

**The following 20 questions were submitted by six proposers regarding RFP 19000000009, Background Screening Services for The Retirement Systems of Alabama.**

- 1. QUESTION:** Who is the current contractor performing the Background Screening Services?

**ANSWER:** The RSA does not publicly disclose this information. However, you are welcome to schedule an in-person visit to our RSA Administrative building located in Montgomery, Alabama, and view the current contact and previous proposals.

- 2. QUESTION:** What is the annual volume?

**ANSWER:** The RSA performs approximately 100 to 200 screenings per contract year. The number of screenings may increase during the recheck years for current employees where applicable. However, a set number of screenings is not guaranteed.

- 3. QUESTION:** What is the current pricing for these services?

**ANSWER:** The RSA does not publicly disclose this information. However, you are welcome to schedule an in-person visit to our RSA Administrative building located in Montgomery, Alabama and view the current contact and previous proposals.

- 4. QUESTION:** How many employment verifications should be in the packages?

**ANSWER:** Employment verifications should include the last three (3) employments or seven (7) years.

- 5. QUESTION:** Is it the last one or three or the past 7 years?

**ANSWER:** Employment verifications should include the last three (3) employments or seven (7) years.

6. **QUESTION:** Want to confirm that RSA would like all addresses listed in the last 10 years to have state/county investigations conducted and all addresses to have a Federal performed?

**ANSWER:** Yes. The RSA would like all addresses listed in the last ten (10) years to have federal/state/county investigations conducted unless restricted by individual state mandates relating to the Fair Credit Reporting Act (FCRA). If you are unable to meet this requirement, please state why in your RFP response.

7. **QUESTION:** Do you prefer having a flat fee all inclusive price for each package or package prices not including the international, education, employment and other investigation fees? Each school and employment company have their own fees, therefore providing a list of fees would not be applicable.

**ANSWER:** Flat fee pricing should be utilized. The Vendor's cost proposals must include the cost for each contract year for each of the five (5) packages outlined in the RFP document. Any cost such as administrative and setup cost required to run each applicant package listed in items 1-5 must be included in the package cost to reflect a true comparison of services. Additional services may be listed as ad hoc services and will be reviewed separately.

8. **QUESTION:** For pricing information, do you want single names or all true names developed from the Social Security Trace?

**ANSWER:** Both single names and all true names developed from the Social Security Trace.

9. **QUESTION:** Package pricing for Employments, do you want last 3 employers or is there a specific scope for number of years?

**ANSWER:** Employment verifications should include the last three (3) employments or seven (7) years.

10. **QUESTION:** Package pricing for Education, do you want highest degree attained or all degrees earned?

**ANSWER:** All degrees earned.

**11. QUESTION:** International Package, pricing for criminal searches vary by country, is there specific countries you want priced out?

**ANSWER:** No. Specific countries cannot be determined for international criminal searches.

**12. QUESTION:** Who is your current provider for background screening services? Please provide their current pricing, if possible.

**ANSWER:** The RSA does not publicly disclose this information. However, you are welcome to schedule an in-person visit to our RSA Administrative building located in Montgomery, Alabama, and view the current contact and previous proposals.

**13. QUESTION:** Are there any pain points with your current provider?

**ANSWER:** There have not been any issues with our current provider.

**14. QUESTION:** Why are you evaluating new providers for background screening services?

**ANSWER:** The RSA is required to complete the RFP process on a regular basis. The current contract is coming to a close.

**15. QUESTION:** Will preference be given to providers that are accredited by (not just a member of) the National Association of Professional Background Screeners (NAPBS)?

**ANSWER:** Selection is based on the qualifications deemed required by the RSA and scored based on the evaluation criteria, as stated in the RFP document.

**16. QUESTION:** A Social Security Trace verifies an applicant's name and social security number and reports all addresses previously occupied by an applicant. Industry best practice is to search all addresses within the last seven years. Does RSA wish to search an applicant's last 10 years of residency?

**ANSWER:** Yes. The RSA would like all addresses listed in the last ten (10) years to have federal/state/county investigations conducted unless restricted by individual state mandates relating to the Fair Credit Reporting Act (FCRA). If you are unable to meet this requirement, please state why in your RFP response.

**17. QUESTION:** Under Sections II and III, beginning on pages 6 and 9, RSA requests background screening be "for a minimum of 10 years, unless restricted by individual state mandates relating to the Fair Credit Reporting Act (FCRA)." The standard FCRA scope is to report convictions and pending charges within seven years. Older results will be reported in accordance with all applicable laws. Please confirm that by your 10-year statement, this is acceptable.

**ANSWER:** This is acceptable as long as screenings reported meet all applicable laws and the Fair Credit Reporting Act (FCRA).

**18. QUESTION:** Within the RFP and on page 14, RSA state the following documents must be completed and submitted with the proposal: A.) State of Alabama Disclosure Statement (Required by Article 3B of Title 41, Code of Alabama 1975); B.) Sample RSA State Contract with required language; C.) Immigration Compliance Certificate; D.) Proposer Profile Form; E.) Proposer References Form; F.) IRS Form W-9 and G.) RSA Non-Disclosure Agreement. These documents have not been provided. Will RSA provide these to vendors, or direct us to their location?

**ANSWER:** These forms are available through STAARS VSS and on our RSA website under the ITB, RFP, and RFB section. The link to these forms may be found by utilizing the following link:

<https://www.rsa-al.gov/about-rsa/itb-rfp/>

**19. QUESTION:** How many employees does the RSA have?

**ANSWER:** RSA currently employs 360 employees.

**20. QUESTION:** Approximately how many background checks will be ordered per year?

**ANSWER:** The RSA performs approximately 100 to 200 screenings per contract year. The number of screenings may increase during the recheck years for current employees where applicable. However, a set number of screenings is not guaranteed.