



STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES

## REQUEST FOR PROPOSALS # 34501-14725 AMENDMENT # 1 FOR CRIMINAL BACKGROUND CHECK SERVICES

DATE: JANUARY 22, 2025

RFP # 34501-14725 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE
1. RFP Issued		December 20, 2024
2. Disability Accommodation Request Deadline	2:00 p.m.	December 27, 2024
3. Notice of Intent to Respond Deadline	2:00 p.m.	December 30, 2024
4. Written "Questions & Comments" Deadline	2:00 p.m.	January 10, 2025
5. State Response to Written "Questions & Comments"		January 22, 2025
6. Response Deadline	2:00 p.m.	January 31, 2025
7. State Completion of Technical Response Evaluations		February 18, 2025
8. State Schedules Respondent Oral Virtual Presentations (Top 5 Ranked Respondents Only)		February 19, 2025
9. Respondent Oral Virtual Presentations		February 20 - 21, 2025
10. State Opening & Scoring of Cost Proposals		February 24, 2025
11. Negotiation		February 25 - 26, 2025
12. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	February 27, 2025
13. End of Protest Period		March 6, 2025
14. State sends contract to Contractor for signature		March 7, 2025
15. Contractor Signature Deadline		March 14, 2025

**2. State responses to questions and comments in the table below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
3.3.1		1. If the vendor is operating under an active and current agreement for services described in this RFP, will that agreement serve as the basis for a contract extension if the vendor is re-awarded the business?	No.
		2. Will this RFP directly affect our current partnership with the Department of Human Services, or is it in addition to?	Agency intends to replace all current contracts in place for background check services, in accordance with state procurement law, with the contract awarded as a result of this RFP.
		3. Are you only looking for a 5-year search scope vs. a 7-year search scope?	Awarded contract term will be for sixty (60) months, or five (5) years, in accordance with Tenn. Code Ann. § 12-3-305.
		4. Who is your current vendor for these services?	Truescreen, Inc. (Child Care Checks) Backgrounds Online (FTI Checks)
		5. Will you provide your current packages (with detailed components listed) and pricing with your current vendor?	The current Child Care Checks contract with Fixed Fee component is attached as Exhibit 1. The current FTI Fixed Fee component is attached as Exhibit 2.
		6. If awarded the bid, are we able to submit our Master Service Agreement to the State of Tennessee for review and signature? Under the FCRA, there are specific requirements that must be agreed upon by all clients.	The RFP and Attachment 6.6: Pro Forma already contemplate compliance with Federal and State laws to include the FCRA. The State will not agree to a separate Master Service Agreement. Per RFP provision 3.3.1, a response must not include alternate contract terms and conditions.
		7. Is it required that technical responses and	Electronic submission of the Technical Response and Cost

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		cost proposals be submitted electronically AND via hard copy, or is electronic only sufficient?	Proposal is sufficient. Technical and Cost Proposal documents must meet all form and content requirements and must be delivered separately.
		8. Is your current vendor contract for these services available for review? If so, please provide a copy or provide guidance how to obtain this contract.	Please refer to Item #5 answer above.
		9. Will you provide a sample background check (with PII redacted) from your current vendor and specify all attachments and documents that are provided with a completed report (i.e. are you currently receiving copies of actual court documents or just a summary report from your vendor)?	Yes. A current sample background check for Child Care Checks is attached as Exhibit 3. The State requires copies of court documents, where available, for evidentiary purposes in addition to the summary reports.
		10. On the Cost Proposal & Scoring Guide, the second line item is "Child Care- Criminal Background Check by Courts Fee". Please explain what search this is for (i.e. county criminal court search, statewide criminal court search, etc.). The first line item appears to be for a statewide criminal court search and the fourth line item appears to be for a county criminal court search. Is the second line item referring to a county court search but for child care?	No. Please reference Attachment 6.6, Pro Forma Contract, Sections A.7. and A.8 on the two different types of criminal background checks (Child Care or FTI) and their specific, individual requirements.

3. **RFP Amendment Effective Date**. The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.