

RFP PGCB 2011-1
Addendum – January 28, 2011

Responses to questions received January 21, 2011

1. Please describe precisely what you are requiring as to the “Employer Identification Number (EIN) Verification and Validation – trace or name Address Verification?

Verify that the provided EIN is a valid EIN issued by the IRS. Provide trace information of all business names and addresses associated with the provided EIN.

2. When will PGCB expect award announcement and deployment?

PGCB is committed to evaluating proposals and negotiating/awarding contract as soon as possible.

3. When will PGCB require both integrations to be live?

The electronic integrations must be completed prior to the PGCB ordering background screening services from the selected company.

4. Which specific D & B report will you be ordering as part of the background checks on entities?

D & B Business Information Report.

5. With regard to **Appendix A**, may we please request for the document to be unprotected, so we may make any suggested redline tracked changes?

This document is published and controlled by the Department of General Services. PGCB is unable to unlock the document.

6. In Section IV-2- Technical Requirements, Item a., “PGCB staff will place orders for background screening services electronically either using an automated interface or online using a secure web site.” Can you please clarify that either or option is sufficient?

Due to the volume and timeliness for completed backgrounds, the PGCB staff requires that both of these approaches are needed to order background screening services.

7. Is there a commercial firm as the incumbent? Or has Gaming Board staff/PA State Police been conducting previous background checks?

Services are currently being provided by commercial firm.

8. If outside firm, who is the incumbent?

Choicepoint

9. If contracted outside firm, when does that contract end?

Contract is funded through June 30, 2011.

10. The overview and scope of work refer to applicant "Suitability" as part of investigations? Is there a character reference or canvassing component to your background checks? Should it be part of this response or will it be handled through other RFP or outside source?

Any character references or canvassing components are handled by investigators employed by PGCB and is not part of this RFP.

11. Award Decision date?

After proposal evaluation and contract negotiation.

12. Actual work will commence when?

After contract award.

13. How much time will be allowed for the system integration to be completed?

Background screening services will not be ordered from the selected Offeror until the integrations is fully tested and operational. The sooner an Offeror completes the integration, the sooner they will be providing services to the PGCB. A reasonable timeframe is anticipated to complete the integration.

14. How many man hours will your IT experts allot to the system integration in total and per week?

The staff support from the Office of Information Technology will be based on the project plan and resource requirements needed to complete the implementation and testing of the integration. It is the sole responsibility of the selected Offeror to complete all the programming required for their systems to product the file formats described in Exhibits

A, B, and C. The PGCB staff will be involved in the testing and implementation of the integration within the PGCB.

15. Are multiple awardees possible? If so, will there be a specific % per firm or general pool of companies who may be requested to provide results?

No

16. The RFP indicates the total future is unpredictable due to changing nature of the industry in PA, but is there a guaranteed minimum \$ or unit number?

There is no guarantee. The PGCB has made best effort to provide accurate historical information but cannot guarantee that level of activity in the future.

17. What applicant or HR software is being used now, if any?

The PGCB has developed licensing applications used to collect and track all applications. What software is used by the PGCB staff does not have any impact on the ordering of background screening services.

18. There are four types of Dun & Bradstreet reports available, which D & B report(s) are specifically desired?

D& B Business Information Report (see question #4).

19. Please define “invoicing must be electronic”- is their a specific or proprietary type desired? Is their a specific format in use now? Such as - email, vs. software based portal-to-portal such as Electronic Data Interchange (EDI) standard data sets, etc?

The invoicing file must be in a secured XML file in the format described in Exhibit C. This file can be delivered to the PGCB either through a web service or by the selected Offeror placing the file on the PGCB FTP site.

20. Question I-19 (a) states that we can provide a redacted version of the proposal to not include any information the vendor deems confidential. We consider several of the items requested to be confidential, including Section II-4 - the name, address and telephone numbers of customers; and Section II-7 - three years of financials. Do we need to submit 7 copies redacted and 7 copies not-redacted?

One redacted copy is sufficient.

21. Would PGCB consider using an official state police-based criminal search (where available, including Pennsylvania's PATCH system) in lieu of county-by-county criminal searches?

No. The PGCB already receives criminal history records for applicants from the PA State Police through the FBI's automated fingerprint identification system. PGCB needs county criminal searches to supplement fingerprint results.

22. Would PGCB like each address of residence searched for criminal records for the past 15 years for both the county and federal criminal search, or is there a maximum number of counties or federal districts that the PGCB wants searched during that 15-year residential timeframe?

PGCB wants all county seat and federal districts searched for 15 year residential history.

23. Are there a maximum number of employers PGCB wants verified within the past 15 years, or does PGCB want all employers in the past 15 years verified, regardless of how many are listed?

PGCB requires that all employment is verified.

24. Would PGCB like each address of residence searched for county civil records for the past 15 years, or are there a maximum number of counties the PGCB wants searched during that 15 year residential timeframe?

PGCB requires that all county seats are searched for civil records for 15 year residential history.

25. On the "multi-jurisdictional criminal history search," are we correct in assuming that this is a national database search? If so, would you want any records found to be verified with the court before being reported to PGCB in order to ensure accuracy and FCRA compliance? Should the cost of this search be included any such verifications?

A disclaimer should be provided to any multi-jurisdictional criminal history database search that is provided which contains public and proprietary information. Describe how your use of any multi-jurisdictional database searches meet FCRA requirements. The cost should be included in your fee to provide this search.

26. Dun & Bradstreet offers a variety of different types of business reports. Can you clarify which of their reports you desire?

D & B Business Information Report (see question #4).

27. Certain screening services incur fees imposed by states or jurisdictions, such as motor vehicle records and court fees in certain jurisdictions (for example, the New York state fee is \$65.00). It is industry practice to pass these fees through on an at-cost basis. Are we correct that pricing should be exclusive of these fees?

Offerors should include all billable fees in their cost proposal. The PGCB will not pay any add-on fees.

28. Question IV-5 (b) 14 asks if we can search by more than just name. To what service or services is the question referring? Is the question a) "Can the initial search be performed by more than just name?" or b) "Can the results be confirmed by more than just name before being reported?"

Question IV-5 (b) 14 refers to public record searches, such as County Criminal and Federal criminal searches and national database searches. The question asks if you are able to search by more than just name.

29. Please clarify the difference between Column B and Column C.

Column B is for the list cost and Column C is for the discounted cost that you are proposing to the PGCB to perform that search as part of a package of services.

30. Please clarify requirements for Column E

There may be instances where the PGCB requests that a package be re-run. For example, the original screening was completed over six months prior to the PGCB investigator's background investigation and the PGCB needs update screening results. The cost to re-run these packages are to be listed in Column E.