

**ADDENDUM NUMBER ONE**

**RFP 10-1664 HR  
Criminal History Background Check Service**

Questions from potential proposers are shown below followed by answers from Metro.

**Are you looking for services that include database searches as well as local, in-person searches of court records?**

Yes, we will consider vendors who provide both services.

**Is this a closed process or will vendors know who other participants are?**

This is a closed process.

**Will we have the opportunity to demonstrate our system, as the evaluation criteria items 1 – 7 can be shown through a demonstration?**

At this stage we are only reviewing submitted proposals and are not scheduling demonstrations. Once the proposals are reviewed, select vendors may be asked to demonstrate their system and services.

**While page 5 has established a budget, they have not specifically identified the scope of the work or included a pricing page. Page 4 only asks us to comment on services offered. Are these the services they want pricing on?**

Yes, Metro is seeking pricing for the services listed on page 4. The pricing may be proposed ala carte or as packages of services, and the pricing may be proposed on a per candidate basis or again in packages.

**What criminal information is currently being delivered by your current provider?**

OpenOnline delivers the background check results in a report format and the State of Oregon advises whether the applicant has been successfully added to the child care registry.

**Of the searches you requested pricing on, what searches are you currently running?**

All positions receive national and county searches; state searches and identify verifications are done when necessary. Identity verification, national, county, state, sex offender, and other databases are used as necessary for positions that have direct, unsupervised access to children.

**Do you run the same search on every candidate, regardless of position? Do certain positions have different searches associated with them?**

## Addendum /RFP 10-1664 HR

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Candidates for positions with direct, unsupervised access to children go through the State of Oregon's Child Care Registry and all other candidates undergo a criminal background check through OpenOnline which also includes a comprehensive background check.

### **What is the expected volume of the search elements you requested information and pricing on?**

For all finalists, we expect to receive comprehensive criminal history searches that include national and county searches based on the candidate's residency. For some finalists, such as those in high level positions, or those who have lived abroad, we may request federal and international searches. The actual number of background checks needed vary according to the number of positions filled. We request pricing on DMV searches, although this may or may be used depending on costs.

### **Are you running their single, current County of residence? Are you getting County records based on the past 7 years of residency?**

Yes

### **Are you running their single, current State of residence? Are you getting State records based on the past 7 years of residency?**

With some searches

### **Are you currently running both County and State records, simultaneously on applicants?**

With some searches

### **Are you running their single, current Federal district of residence? Are you getting Federal records based on the past 7 years of residency?**

With some searches

### **Are you currently, or do you plan to run any of the checks listed annually on all existing employees?**

No

### **Are all checks going to request exactly the same information, or will there be different packages used for positions with varying responsibilities. If so, what are the elements of those packages, and what percent of the estimated 400-unit total does each package represent?**

For all finalists, we expect to receive comprehensive criminal history search that include national and county searches based on the candidate's residency. For some finalists, such as those in high level positions, or those who have lived abroad, we may request federal and international searches. That

## Addendum /RFP 10-1664 HR

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percentage will be very small. The actual number of background checks needed vary according to the number of positions filled.

**In regard to state and county felony/misdemeanor Searches – Do you require a 7 year history based on previous addresses of the applicant developed from a social security trace report?**

Yes

**In regard to federal records – federal record searches are done by district or state – do you require all districts the applicant has lived in during the last 7 years? (They would mirror the state/county searches – All areas of residence in the last 7 years)**

Currently we do not require federal district searches on all applicants. We would like pricing for federal records search for all districts.

**International criminal records – Can you provide the countries that you are most likely to search?**

Due to the very limited international hiring, it is impossible to estimate which countries we are likely to search. Proposers may wish include cost estimates for this service a la carte.

**Are you currently having any issues with OpenOnline?**

No

**Can you provide your current pricing as this is a public document?**

Metro currently pays \$14.40 per National One Report. We occasionally use other services, but those are not reflected in the contract. National One is a national search.

**Under Section H, Experience, RFP asks us to "Please list representative clients," then the next question asks for references. Are these the same companies or could you please clarify what Metro is looking for in regards to "representative clients?"**

Representative clients could be similar in industry, size, or need. Your references may or may not be from the list depending on your client base and types of services your organization offers.

**What countries will you be searching? On how many applicants to you expect to be utilizing the international search (yearly)? Also, would you like us to submit the pricing individually for each search, or would you like to see it as a package?**

Due to the very limited international hiring, it is impossible to estimate which countries we are likely to search. We hire less than one international candidate per year. Proposers may wish include cost estimates for this service a la carte or as part of a package.

## Addendum /RFP 10-1664 HR

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**Is Metro currently utilizing a specific Applicant Tracking System? If so, would you be willing to share the name of the ATS with us? Is OpenOnline currently integrated with Metro's Applicant Tracking system? If an ATS is not currently in place would you like us to offer suggested Applicant Tracking Systems as a solution?**

We are not using one at this time, and we do not want suggestions.

**Does Metro permit the use of third party services such as outsourcing to offshore/foreign-based national entities?**

It is possible that Metro may permit the use of overseas third party services.

**Metro may permit the use of third party services**

Yes

**Does Metro allow its employee data to be aggregated and/or resold by vendors?**

No

**Does Metro permit its vendors to utilize any third parties to process services? If so, do you require a certification of services from them to ensure employee data is kept secure?**

Metro may permit vendors use third party services and Metro may require a certification that data is kept secure.

**VII Section B, page 4 of 11: Is there a basic package of services that Metro is looking for that should fall within the budget of \$15,000.00 per year as outlined in Section I?**

Proposers may bundle all or only select services within packages. For all finalists, we expect to receive comprehensive criminal history searches that at least include national and county searches based on the candidate's residency

**Section I. : Is Metro open to the option of a blanket cost for the anticipated 400 screens per year, versus per item cost?**

Metro will consider all options included in proposals.