

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

**Bid # 17-15 Background Screening Services**

Middlesex County College, as lead agency for the New Jersey County College Joint Purchasing Consortium is soliciting bids to provide background checks; obtaining county, state and/or federal criminal conviction records, etc. and drug screening. 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 all nineteen county college and any state colleges or universities or other NJ private institutions of higher education that would like to participate in the procurement of this service.

The contractor must provide firm, fixed unit prices for each of the following 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 NJ institution of higher education 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, 2017 with an option to renew for the period July 1, 2017 through June 30, 2018.

**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?
  - 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

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- 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, 11 Panel. Lab is to be located in the United States and qualified to participate in NICA/SAMSHA drug testing.
- 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. It is the College's intent to advise students of the option to use the awarded contractor. In most cases the allied health student will be responsible for obtaining and paying for the service themselves. The College will pay the contractor directly for any Human Resources generated requests.

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.
- An online management system that administrators may access to manage and retrieve the students' results.
- Provide multiple College administrators with access to the administrative site.
- Search social security number.
- Search Fraud and Abuse Control Information System (FACIS) level 3.

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- Search NJ State Police Database.
- Search National sex offender registry
- The ability for students to receive their background check by email or online directly from the background provider is required.
- 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 or scan and email 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.

**REGULATIONS**

The contractor is required to provide strict adherence to the requirements of the Fair Credit Reporting Act (FCRA) and all other applicable federal and state laws, rules and regulations. The contractor shall provide appropriate consent and approval forms to the College as well as forms to be used to notify an applicant of an adverse action taken as a result of the searches.

**EVALUATION**

The College will independently evaluate each submission for:

- Experience in providing the Background Checks services detailed herein.
- Ability to provide services in a timely manner.
- References (satisfaction of former clients).
- The cost of the services (i.e. price proposal).
- 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.

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.

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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 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, except in the case of the response from the NJ State Police

**COUNTY COLLEGE**  
**Currently participating**

**APPROXIMATE QUANTITY**  
**HR                      Students**

Atlantic Cape CC	180	
Bergen CC	150	
Brookdale CC	9	380
Camden CC	285	
Cumberland CC	141	285
Essex CC		200
Hudson CCC	287	29

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Middlesex CC	200	345
Passaic CCC	42	695
Sussex CCC		71

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**FORM OF PROPOSAL**

1. Social Security trace:

To include name, social security number, current and former addresses (past 7 years).

Price: \$ \_\_\_\_\_

2. Identity or Locator:

Verification of all places where the candidate lived to help build a complete criminal history.

Price: \$ \_\_\_\_\_

3. State Criminal History:

State Misdemeanor and felony arrest / conviction information to include:

Date of charge or arrest

Change Information

Degree of Charge

Date of Disposition

Disposition

Search area determined by applicants residential and employment location

Price: Vendor fee \$ \_\_\_\_\_ + State fees, Complete Appendix I

4. County Criminal History:

County Misdemeanor and felony arrest / conviction information to include:

Date of charge or arrest

Change Information

Degree of Charge

Date of Disposition

Disposition

Search area determined by applicants residential and employment location

Price: \$ \_\_\_\_\_ within New Jersey

Price: \$ \_\_\_\_\_ Flat rate for all counties outside New Jersey

5. Federal Criminal Search:

A federal criminal records search provides criminal filings in any of the nation's Federal District Courts. Includes any arrests/convictions made by a Federal Agency such as FBI, DEA SS.

Price: \$ \_\_\_\_\_

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6. Sex Offender Registry Query (National):

The sex offender Register Query contains information on convicted sex offenders.

Price: \$ \_\_\_\_\_

7. Employment:

A customized employment verification profile that includes:

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)

Source providing employment verification / history must be identified by name and title with a contact phone number.

Price: \$ \_\_\_\_\_

8. Education Reference Check Verification (Highest Level Attained Only):

Start date

End date

Major/minor area of course study

Level Degree attained

Comments, if applicable

Price: \$ \_\_\_\_\_

9. Motor Vehicle Record:

To include current driving and complete driving history on all licenses held with in the past 5 years include specific information on violations, suspensions and convictions

Price: Vendor fee \$ \_\_\_\_\_ + State fee, Complete Appendix II

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10. Professional License Verification:

Verifies the candidate has been issued a professional license, and may include the current status of license, issue date, expiration date and disciplinary action.

Price: \$ \_\_\_\_\_

11. Credit Worthiness:

One Credit Report from one of the three (3) major credit bureaus and specify which bureau, while satisfying the requirements of the state and federal fair Credit Reporting Act

Price: \$ \_\_\_\_\_

12. Drug Testing

Pricing:

5 Panel \$ \_\_\_\_\_

7 Panel \$ \_\_\_\_\_

10 Panel \$ \_\_\_\_\_

11 Panel To include Amphetamines, Barbituates, Cannabinoids, Cocaine, Meperidine, Metadone, Opiate, Oxycodone, Phencyclidine, Propoxyphene and Tramadol

\$ \_\_\_\_\_

12 Panel To include Amphetamines, Cocaine, Barbiturates, Benzodiazepines, Cannabinoids Exstasy, Methadone, Methamphetamine, Opiates, Oxycodone, Phencyclidine and Propoxyphene

\$ \_\_\_\_\_

13. Optional Student Related Services:

As detailed on page 3

Price: \$ \_\_\_\_\_

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**PACKAGE PRICING:**

Contractor may offer “packaged” service comprised from the above individualized list, the following are the minimal packages requested, base cost on NJ:

“Package Services” included (use numbers from above list):

A. Includes Items 1 through 6           \$\_\_\_\_\_

B. Includes Items 1 through 9         \$\_\_\_\_\_

C. Includes Items 1 through 11       \$\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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# STATEWIDE CRIMINAL SEARCH

STATE                      STATE FEE                      YOUR FEE                      TOTAL PRICE

Alabama			
Alaska			
Arizona			
Arkansas			
California			
Colorado			
Connecticut			
Delaware			
Florida			
Georgia			
Hawaii			
Idaho			
Illinois			
Indiana			
Iowa			
Kansas			
Kentucky			
Louisiana			
Maine			
Maryland			
Massachusetts			
Michigan			
Minnesota			
Mississippi			
Missouri			
Montana			
Nebraska			
Nevada			
New Hampshire			
New Jersey			
New Mexico			
New York			

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North Carolina			
North Dakota			
Ohio			
Oklahoma			
Oregon			
Pennsylvania			
Rhode Island			
South Carolina			
South Dakota			
Tennessee			
Texas			
Utah			
Vermont			
Virginia			
Washington			
West Virginia			
Wisconsin			
Wyoming			

Appendix I

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# MOTOR VEHICLE RECORD

STATE                      STATE FEE                      YOUR FEE                      TOTAL PRICE

Alabama			
Alaska			
Arizona			
Arkansas			
California			
Colorado			
Connecticut			
Delaware			
Florida			
Georgia			
Hawaii			
Idaho			
Illinois			
Indiana			
Iowa			
Kansas			
Kentucky			
Louisiana			
Maine			
Maryland			
Massachusetts			
Michigan			
Minnesota			
Mississippi			
Missouri			
Montana			
Nebraska			
Nevada			
New Hampshire			
New Jersey			
New Mexico			
New York			

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North Carolina			
North Dakota			
Ohio			
Oklahoma			
Oregon			
Pennsylvania			
Rhode Island			
South Carolina			
South Dakota			
Tennessee			
Texas			
Utah			
Vermont			
Virginia			
Washington			
West Virginia			
Wisconsin			
Wyoming			

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