP and specifically for each category of searches requested? **We anticipate in excess of 3,500 background checks annually and the amount for each category will vary by institution.**
2. How many searches have been conducted by the University of Louisiana System during the years 2012 and 2013; **2012-13 = 2,600, 2013-14 = approximately 3,700**
3. Does the University of Louisiana have an Applicant Tracking System that it uses? **No, but individual institutions may use an Applicant Tracking System.**
4. Who is your current provider for criminal background checks? Please provide their current pricing, if possible. **Sterling InfoSystems, Inc.**
The current contract's Standard Request includes the following:
National Crime Index \$5.00
County Criminal History Search \$6.00
Address Search \$2.50
5. Why are you evaluating new providers for criminal background checks? **It is the end of the contract period.**
6. Which searches should include results for maiden and alias names? **All searches in the selected package**
7. Are you seeking results for one alias or maiden name per applicant, or would you like to see results for all maiden and alias names associated with an applicant? **Since the Social Security number drives the search for potential matches, it is beneficial to view all results returned by all names associated with the Social Security Number.**
8. Are vendors permitted to attach a cost sheet with package recommendations and à la carte suggestions they believe will benefit the Department, in addition to those services requested in Attachment II? **Yes**
9. "Section 4.2 – Proposal Format" requests a separate Technical Proposal and Cost Proposal, with no pricing information to be included in the Technical Proposal. Therefore, should "Section 5.5 – Cost Information" be separated from the Technical Proposal and submitted independently as the Cost Proposal?
Proposers shall provide prices and turnaround time in calendar days for each type of background check in the Standard Request. For informational purposes, proposers shall also provide prices and turnaround time in calendar days for each of the Additional Types of Background Checks. Proposers should use Attachment II to provide prices and turnaround times.

10. Should vendors submit the documents contained in Attachment V and Attachment VI with their response or, if required, may these documents be submitted at a later date if the vendor is selected as a finalist?
Submit if selected.
11. Should vendors include a signed copy of Attachment IV in their response? **No**
12. Please clarify what information you would like included in an Executive Summary Report, as requested in Attachment I, Section O. **A monthly summary report including the number of background checks and cost per institution.**
13. Are vendors permitted to attach a sample background check report in the appendix of their response?
Yes
14. Are vendors permitted to attach a letter from their banking institution attesting to their financial strength in the appendix of their response? **Yes**
15. Should vendors submit proof of insurance with their response? **No**
16. In regards to employment verification, are you looking for salary history as well? **No**
17. The cost of pulling foreign criminal records varies greatly from country to country, in order to get our rate at its most competitive, are there any particular countries that you are planning to pull records from, or could we include an itemized breakdown by country along with the cost sheet? **Provide an itemized breakdown by country if applicable.**
18. Was this RFP issued due to some dissatisfaction with your current provider, or is it simply policy to seek proposals each time the contract comes up for renewal? **It is the end of the contract period.**
19. Are there areas in which you would like to see the service you are currently receiving improved? **No**
20. Is the pricing on your current contract a matter of public record, or is it considered confidential information? If it is public record, can you please provide pricing information?
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National Crime Index \$5.00
County Criminal History Search \$6.00
Address Search \$2.50
21. Are we correct in assuming that you would like the pricing for the National Criminal Database search to include verifications? **Yes, as part of the "Standard Request."**
22. Would you like the sex offender registry search to be a state search or a national search? **The Contractor will search the sex offender database register for any state in which the candidate has resided in the last seven years.**
23. Since there's 9 schools which make up the system, is the bid for a required provider or a preferred provider? **Preferred (Additionally the 13 institutions are included from the Louisiana Community and Technical College System.)**

24. How many background and drug screens do you run each year? Background Checks - 2012-13 = 2,600,
2013-14 = approximately 3,700
Drug Screens - None through this contract.
25. Do you publish your current background/drug vendor info? Sterling InfoSystems, Inc.