

Recruit Screening Background Checks
RFP '12/03/P

Listed below are the questions that have been raised concerning the aforementioned RFP.

1. May we provide a redlined version of your contract? **A redlined version of the contract is acceptable.**
2. What is the annual anticipated volume of your requested searches? **We conduct approximately 375 to 400 backgrounds a year.**
3. There is a conflict in the number of copies the RFP document asks for, on page 5 it states "The City of Santa Fe (herein called "City"), invites firms to submit two copies of the Proposal" and on page 13 it states "Proposal Format – For uniformity of review and evaluation of proposals for the service, Offerors shall submit one original and four copies of the proposal". Which instruction should we follow? **One original RFP along with four copies.**
4. If we are not a local vendor or a veteran owned business may we omit those preference forms? **Yes you may omit the forms.**
5. Personal ID verification – please define this, what ID is to be verified? **Searches are done by name and SSN**
6. Federal Criminal Records Search – how far back? 7 years, 10 years? For given name only or for all names and addresses developed from a social security number trace? **The backgrounds need to go back at least 10 years for all federal, state and national searches.**
7. National Criminal & Sex Offender Database search – how far back? 7 years, 10 years? For given name only or for all names and addresses developed from a social security number trace? **The backgrounds need to go back at least 10 years for all federal, state and national searches.**
8. NM Statewide Criminal Courts Search and pertaining states for out of state applicants – how far back? 7 years, 10 years? For given name only or for all names and addresses developed from a social security number trace? **The backgrounds need to go back at least 10 years for all federal, state and national searches.**
9. Personal reference verification and instant driving records with alerts or actions. – what are you looking for with the alerts and actions? **Driving records should show actions or alerts if needed for that record.**