



Pre-Employment Background Check Services RFP 22.145-Questions & Answers

- Q. What is the total number of National Backgrounds Screenings required monthly or annually under this program?***
- a. The City hires approximately 200 employees every year, which include approximately 80 seasonal employees who are generally under the age of 18. On average, we run approximately 12 pre-employment background checks per month.
- Q. How many background checks do you anticipate you will need annually?***
- a. Approximately 140 preemployment background checks per year.
- Q. For the employees under 18 years of age, will you be getting written consent from their legal guardian or parent before ordering the background check?***
- a. No preemployment background check will be required for those under 18 years of age.
- Q. Who is the current incumbent?***
- a. American Checked
- Q. What are some pain points that you have with the current background screening vendor?***
- a. We are performing our normal and periodic review of contracts.
- Q. Please clarify what you mean by “County-Level Record Verification.” Is this verifying address history, county criminal record search, or something else?***
- a. County-level record verification means county criminal record searches and pending matters particularly within the courts of specific counties. These searches provide a more detailed analysis of one’s criminal history within that geographic area. In some instances, these searches are required individually as some counties do not pull on general searches.
- Q. What is the standard scope of your criminal searches? eg. 7 years of history? 10 years of history?***
- a. The standard scope of criminal searches is lifetime. Our ordinance states: *The person has not pled guilty to, or been convicted of any felony, or any misdemeanor involving moral turpitude or which otherwise indicates unfitness for city employment.*
- Q. What is your scope for employment verification? eg. The last 2 employers or all employers from the past 7 years, etc.***
- a. The scope for employment verification is seven (7) years.
- Q. What is your scope for education verification? Eg. Highest degree earned or all degrees earned?***
- a. The scope for education verification is highest degree(s) earned.