



March 6, 2018

**Amendment One
Background Screening Services
IFB No. 2018-01**

The Public Procurement Review Board, on behalf of the State of Mississippi, seeks to establish a Preapproved Vendor List for Background Screening Services, and invites your bid.

1. Section 7.1.4.2 has been amended as follows:

Reporting mechanism to provide detailed summary information via monthly reports. Such reported information to include, but not be limited to, number of checks completed each month, the specific type of checks performed (and the quantity of each type), the different types of results (positive versus negative) on checks for individuals, how many background checks per agency, etc. These monthly reports will then correspond with submitted invoices. Contractor must provide an annual usage report to the PPRB detailing the contract numbers and total amounts associated with each agency contract until this preapproved vendor list expires.

2. Pursuant to Section 8.1, Attachment C, Bid Cover Sheet, question 5 has been amended as follows:

How many accounts of comparable type and/or size of operation **has** your company provided **these** services for in the past ~~two~~three (**23**) years?

The amended Attachment C is attached.

3. Questions and Answers for the Background Screening Services Invitation for Bids are attached.

Please acknowledge receipt of Amendment One by returning it, along with your original bid, by **Monday, March 19, 2018 at 1:00 PM CST**. This acknowledgment should be enclosed in your bid packet following the submission instructions located in the IFB. **Failure to submit this acknowledgment may result in rejection of the bid.**

Company Representative: _____

Company: _____

Date: _____

ATTACHMENT C – Amended 3/6/2018

BID COVER SHEET

The Public Procurement Review Board, on behalf of the State of Mississippi, plans to develop a Preapproved Vendor List of Providers for Background Screening Services, and invites your bid.

Services listed above will be provided by region. *See* map of regions in **Attachment A**.

Bids are to be submitted to the address as listed in Section 11.2.12 of this IFB, on or before **March 19, 2018, 1:00 PM CST**.

Name of Company: _____

Quoted By: _____

Signature: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax Number: _____

E-Mail Address: _____

Name and phone number of Company Representative to be contacted by Agencies seeking to contract for services pursuant to this IFB: _____

FEI/FIN # (if company, corporation, or partnership):	
SS# (if individual):	

In addition to providing the above contact information, please answer the following questions regarding your company:

What year was your company started? _____

How many years and/or months has your company been in the business of performing the services called for in this IFB? _____

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. _____

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms. _____

How many accounts of comparable type and/or size of operation has your company provided these services for in the past three (3) years? _____

Is your company bonded to validate the accuracy of any/all information provided to the Agency and licensed as a Private Investigations Agency? _____

Is your company licensed and/or certified to provide said services as required by any and all applicable federal and state law(s)? _____

List all licenses or permits your company possesses that are applicable to performing the services required in this IFB. _____



Question Submission Deadline: February 27, 2018

Response Issue Date: March 6, 2018

Procurement Questions and Answers

	Section & Page Number	Date Received	Question	Response
1.		2/15/2018 9:16 AM	Could you please send me the scope and requirements of this RFP that's due March 19th?	The IFB for Background Screening may be obtained by going to: http://www.dfa.ms.gov/dfa-offices/personal-service-contract-review/invitations-for-bids/
2.	Section 14, page 12	2/15/2018 12:12 PM	Do you require all customer service and all personnel with access to your company's information and/or applicant's information to be US based?	There is not an United States or Mississippi based business residency requirement associated with this IFB. Your company is not required to be physically located in either the State of Mississippi or the United States. However, your business is required to register to do business with the Mississippi Secretary of State or, if not already registered, must confirm it will do so within seven business days of being notified by the PPRB that it has been placed on the monthly agenda for approval on the preapproved list.
3.		2/15/2018 12:12 PM	What is your monthly/annual volume?	The Background Screening PVL is for use by state agencies under the purview of the PPRB. The PPRB does not contract with preapproved vendors; contracts will be between the vendors and the Contracting Agencies using the PVL. Being placed on the PVL does not guarantee contracts will be issued. Preapproved vendor usage varies at agency discretion and/or need. Information regarding state agency contracts may be found at www.transparency.mississippi.gov . A list of the

				<p>state agencies and entities under the purview of the PPRB and eligible to use the PVL may be found in Appendix A of the PSCRB Rules and Regulations located on the Office of Personal Service Contract Review page of the DFA website at http://www.dfa.ms.gov/media/6033/pscrb-rules-and-regulations-effective-7-1-2016.pdf. The current Background Screening PVL may be obtained by going to: http://www.dfa.ms.gov/media/6076/background-services-pvl-pscrb.pdf. There is no record of monthly/annual volume available. PPRB does not collect information regarding the number of background checks run annually by the various agencies and entities under PPRB purview.</p>
4.		2/15/2018 12:12 PM	What is your monthly/annual spend?	<p>The Background Screening PVL is for use by state agencies under the purview of the PPRB. The PPRB does not contract with preapproved vendors; contracts will be between the vendors and the Contracting Agencies using the PVL. Being placed on the PVL does not guarantee contracts will be issued. Preapproved vendor usage varies at agency discretion and/or need. Information regarding state agency contracts may be found at www.transparency.mississippi.gov. A list of the state agencies and entities under the purview of the PPRB and eligible to use the PVL may be found in Appendix A of the PSCRB Rules and Regulations located on the Office of Personal Service Contract Review page of the DFA website at http://www.dfa.ms.gov/media/6033/pscrb-rules-and-regulations-effective-7-1-2016.pdf. The current Background Screening PVL may be obtained by going to: http://www.dfa.ms.gov/media/6076/background-services-pvl-pscrb.pdf. There is no record of monthly/annual spend revenue statistics available.</p>

5.	7.1.4.1, page 5 7.1.4.4, page 5	2/15/2018 12:12 PM	Will you be requiring an ATS integration?	Although there is no ATS integration requirement associated with this IFB, sending background screening results via secure electronic mail to the appropriate Contracting Agency Representative as soon as available and web-based viewing for real-time access to information are required Contractor capabilities.
6.		2/15/2018 12:12 PM	Who is your current background check provider?	The current Background Screening PVL may be obtained by going to: http://www.dfa.ms.gov/media/6076/background-services-pvl-pscrb.pdf .
7.		2/15/2018 12:12 PM	What are your complaints/issues with your current background check provider?	PPRB does not collect data regarding the performance of current vendors. This is a routine 3-year procurement for background screening services to establish a new list of providers.
8.		2/20/2018 4:28 PM	I recently found a potential bid opportunity for background screening services due 03/19/2018. We previously bid on a contract in October 2016 with the University of Mississippi which was cancelled, not sure if this new bid is connected with the previous bid. Would I be able to get the bid documents to review? I do not see them listed at the University of Mississippi bid site.	Although the Mississippi Department of Finance & Administration (hereinafter "MDFA") and the University of Mississippi are both state entities, they operate differently. State colleges and universities are not under PPRB purview. A list of the state agencies and entities under the purview of the PPRB and eligible to use the PVL may be found in Appendix A of the PSCRB Rules and Regulations located on the Office of Personal Service Contract Review (hereinafter "OPSCR") page of the MDFA website at http://www.dfa.ms.gov/media/6033/pscrb-rules-and-regulations-effective-7-1-2016.pdf . The IFB for Background Screening may be obtained by going to: http://www.dfa.ms.gov/dfa-offices/personal-service-contract-review/invitations-for-bids/ .
9.		2/26/2018 3:36 PM	IF an individual owns two companies in different fields and the other company is already a preapproved vendor with the Ms. Personnel Board and has performed services previously thru the DFA for a vendor, is this a conflict of interest?	Nothing precludes a vendor from holding multiple state contracts. However, the vendor should ensure the ability to perform regardless of the number of contracts. The vendor must be capable of satisfactorily providing services to each Contracting Agency.

10.		2/26/2018 3:36 PM	If the bidding company has a relative in the state legislature currently is this a conflict of interest?	Only if attempting to use such relationship to obtain a state contract or to assist with placement on a PVL. For further information and/or clarification, please contact the Mississippi Ethics Commission (http://www.ethics.state.ms.us) as it administers and enforces the Ethics in Government Law, codified as Sections 25-4-1 through 25-4-119, Miss. Code of 1972, and related authorities.
11.		2/26/2018 3:36 PM	If the bidding company has a heavy political background with two relatives being previous governors of MS and still have political connections is this a conflict of interest?	Only if attempting to use such relationship to obtain a state contract or to assist with placement on a PVL. For further information and/or clarification, please contact the Mississippi Ethics Commission (http://www.ethics.state.ms.us) as it administers and enforces the Ethics in Government Law, codified as Sections 25-4-1 through 25-4-119, Miss. Code of 1972, and related authorities.
12.	Section 9, page 6 Section 11.1.2, page 6 Section 11.2.7, page 7 Section 11.2.8, page 7	2/26/2018 11:09 PM	<p>Attachment D of the Invitation for Bids (No. 2018-01) – Public Procurement Review Board – Background Screening Services</p> <p>The Item Description section is asking for a “Unit Price” of various a la carte items for background screening services. This Item description does not leave areas for various state/municipality type fees (or fees related to Employment verification services and education verification pass-through fees).</p> <p>These services may or may not have a “pass-through” fee in addition to unit price. This is based on jurisdiction (or service) requested.</p> <p>How do you want this to be handled? Can we submit a separate list of “pass-through” fees that are in addition to some of the a la carte services?</p> <p>Examples (not inclusive):</p> <p>a. Motor Vehicle Record Check:</p>	<p>Bidders must submit a bid on each a la carte item and package option listed. The pricing quoted shall be inclusive of, but not limited to the following:</p> <ol style="list-style-type: none"> 1. All required overhead; 2. All required profit; 3. All required labor per man-hour and supervision; 4. All required equipment/material; 5. All required vehicles; 6. All required fuel, mileage, and travel time; 7. All required insurances; 8. The cost of any required business and professional licenses, certifications, permits, or fees; and, 9. Any and all other costs. <p>All pricing should include all associated costs with no additional or hidden fees. Prices submitted in response to the IFB will remain firm, valid, and renewable until June 30, 2023 except that a bidder</p>

			<p>b. State Fee in Mississippi = \$14.00 c. State Fee in Tennessee = \$7.50 d. State Fee in Alabama = \$9.75 e. State Fee in Louisiana = \$16.00 f. State Fee in Oklahoma = \$27.50</p> <p>Statewide Criminal Checks: a. State of Mississippi = \$10.00 b. State of Tennessee = \$29.00 c. State of New York = \$68.00</p> <p>County Criminal Records a. At least 9 counties in Mississippi have a court fee ranging from \$1.00 - \$6.00 b. At least 11 counties in Tennessee have a court fee ranging from \$3.00 - \$15.00</p> <p>Education Verification: a. Some high school districts charge a release fee b. Some colleges use a fee based centralized verification service</p> <p>Employment Verification: a. Some companies only release information through a fee based verification service.</p>	may raise prices to reflect a rise in the federal minimum wage, but only to the extent of the actual minimum wage increase. Furthermore, modifications/additions to any portion of the bid form may be cause for rejection of the bid.
13.		2/27/2018 12:07 PM	Please provide the current list of preapproved vendors for background screening services? Please provide their current pricing, if possible.	The current Background Screening PVL may be obtained by going to: http://www.dfa.ms.gov/media/6076/background-services-pvl-pscrb.pdf .
14.		2/27/2018 12:07 PM	What is the estimated annual volume for vendors included in the list?	The Background Screening PVL is for use by state agencies under the purview of the PPRB. The PPRB will not contract with the vendors; contracts will be between the vendors and the Contracting Agencies using the PVL. Being placed on the PVL does not guarantee contracts will be issued. Preapproved vendor usage varies at agency discretion and/or need. Information regarding state agency contracts may be found at www.transparency.mississippi.gov . A list of the

				<p>state agencies and entities under the purview of the PPRB and eligible to use the PVL may be found in Appendix A of the PSCRB Rules and Regulations located on the Office of Personal Service Contract Review page of the MDFA website at http://www.dfa.ms.gov/media/6033/pscrb-rules-and-regulations-effective-7-1-2016.pdf. The current Background Screening PVL may be obtained by going to: http://www.dfa.ms.gov/media/6076/background-services-pvl-pscrb.pdf. There is no record of annual volume available. PPRB does not collect information regarding the number of background checks run annually by the various agencies and entities under PPRB purview.</p>
15.		2/27/2018 12:07 PM	Can you provide any statistics on revenue spent per preferred vendor in 2017?	<p>The Background Screening PVL is for use by state agencies under the purview of the PPRB. The PPRB will not contract with the vendors; contracts will be between the vendors and the Contracting Agencies using the PVL. Being placed on the PVL does not guarantee contracts will be issued. Preapproved vendor usage varies at agency discretion and/or need. Information regarding state agency contracts may be found at www.transparency.mississippi.gov. A list of the state agencies and entities under the purview of the PPRB and eligible to use the PVL may be found in Appendix A of the PSCRB Rules and Regulations located on the Office of Personal Service Contract Review page of the MDFA website at http://www.dfa.ms.gov/media/6033/pscrb-rules-and-regulations-effective-7-1-2016.pdf. The current Background Screening PVL may be obtained by going to: http://www.dfa.ms.gov/media/6076/background-services-pvl-pscrb.pdf. There is no record of spent revenue statistics available.</p>
16.		2/27/2018 12:07 PM	Are there any pain points with your current providers?	<p>PPRB does not collect data regarding the performance of current vendors. This is a routine</p>

				3-year procurement for background screening services to establish a new list of providers.
17.	Section 9, page 6 Section 10, page 6	2/27/2018 12:07 PM	Why are you evaluating new providers to be included on the preapproved list of background screening services?	Historically, PVLs are procured every three years. Although the lists expire after a three-year period, if a Contracting Agency enters into a contract with a preapproved vendor prior to the expiration, the contract may be renewed at the same rates for up to an additional two years. PVLs may potentially overlap for continuity of services. Vendor's failure to honor submitted rates through the renewable period (June 30, 2023) may result in removal from the PVL and/or debarment. Pursuant to Mississippi Code Annotated § 27-104-7(2)(i), the PPRB "may establish a preapproved list of providers of various personal and professional services for set prices with which state agencies may contract without bidding or prior approval from the board."
18.	Section 8.2, page 6 Attachment D, page 19	2/27/2018 12:07 PM	Will preference be given to providers that are accredited (not just a member) by the National Association of Professional Background Screeners (NAPBS)?	Bidder must be bonded to validate the accuracy of any/all information provided to the Contracting Agency and must be licensed as private investigators and/or as required by any and all applicable Federal and State law(s). The Contractor must represent that it is licensed, certified and possesses the requisite credentials to perform background screening and credit check services.
19.		2/27/2018 12:07 PM	Can you confirm the dates you anticipate calling references? This information will be provided to our references so they know when to expect your call.	The anticipated dates for reference calls are March 19-21, 2018.
20.		2/27/2018 12:07 PM	Are state agencies required to use one of the preapproved background screening vendors?	Agencies are encouraged, but not required, to contract with preapproved vendors. Agencies under the purview of the PPRB may utilize these lists to secure services without issuing a procurement as these vendors were competitively procured by IFBs issued by MDFA OPSCR staff.
21.		2/27/2018 12:07 PM	How many state agencies are eligible to use this contract?	A list of the state agencies and entities under the purview of the PPRB and eligible to use the PVL may be found in Appendix A of the PSCRB Rules and Regulations located on the Office of Personal Service Contract Review page of the MDFA website

				at http://www.dfa.ms.gov/media/6033/pscrb-rules-and-regulations-effective-7-1-2016.pdf .
22.	Section 5.2, page 2 Section 7.1.2.5, page 4	2/27/2018 12:07 PM	Per section 7.1.2.5, National State, County and Municipality Criminal Records Check, please confirm: Is it acceptable for vendors to search this information using a Nationwide Database source, so long as all criminal hits are then confirmed directly at a primary-source county courthouse – in compliance with the Fair Credit Reporting Act?	<p>The procedures and methods to be used by the company for background screening services must conform with all current federal and state employment statutes and guidelines governing public agency human resource administration, to include Title VII of Chapter 42 of the United States Code the Equal Employment Opportunity Commission Uniform Guidelines on Employment Selection Procedures, Americans with Disabilities Act Amendment Act, Department of Labor Fair Labor Standards Act, Fair Credit Reporting Act, et al.</p> <p>The vendor must provide as an option the ability to search multiple criminal records for convictions and criminal history, not solely a national criminal database product that houses all types of records. Database information is acceptable if it complies with the Fair Credit Reporting Act (as amended).</p>
23.	Section 9, page 6 Section 11.1.2, page 6 Section 11.2.7, page 7 Section 11.2.8, page 7	2/27/2018 12:07 PM	Per section 7.1.3.1, Base Package: In our experience, not all applicants will have three prior places of employment/7 years of employment history. To provide a more cost effective solution, can vendors include a per verification price in this package?	<p>Bidders must submit a bid on each a la carte item and package option listed. The pricing quoted shall be inclusive of, but not limited to the following:</p> <ol style="list-style-type: none"> 1. All required overhead; 2. All required profit; 3. All required labor per man-hour and supervision; 4. All required equipment/material; 5. All required vehicles; 6. All required fuel, mileage, and travel time; 7. All required insurances; 8. The cost of any required business and professional licenses, certifications, permits, or fees; and, 9. Any and all other costs. <p>All pricing should include all associated costs with no additional or hidden fees. Prices submitted in</p>