

**Middlesex County College
2600 Woodbridge Avenue
Edison, New Jersey 08818-3050**

Bid # 15-10 Background Screening Services

Middlesex County College, as lead agency for the New Jersey Council of County Colleges is soliciting bids to provide background checks; obtaining county, state and/or federal criminal conviction records, etc. The contract to be awarded will be an initial one year contract with an option to renew one additional year. The contract will be awarded to the lowest responsible and responsive bidder as per the following bid specifications and meets all bid requirements.

The members in this group include the following:

Atlantic Cape CC	Middlesex CC
Bergen CC	Morris CC
Brookdale CC	Ocean CC
Burlington CC	Passaic CC
Camden CC	Raritan Valley CC
Cumberland CC	Salem CC
Essex CC	Sussex CC
Gloucester CC	Union CC
Hudson CC	Warren CC
Mercer CC	

The contractor must provide firm, fixed unit prices for each of the following employment background check services as specified. The unit prices shall include the price of monthly status reports as well as all contractor administrative fees. The quantities specified are estimates and the Colleges are not liable for purchases of the amounts indicated. Any Consortium member may join at any time during the term, as their existing contracts expire.

EFFECTIVE DATE AND TERM

This contract will be effective from the date of award through June 30, 2015 with an option to renew for the period July 1, 2015 through June 30, 2016.

SCOPE OF WORK

The successful firm will provide Background Check services to insure that the College is hiring the best employees. Estimates of the annual number of background checks by Consortium Members are made with no guarantee of potential quantity. Actual quantities will vary and will be dependent on resources and the number and types of positions being filled in year. Background checks need to include the following information (samples of background checks should be included with the proposal):

- Criminal Risk
 - State Criminal History; NJ State Police Statewide Criminal search or through other State Agencies outside NJ
 - History of Criminal Activity at the County Level, if not provided in State search
 - Federal Database of Criminal History
 - Sex Offender (at least 7 years)
- Social Security Number Verification
 - Is number validly issued and when?

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- Is number listed on death master database?
- Identity or Locator
 - Verification of all places where the candidate lived to help build a complete criminal history.
- Education Reference Check Verification (Highest Level Attained Only)
 - Start date
 - End date
 - Major/area
 - Level Degree attained
 - Comments, if applicable
- Two Most Recent Employment References
 - Start date
 - End date
 - Starting Title
 - Ending Title
 - Full time or part time
 - Starting pay
 - Ending pay
 - Reason for leaving
 - Comments, if applicable
 - Appropriate notice
 - Eligible for rehire
 - Source (Records, memory or both)
- Credit Worthiness
 - 1 Credit Report from one of the three (3) major credit bureaus and specify which bureau.
- Internet Search
- Professional License verification
- Motor Vehicle Report
- Drug Testing – 5, 7, 10 Panel
- Does your system interface with PeopleAdmin's applicant tracking software? Datatel software?

OPTIONAL STUDENT RELATED SERVICES

The following are optional services to be provided only on an as needed basis.

The background provider must have:

- A secure site for students to access and initiate their background check.
- The secure student site must have the ability to have the students pay the background provider directly using credit card and must have the ability for the students to mail a money order or cashiers check directly to the background provider.
- Provider must also have the ability to invoice the College for services rendered by students, if required.
- The secure student site must have the ability to customize wording to fit the College's needs.

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- An online management system that administrators may access to manage and retrieve the students' results.
- Search Fraud and Abuse Control Information System (FACIS).
- Search NJ State Police Database.
- Provide multiple College administrators with access to the administrative site.
- The ability for students to receive their background check by email or online directly from the background provider is required.
- Comply with Fair Credit Reporting Act.
- A direct toll-free phone line and/or email where students may ask questions.

EXPERIENCE AND REFERENCES FROM BIDDERS

Background Screening firms must have a minimum of five (5) years experience performing criminal background checks. Bidders must provide three (3) references from current or former customers.

REPORTING REQUIREMENTS

The College will fax over signed release forms to the successful firm. The successful firm will be required to email the College when the background checks are completed. The College requires the firm to have a secure website and provide the College with a password to download the requested information. The firm shall have the ability to submit these reports in a printable electronic file format.

CRITERIA FOR THE EVALUATION OF PROPOSALS

The College will independently evaluate each submission and selection will be made upon the basis of the criteria listed below.

- Proven record of experience in providing the Background Checks services detailed herein.
- Ability to provide services in a timely manner.
- Personnel qualifications (i.e., resumes of key personnel who will be responsible for the work).
- References (satisfaction of former clients).
- Overall completeness and clarity of submission and quality nature of the services proposed.
- The cost of the services (i.e. price proposal).
- Interview presentation and performance (if applicable).
- Proposal's responsiveness in clearly stating the understanding of the work to be performed in accordance with the College's objectives.
- Ability of the firm to meet the requirement in all areas.

RESUME AND ABILITY TO PROVIDE SPECIFIED SERVICES

This section shall address areas as outlined.

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1. Name and address of your firm and any and all firms which make up your professional team and the corporate officer authorized to execute agreements.
2. Briefly describe your firm and any firm on the project team including, history, ownership, organizational structure, location of its management, and licenses to do business in the state of New Jersey.
3. Describe in general your firm's regional, statewide, and local service capabilities.
4. Provide and identify the names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing MCC and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the College.
5. Provide a listing of community college clients with which you have similar contracts, preferably in NJ; include the name, address and telephone number of the contact person .
6. Provide your firm's insurance coverage.
7. Provide a statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.

OFFICE LOCATIONS

Identify your firm's facilities that are located in New Jersey, as well as any other offices that will be used to support these services, and provide:

1. The location
2. Firm personnel assigned to this location
3. The activities of the firm performed at this location.

For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should leave this paragraph blank.

CONDITIONS

1. Affiliated vendors may be used to retrieve confidential data, however, these vendors must sign a confidentiality agreement before they can be used.
2. No third party services such as outsourcing to offshore/foreign based entities will be allowed.
3. Data may not be aggregated and/or resold to other vendors.

TURN AROUND/RESPONSE TIME

Turn around time for each inquiry to be returned shall be between three (3) but no more than seven (7) business days.

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<u>COUNTY COLLEGE</u>	<u>APPROXIMATE QUANTITY</u>
Atlantic Cape CC	300
Bergen	150
Burlington CC	665
Camden CC	350
Cumberland CC	175
Essex	125
Hudson CC	75
Middlesex CC	200
Morris CC	386
Passaic CC	270
Raritan Valley CC	400
Union CC	200

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