



**ALABAMA DEPARTMENT OF HUMAN RESOURCES
REQUEST FOR INFORMATION**

PROCUREMENT INFORMATION	
RFI Number: 2017-900-01	RFI Title: State, Local and National Criminal Background Checks
Proposal Due Date and Time: <i>Thursday, December 21, 2017</i> 12:00 p.m., Central Time	Number of Pages: 8
Procurement Officer: Vicki Cooper-Robinson, Procurement Manager Phone: (334) 353-2471 E-mail Address: vicki.robinson@dhr.alabama.gov Website: http://www.dhr.alabama.gov	Issue Date: November 07, 2017
	Issuing Division: Child Support Division
INSTRUCTIONS TO VENDORS	
Submit Response to: Starr Stewart, Director Office of Procurement Alabama Department of Human Resources Gordon Persons Building, Room 2153 50 Ripley Street Montgomery, AL 36130-4000	Label Envelope/Package: RFI Title/Number: State, Local and National Criminal Background Checks RFI# 2017-900-01 Response Due Date: Thursday, December 21, 2017
	Special Instructions:
VENDOR INFORMATION (Fill in the information fields below and return this form with RFI response)	
Vendor Name/Address:	Authorized Vendor Signatory:
DUNS NUMBER: _____	(Please print name and sign in ink)
Vendor Phone Number: ()	Vendor FAX Number: ()
Vendor Federal I.D. Number:	Vendor E-mail Address:
Indicate whether this response is an original or a copy. <input type="checkbox"/> Original <input type="checkbox"/> Copy	
Total number of response pages: _____	
Trade Secret Declarations: (<u>reference section/page(s) of trade secret declarations</u>)	

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SCHEDULE OF EVENTS

The following RFI Schedule of Events represents the Department's best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events shall be between 9:00 a.m. and 12:00 p.m., Central Time. The Department reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the Department's website at www.dhr.alabama.gov. Vendors should refer to the website periodically for changes to the RFI.

EVENT	DATE
RFI Issue Date	November 7, 2017
Deadline for Receipt of Written Questions	November 21, 2017
Deadline for Posting of Written Responses to Questions	November 28, 2017
Response Due Date	December 21, 2017

SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

1.0 PROJECT OVERVIEW

The ALABAMA DEPARTMENT OF HUMAN RESOURCES, (hereinafter referred to as “the Department”) seeks information from vendors regarding Local, State (ABI) and National (FBI) criminal checks to government or private agencies and institutions on current and potential state employees and or contractors who have access to federal tax information. The Department’s Child Support Enforcement (CSE) Division will utilize these criminal history checks to determine which employees should obtain access based on the federal regulation IRS Publication 1075 (Tax Information Security Guidelines for Federal, State, and Local Agencies).

<https://www.irs.gov/pub/irs-pdf/p1075.pdf>

A more complete description of the services sought for this project is provided in *Section 2, Scope of Project*. Responses submitted to this solicitation must comply with the instructions and procedures contained herein.

1.1 POINT OF CONTACT

From the date this Request for Information (RFI) is issued until the vendor selection is announced, all communication must be directed to the procurement officer in charge of this solicitation. **Vendors must not communicate with any Department staff or officials regarding this procurement with the exception of the procurement officer.** Any unauthorized contact will disqualify the vendor from further consideration. Contact information for the point of contact is as follows:

Vicki Cooper-Robinson, Procurement Manager
Office of Procurement
Alabama Department of Human Resources
Gordon Persons Building, Room 2153
50 Ripley Street
Montgomery, AL 36130-4000
Telephone Number: (334) 353-2471
E-mail Address: vicki.robinson@dhr.alabama.gov

1.2 REQUIRED REVIEW

1.2.1 REVIEW RFI

Vendors should carefully review the instructions, mandatory and general requirements, project specifications, and the standard terms and conditions in this RFI. After a thorough review of the RFI, if the vendor identifies any ambiguity, inconsistency, unduly restrictive specifications, or error, promptly notify the procurement officer identified above in writing, via e-mail or courier by the deadline for receipt of questions as stated in the Schedule of Events.

1.2.2 VENDOR’S QUESTIONS

Vendors with questions or requiring clarification regarding any section of this RFI must reference the RFI by title and number and submit written questions via e-mail or courier to the procurement officer referenced above by 3:00 p.m. (CST) **Tuesday, November 21, 2017**. Each question must reference the section, page, and item in question. Vendors must submit all questions posed in a single email message to the procurement officer. Questions received after the deadline will not be considered.

1.2.3 DEPARTMENT’S RESPONSES

The Department will provide an official written answer by **Tuesday, November 28, 2017** to all questions received by the deadline on **November 21, 2017**. The Department’s response will either provide clarification of the applicable issue or be in the form of a correction to this RFI. Vendor questions and the Department’s

responses, as well as any formal written addendum will be posted on the Department's website at www.dhr.alabama.gov by the close of business on the date listed.

1.2.4 DEADLINE FOR RECEIPT OF RESPONSES

Responses must adhere to the format requirements and must be received by the deadline for receipt of responses as specified in the Schedule of Events and Section 1.3.1 *Required Copies and Deadline for Receipt of Responses*.

1.3 SUBMITTING A RESPONSE

1.3.1 REQUIRED COPIES AND DEADLINE FOR RECEIPT OF RESPONSES

Vendors must submit **one (1)** original response, four **(4)** copies and **one (1)** electronic (PDF preferred) copy on CD or DVD clearly labeled with the Vendor's name and the RFI title and number to:

**Starr Stewart, Director
Office of Procurement
Alabama Department of Human Resources
Gordon Persons Building, Room 2153
50 Ripley Street
Montgomery, AL 36130-4000**

Responses must subscribe to the section/subsection headings and numbering format (i.e., **3.1.2 Vendor Qualifying Information**) as specified in *Section 3.0 Response Format and Instructions*. Responses must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the **RFI# 2017-900-01 State, Local and National Criminal Background Checks**. **Responses must be received at the receptionist's desk of the Resource Development-Office of Procurement by 12:00 p.m., local time, Thursday, December 21, 2017.** Two business (Monday-Friday) days prior to the due date, responses may be hand delivered between the hours of 9:00 a.m. -12:00 p.m. (with the exception of state and federal holidays). Faxed and electronically submitted responses to requests are NOT accepted.

SECTION 2: SCOPE OF PROJECT

2.0 PROGRAM DESCRIPTION

The vendor will be required to conduct the background investigations for state employees and contractors which will assist Child Support Enforcement (CSE) Management in determining who will have access to Federal Tax Information (FTI).

2.1 INFORMATION REQUIREMENTS

The background investigation will include: a check of local law enforcement agencies where the subject has lived, worked, and/or attended school within the last 5 years, and if applicable, the appropriate agency for any identified arrests.

Responding vendors should provide information on the following:

- Preparation and formatting of results
- The sources available and or used for the background investigations
- The average response time from request to results
- Different pricing options, if such exist
- Different levels of Local, State (ABI) and National (FBI) background investigations,
 - all price levels and the services associated
- Recommended disclaimer language on use of results
- Sample applications for services

SECTION 3: RESPONSE FORMAT AND INSTRUCTIONS

3.0 RESPONSE FORMAT

Responses must not exceed **Fifty (50) pages**, including attachments and must be single-spaced, incorporating 1-inch margins, typed using Times New Roman (font), size 12, black print. Responses must be printed/copied onto one side of standard (8½ x 11) white typing/copier paper. *Paragraphs must be double-spaced.* All responses (the original and copies) must include labeled tabs that correspond with the bolded sections and subsections (titles and numbers) to which the information pertains as specified in Section 2 of this document. ***Do not use adhesive tabs (on pages of the response), tabs with paper inserts, sheet protectors, rings or prong fasteners.*** Vendors should avoid the use of elaborate presentations and binding materials beyond that which is sufficient to present complete and effective responses. Responses **that do not adhere to the specified format may be deemed non-responsive.**

3.1 COVER SHEET

The first page of each response must be the completed **Cover Sheet** (RFI cover sheet) with an original ink signature of the person(s) legally authorized to bind the vendor to the response. **Responses without signatures of persons legally authorized to bind the vendor to the response will be rejected.** The cover sheet must also include the name of the contact person and contact information of the person authorized to act on behalf of the vendor (do not number this page). Vendors must also provide their federal employer identification number and DUNS number. Also, denote the original response and copies by placing a check in the appropriate box on the cover sheet.

3.1.1 TABLE OF CONTENTS

The Cover Sheet should be followed by the **“Table of Contents”**, which should list all sections, subsections and page numbers. Numbering of the response pages should begin with page 1 of the Table of Contents. Page numbers should be placed in the right corner of the bottom margin.

3.1.2 VENDOR QUALIFYING INFORMATION

Vendor must specify how long it has been in the business of providing services similar to those requested in this RFI and under what company name. Also list all names it has used when conducting business. Vendors must explain their expertise or history in the provision of such services or identify a nationally recognized model that has proven to be successful that will be used in the provision of services under this RFI. Vendors must provide an organizational profile including: number of employees, and form of business (e.g. individual, sole proprietor, corporation, non-profit corporation, limited liability company.).

3.1.3 SERVICE DELIVERY APPROACH

Vendors must provide a detailed description of the work plan and the methods to be used that will convincingly demonstrate to the Department what the vendor intends to do, the timeframes necessary to accomplish the work, and how the work will be accomplished. *All services as specified in Section 2: Scope of Project must be addressed in the Service Delivery Approach.*

3.1.4 COST RESPONSE

Provide a detailed budget for all proposed services.

COST RESPONSE

Please provide a cost for each type of criminal background check based on the following requirements listed:

Program Requirements	Local Background Checks	State (ABI Background Checks)	National (FBI Background Checks)
Preparation and formatting of results			
The sources available and or used for the background checks			
The average response time from request to results			
Different pricing options, if such exist			
Different levels of background checks, all price levels and the services associated (tier level)			
Recommended disclaimer language on use of results			
Sample applications for services			
Response Cost \$			