

Request for Proposal
for
Pre-Employment Candidates
for the
Alabama Department of Postsecondary Education

July 28, 2014

1. **Overview**

The Alabama Department of Postsecondary Education (Department) employs approximately 11,000 people in its offices, colleges, institutes, and related network. The Department wishes to ensure both the safety of our students, faculty, and staff and the integrity of our employees by conducting criminal background checks on all future employees of the Department, including the Alabama Community College System.

(a) **The Alabama Community College System**

The Alabama Community College System (System), consisting of public two-year community and technical colleges, seeks to provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development.

Governed by the State Board of Education, the System consists of 25 comprehensive community colleges and four technical colleges, the Alabama Technology Network, and Marion Military Institute.

(b) **Current Need for Services**

In order to provide the best possible environment for our students, the Department, including the System, will conduct criminal background checks on applicants for employment within the System.

(c) **Authority for Criminal Background checks**

The State Board of Education approved Board Policy 623.01 authorizing Criminal Background Checks for all current employees and applicants for employment in order to determine suitability for employment.

2. **Scope of Services**

It is the objective of the Department to contract with a provider for the following services:

- Pre-employment candidates and current employee screening, records searches and reports to include*:
 - State of Alabama Criminal Record Searches o Sex Offender Registry
 - Alabama Driver History Report
 - National Criminal Record Searches
 - Specialized Subject Matter Reports, as requested

- Experienced staff to work with the Department and the System for the duration of the contract
- Ease of access to service for authorized Department and System personnel
- Guaranteed response time of 10 working days for requested services

*The Department will provide direction as to the exact combination of data needed for candidate/employee job classifications.

3. References

- Provide a minimum of three current or former clients
- For each client, specify:
 - The name of the organization and who to contact when conducting the reference check.
 - The e-mail, street address, and phone number of the contact.
 - The type of screening (domestic and/or international) provided.
 - The duration of service to the organization.

4. Service Detail

- The bidder shall provide an explanation of how they conduct a search process including what kind of databases are used, what sources are used for information, and any other background information that will show the breadth and depth of their search methods.
- How will the Department receive the requested information/reports?
- Describe any options for on-line (web-based) reports and information, including samples of web tools and/or existing URL's where the evaluation committee can test available resources.
- What type of security does/will your company have in place to assure that only authorized Department users are accessing your services and receiving data on behalf of Department?
- Does your company offer a guaranteed accuracy level for information provided to us?
- How is requested information stored and secured by your company?
- What is your in-house retention period for any reports you provide to the Department?
- Are you able to accommodate "batch requests" and, if so, what is your process for handling them? Is turnaround time affected?
- How does your company verify credentials, such as education, past employment, publications, certifications
- Describe any training provided to Department staff upon contract implementation and/or on an ad hoc basis.
- Describe your process for handling an applicant who disputes the information you provide.
- How will the billing for requested services be conducted.

5. Services Examples

Provide at least one sample of each of the documents below:

- Background Report
- Invoice
- A customizable report
- Services and Fees
- A description your company's full range of services, associated fees, and turnaround time for each service.
- A description of any value-added services that your company offers/provides.

6. Proposal Terms and Conditions

(a) **Right to Change RFP and Process**

The Department reserves the right to reject any and all proposals, in whole or in part, to advertise for new proposals, to abandon the need for services, and to cancel or amend this RFP at any time prior to the execution of the written contract. Postsecondary reserves the right to waive any formalities in the RFP process.

The Department may respond to questions or provide information from Respondents, and is under no obligation to provide responses or information to all other Respondents.

(b) **Additional Terms**

By submitting a proposal, the Respondent agrees that:

- (i) The Department may copy the proposal for purposes of facilitating the evaluation of the proposal and represents that the copying will not violate the rights of any third party.
- (ii) It will not bring any claim or have any cause of action against the Department based on any misunderstanding concerning the information provided or concerning the Department's failure, neglect or otherwise, to provide the Respondent with pertinent information as intended by this RFP.
- (iii) The proposal is predicated upon the acceptance of all terms and conditions stated in this RFP. If the Respondent objects to any terms or conditions, it shall make specific reference to the RFP page and section at issue. Postsecondary reserves the right to accept or reject any exception taken by Respondent to the terms and conditions of this RFP.
- (iv) The Department will not be responsible for any costs incurred by the Respondent in preparing a response to this RFP.
- (v) All responses, inquiries, or correspondence relating to, or in reference to, this RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the Respondent will become the property of the Department.

This is a firm fixed price RFP. Please state all costs clearly and completely; the Department will not accept hidden costs or costs not disclosed in response to the RFP. The final award by the Department will be predicated on approval by the Contract Oversight Legislative Review Committee.

The Department and selected Respondent must agree to enter into a binding professional services agreement employment-related criminal background checks with more detailed terms and conditions. The professional services agreement will include remedies for inadequate performance or lack of compliance.

7. Submitting a Response

(a) **Deadline for Submission**

Interested parties must submit proposal no later than 5:00 p.m. on August 29, 2014. The proposal must be submitted in writing, with one signed original, three (3) copies and one (1) CD version to:

Ms. Peige Josey, Interim Director of Human Resources
Alabama Department of Postsecondary Education Post Office
Box 302130
135 South Union Street
Montgomery, Alabama 36130

(b) Proposal Requirements

Proposals must include the following information:

- (i) A statement of qualifications concisely describing Respondent's capabilities and experience, including resumes of all principals to be involved in the project and their roles and responsibilities for the proposed project.
- (ii) An example of a pre-employment and/or employment related background report.
- (iii) A cost proposal. Compensation will be fixed fee based on the scope of services provided.
- (iv) A timeline and separate costs for various components of the background check process.
- (v) A summary work plan describing the Respondent's approach to designing, managing, and coordinating the project. The description should include all primary tasks listed in the scope of work for all aspects of the project and a tentative schedule.
- (vi) An estimated summary timeline for completion of each aspect of the project. This should be as realistic as possible since this will be a part of the contractual agreement.
- (vii) A signed statement by an authorized agent of your company guaranteeing the validity of your work, that the prices quoted are valid and binding on the submitting party for 30 days from the date of submission, and that your company is not in any way prohibited from doing business with an agency of the State of Alabama.

(c) Evaluation and Award Process

The Department will review and evaluate all proposals using its sole judgment and discretion, and may take into account the content of the responses and any other factors in its judgment.

Potential respondents should submit all questions or inquires relating to this Request for Proposal in writing to the designated representative, Ms. Peige Josey, by email at peige.josey@dpe.edu or Alabama Department of Postsecondary Education, Post Office Box 302130, Montgomery, Alabama 36130. Such inquiries should be submitted no later than August 8, 2014. All questions and answers will be posted on the website for the Department of Postsecondary Education, www.accs.cc, by August 15, 2014. All final proposals must be submitted no later than 5:00 p.m. on August 29, 2014.

8. Contacts

All respondents with any request for information should contact Ms. Peige Josey, at 334-293-4601 or peige.josey@dpe.edu.