

# R10-1119 - Background Screening Services

## Project Overview

<b>Project Details</b>	
<b>Reference ID</b>	R10-1119
<b>Project Name</b>	Background Screening Services
<b>Project Owner</b>	Clint Pechacek
<b>Project Type</b>	RFP
<b>Department</b>	Equalis
<b>Budget</b>	\$0.00 - \$0.00
<b>Project Description</b>	Education Service Center, Region 10 ("Region 10 ESC") is seeking proposals for the procurement of Background Screening Services to offer nationally through their cooperative partner The Equalis Group. Responses will be accepted until 06/24/2021 at 2:00 PM. All times are Central Standard Time.
<b>Open Date</b>	May 21, 2021 9:00 AM CDT
<b>Close Date</b>	Jul 01, 2021 2:00 PM CDT

Highest Scoring Supplier	Score
HireRight	81.67 pts

## Seal status

<b>Requested Information</b>	<b>Unsealed on</b>	<b>Unsealed by</b>
Proposal (Section 2)	Jul 01, 2021 2:17 PM CDT	Clint Pechacek
Pricing	Jul 01, 2021 2:17 PM CDT	Clint Pechacek

## Questions and Answers

### AccuSource, Inc.

#### Fingerprinting

*Heidi Clemens, Jun 14, 2021 9:02 PM CDT*

Is fingerprinting a requirement of this bid? If unable to provide fingerprinting services in Texas would we automatically be disqualified? Can you confirm Texas Region 10 is only requiring FBI DOJ and not Texas state as well?

*Clint Pechacek, Jun 22, 2021 11:41 AM CDT*

Vendors may respond to part or all of the scope.

#### National Criminal Offender Scan

*Heidi Clemens, Jun 14, 2021 9:02 PM CDT*

In reference to National Criminal Offender Scan, can you provide a product description of this service and what are the primary sources for this information?

*Clint Pechacek, Jun 22, 2021 11:43 AM CDT*

This service is a search of national criminal offender databases to find criminal records. It is the vendor's responsibility to present their sources and capability to retrieve this information.

#### State and Federal Tax Check

*Heidi Clemens, Jun 14, 2021 9:03 PM CDT*

For the State and Federal Tax Check, how is this service utilized in employment screening within Region 10? What is the annual volume of checks for this service and is it a mandatory service within the RFP?

*Clint Pechacek, Jun 22, 2021 11:44 AM CDT*

These services are being requested on an indefinite quantity/indefinite delivery basis for the national Equalis membership. The requested information is therefore not available.

### Administration Fee Percentage

*Heidi Clemens, Jun 14, 2021 9:03 PM CDT*

What is the administration fee percentage for this contract?

*Clint Pechacek, Jun 22, 2021 11:45 AM CDT*

Historically the administrative fee has been 2% but the fee is negotiated directly with Equalis.

### Forms

*Heidi Clemens, Jun 14, 2021 9:03 PM CDT*

Can the following forms: Form 2 - Questionnaire and Form 6 - Value Added Questionnaire, be reworded within the proposal to create appropriate space to respond to each question?

*Clint Pechacek, Jun 22, 2021 11:46 AM CDT*

Vendors may not reword the RFP in any section. Space has been provided to list exceptions to language in the RFP, and any suggested alterations to terms and conditions should be included there.

## Accurate Background LLC

### Vendor Q&A - Accurate Background Questions

*John Lazarczyk, Jun 14, 2021 11:01 AM CDT*

Hello and thank you for inviting Accurate Background to participate in your RFP. Below you will find our list of questions as they relate to this RFP: • Standard Employment Check: Do they want a certain number of years or employers checked? How many employers or years in particular? • County Criminal Check: How many years back? Standard 7? • Federal and State Tax Check: Can Region 10/Equalis Group provide more information on this search? How is it being fulfilled for your organization today? • What is the anticipated volume for this contract? • Is FBI Fingerprinting a requirement to do business? • National Criminal Offender Scan: Can Region 10/Equalis Group provide more information on this search? Is it a proprietary product being offered by your current provider? Thank you. John Lazarczyk

*Clint Pechacek, Jun 22, 2021 11:37 AM CDT*

1. This will be determined by the specific agency utilizing the contract. 2. This will be determined by the specific agency utilizing the contract. 3. This is a new contract for the Equalis Group and its members. 4. Estimated volume is given on page 14 of Section 1. 5. Vendors may respond to part or all of the scope. 6. This is a new contract for the Equalis Group and its members.

## Applicant Insight

### Questions

*Teresa Papanicolaou, Jun 09, 2021 12:43 PM CDT*

Section 1, Part A, 6.6 indicates that pricing provided shall include the administrative fee to be paid to Equalis Group; Section 3, Part A, Article 9.6 indicates administrative fee terms can be found in Section 1, Part B, Article 14 but we cannot locate this section. What are the terms of the administrative fee? Section 3, Attachment A, Section 2.1: Please clarify the requirements of the winning supplier; will the winning supplier be required to market an Equalis' membership to any eligible client? For example, if the winning supplier engaged a public school district outside of the marketing efforts derived from the agreement, is the supplier required to make available Equalis'

services to the new client?

*Clint Pechacek, Jun 22, 2021 11:34 AM CDT*

1. Historically the administrative fee has been 2% but the fee is negotiated directly with Equalis. 2. No, vendors may engage public agencies without the contract. However, the number of agencies using the contract will be a major consideration when considering whether to renew the contract.

## Asurint

### Vendor Questions for RFP R10-1119

*Holly McFarland, Jun 14, 2021 2:59 PM CDT*

Good afternoon. Please find Asurint's vendor questions below pertaining to the Education Service Center, Region 10 RFP for Request For Proposal #R10-1119 For Background Screening Services that's due June 24, 2021. Asurint's Vendor Questions: 1. How many vendors will be approved/chosen from this RFP? 2. What are the current challenges of background screening program today (i.e. Turnaround Times, ease of use, accuracy, cost-effectiveness, customer support, etc.)? 3. Who is/are the provider(s) for the background screening services today? 4.

What ATS is used by the Region? Please do not hesitate to reach out if you have any questions pertaining to the information provided above. Kind regards, Holly Holly McFarland | Proposal Specialist | Asurint E: [hmcfarland@asurint.com](mailto:hmcfarland@asurint.com) | P: 216.420.5449 | [www.asurint.com](http://www.asurint.com)

*Clint Pechacek, Jun 22, 2021 11:41 AM CDT*

1. As stated in the RFP, Region 10 may choose to award this RFP to a single vendor or multiple vendors. In general, Region 10 seeks to award to the fewest number of vendors needed to fulfill the needs of Equalis membership effectively. 2. This is a new contract for the Equalis Group. 3. This is a new contract for Equalis Group. 4. The Region currently uses the TEA ATS.

## First Advantage

## Unlocked PDF Request

*Matthew McGregor, May 26, 2021 11:24 AM CDT*

Are you able to provide unlocked PDFs or word versions of the 3 "section" documents? Currently the editing/adding of content on the documents is limited. Thank you

*Clint Pechacek, Jun 22, 2021 11:32 AM CDT*

We do not lock our PDFs. If you are receiving this message, please consult with your IT team.

## Timing of answers

*Matthew McGregor, Jun 07, 2021 8:20 AM CDT*

Will you answer questions in real time or only post answers after the 15th? Thank you

*Clint Pechacek, Jun 22, 2021 11:31 AM CDT*

Questions and Answers are posted once all questions have been received.

## Vendor Question

*Matthew McGregor, Jun 15, 2021 8:28 AM CDT*

Equalis Group RFP Contact, Ahead of the cutoff time for Vendor Questions, we have the following 9 Vendor Questions. Sent individually in Bonfire, our vendor questions are as follows. Thank you.  
Vendor Question: • Specific to the RFP Section 1 (Introduction & Scope) on page 3, can Equalis Group please provide additional details on the public bid opening? Will proposals be disclosed in full to the public during the initial opening and/or at a later date? If so, are there any specific formatting instructions in addition to the instructions in Section 1 Part B?

*Clint Pechacek, Jun 22, 2021 11:48 AM CDT*

The RFP opening will be conducted over Zoom. The names of all respondent companies will be read aloud. No other details are read out at the RFP opening.

### Vendor Question

*Matthew McGregor, Jun 15, 2021 8:30 AM CDT*

Vendor Question: • Can Equalis Group please confirm that all Forms 7 to 24 in Section 2, whether applicable or not applicable to the vendors business, are required in the proposal submission due 6/24/2021?

*Clint Pechacek, Jun 22, 2021 11:49 AM CDT*

Yes.

### Vendor Question

*Matthew McGregor, Jun 15, 2021 8:31 AM CDT*

Vendor Question: • If red-line exceptions are required in the Forms 7 to 24 in Section 2, can the vendor submit a list of the red-line issues for the Forms?

*Clint Pechacek, Jun 22, 2021 11:49 AM CDT*

Yes. Space has been given for exceptions in Form 22.

### Vendor Question

*Matthew McGregor, Jun 15, 2021 8:33 AM CDT*



Vendor Question: • Please confirm that the Proposal Form 25 (Vendor Contract and Signature Form) is to be submitted at the time of contract award and not in the proposal submission?

*Clint Pechacek, Jun 22, 2021 11:51 AM CDT*

No, Vendor contract and Signature form MUST be submitted filled out and signed in order for the proposal to be considered. Unsigned proposals cannot be considered a formal offer by the evaluation committee.

### Vendor Question

*Matthew McGregor, Jun 15, 2021 8:34 AM CDT*

Vendor Question: • We understand that Region 10 ESC of Richardson Tx provides services for 130 ISDs, charters and private schools across 10 north Texas counties. In Section 2 of the RFP, can you please provide comment on the requirement for the following state-specific Form(s) that are not Texas? Please see the Forms below: o PROPOSAL FORM 16: ADDITIONAL ARIZONA CONTRACTOR REQUIREMENTS o PROPOSAL FORM 18: NON-COLLUSION AFFIDAVIT (State of New Jersey) o PROPOSAL FORM 19: AFFIRMATIVE ACTION AFFIDAVIT (P.L. 1975, C.127) (State of New Jersey)

*Clint Pechacek, Jun 22, 2021 11:52 AM CDT*

If respondents wish to offer their services to Equalis members in Arizona and New Jersey, then respondents must fill out the forms required by those states.

### Vendor Question

*Matthew McGregor, Jun 15, 2021 8:43 AM CDT*

Vendor Question: • In Form 15 (Federal Funds Certification) and Part 14 (Applicability to Subcontractors), can you please provide clarification if this applies to any subcontractors that the vendor may be utilizing? Or is this mainly general framework with Equalis Group and the vendor?

*Clint Pechacek, Jun 22, 2021 11:53 AM CDT*

This applies to any subcontractors that will do any work under this contract.

### Vendor Question

*Matthew McGregor, Jun 15, 2021 8:45 AM CDT*

Vendor Question: • Will Equalis Group provide the percentage of the admin fee prior to submission? With your request that this fee be included in the pricing, it would be helpful to know the fee prior so we can ensure we submit the best pricing.

*Clint Pechacek, Jun 22, 2021 11:53 AM CDT*

Historically the administrative fee has been 2% but the fee is negotiated directly with Equalis.

### Vendor Question

*Matthew McGregor, Jun 15, 2021 8:46 AM CDT*

Vendor Question: • What percentage of Region 10 ESC members do you expect to buy from this contract in year 1, 2 & 3?

*Clint Pechacek, Jun 22, 2021 11:55 AM CDT*

Estimated quantities are given on page 14 of Section 1. We do not estimate how many districts that Region 10 services, nor how many Equalis members across the country may utilize this contract.

### Vendor Question

*Matthew McGregor, Jun 15, 2021 8:46 AM CDT*

Vendor Question: • What percentage of Region 10 ESC members buy from other contracts managed by Equalis Group?

*Clint Pechacek, Jun 22, 2021 12:32 PM CDT*

Approximately 30% of Region 10 LEAs currently use Equalis contracts.

### Vendor Question

*Matthew McGregor, Jun 15, 2021 12:05 PM CDT*

Vendor Question: • Is Equalis Group willing to sign an NDA (nondisclosure agreement) with vendor(s) prior to and/or after award?

*Clint Pechacek, Jun 22, 2021 11:57 AM CDT*

Equalis Group is allowed to negotiate directly with the vendor, however, anything submitted in response to this RFP is governed by Region 10's Open Records Policy as required by the state. Refer to Form 24: Open Records Policy Acceptance. Vendors may designate information as proprietary, subject to the ruling of the Texas Attorney General should a Public Information Act request be filed requesting the marked information. Region 10 will not sign an NDA agreement, as any information submitted to Region 10 is subject to Open Records Requests.

### Vendor Question

*Matthew McGregor, Jun 15, 2021 2:46 PM CDT*

Vendor Question: • Specific to Proposal Form 2 (Questionnaire), please confirm if separate 'exhibit' documents where needed to address the RFP Questions is acceptable in the submission?

*Clint Pechacek, Jun 22, 2021 11:57 AM CDT*

Yes.

## HireRight, LLC

### Volume figures

*Jim Dammann, May 28, 2021 10:25 AM CDT*

Is there any volume guarantees that you can commit to for background checks?

*Clint Pechacek, Jun 04, 2021 1:37 PM CDT*

No. Region 10 does not make volume guarantees for cooperative contracts.

### Sole Source

*Jim Dammann, May 28, 2021 10:32 AM CDT*

Will this be a sole source contract to one vendor?

*Clint Pechacek, Jun 04, 2021 1:40 PM CDT*

As stated on page 14 of Section 1, Region 10 reserves the right to award multiple vendors or a single vendor as deemed appropriate to cover the needs of members.

### Mutual NDA

*Jim Dammann, May 28, 2021 11:43 AM CDT*

Will you agree to sign a mutual NDA as there is some information your requesting that we find confidential?

*Clint Pechacek, Jun 04, 2021 1:44 PM CDT*

Refer to Form 24: Open Records Policy Acceptance. Vendors may designate information as proprietary, subject to the ruling of the Texas Attorney General should a Public Information Act request be filed requesting the marked information. Region 10 will not sign an NDA agreement, as any information submitted to Region 10 is subject to Open Records Requests.

## Pre-employ.com

### Fingerprinting

*Lesley Kay, Jun 02, 2021 11:41 AM CDT*

Our firm does not currently offer fingerprinting. Does this automatically disqualify us?

*Clint Pechacek, Jun 04, 2021 1:45 PM CDT*

Vendors may submit offerings for all or part of the scope.

## Sterling Infosystems

### Clarification Questions from Sterling

*Cecilia Green, Jun 15, 2021 3:43 PM CDT*

1. Section 2 Page 34: Proposal Form 18: Non-Collusion Affidavit has notary in the State of New Jersey. Can bidders notarize this affidavit in a state other than New Jersey? 2. Section 2 Proposal Forms 22 and 23: Please clarify the delineation between the Region 10 ESC Terms and Conditions and the Equalis administration agreement. We understand that any exceptions to the Region 10

ESC agreement should be submitted with our response and the Equalis agreement would be negotiated following recommendation for award. Can you provide some indication of how these two agreements work together? 3. Section One 9.6 Administrative Fees: What is the administrative fee that is to be included in the vendor's pricing? 4. Section One 9.6 Administrative Fees: This section references administrative fees to "Gordian." Who is Gordian? 5. Section One 9.6 Administrative Fees: 9.6 references terms set in Section One; Part B, Article 14 Fees. Section One Part B Article 14: is non collusion. Please clarify.

*Clint Pechacek, Jun 22, 2021 12:04 PM CDT*

1. No. State of New Jersey requires a State of New Jersey notary, as directed in the form. 2. The Region 10 agreement is the contract that other public agencies can use to satisfy their purchasing requirements. The Equalis agreement governs how the contract is marketed. 3. Historically the administrative fee has been 2% but the fee is negotiated directly with Equalis. 4. This has been corrected in the amendment. 5. This section references the Equalis agreement.

## Clarification Questions

*Cecilia Green, Jun 15, 2021 3:46 PM CDT*

Section One 9.2 Price Increase: This section references Proposal Form 1 found in Section 2. How will vendor be able to adjust pricing in the future and introduce or remove offered products?

*Clint Pechacek, Jun 22, 2021 12:07 PM CDT*

Refer to section 9.2 for price increases. Product additions and deletions must be approved in writing by Region 10 ESC.