

## Community Companion Home RFP Inquiries/Answers

1. I wanted to seek clarification regarding the 10-year background check requirement mentioned in the RFP. Specifically, we understand that the criminal history checks should cover a 10-year period, but we wanted to confirm if this requirement also applies to motor vehicle history checks. Typically, motor vehicle records cover the last 3 years. While it is possible to request an extended report from the DMV, this often requires a mail-in request, which may take longer than the stated 10 business days for turnaround. We want to ensure that we fully meet the requirements and timeframes set forth in the RFP. Could you please confirm if the 10-year timeframe applies to motor vehicle records as well, or if there is flexibility in this area? [3 years should be ok. Any felony would appear on the criminal background check.](#)
2. In addition to statewide and federal criminal checks, do you also need county criminal checks? [The statewide check should cover all counties within the state.](#)
3. The RFP mentions that we need to include three letters of reference (Attachment H) on page 6. I could not find an Attachment on the RFP. Is that a form that our references should fill out or do we need to include it in our response as Attachment H? [Include references in the packet as Attachment H](#)
4. On Page 17, it says Sign and return Appendix. It doesn't complete the name of the appendix and I do not see an appendix attached to the RFP. [This looks like a misprint and should have been removed.](#)
5. I am writing to request further details regarding the RFP for providing comprehensive background check services for Community Companion Homes under the Department of Developmental Services (Solicitation Number: 25542). We are interested in submitting a proposal and would appreciate any additional information or clarification you can provide. [We can't provide further clarification if there are no questions to answer.](#)
6. Please let me know if there are any attachments or specific documents related to this RFP that we should review, as well as any mandatory requirements we should be aware of. [The requirements are listed in the RFP.](#)
7. When pricing, is it acceptable to quote the cost, minus the applicable pass through court and/or state access fees? Example; If an MVR is \$10.00 base, plus the applicable state access fee (for Ct is \$18.00, but varies per state) - because all of the bidders pay the same state/court access fees that are passed through, would you prefer a base rate be listed, or an all inclusive? Standard is to provide the base cost, assuming pass through

fees will be added as applicable. Please advise. The base fee is fine as long as it is noted that it is only the base fee and that there is a varying state access fee.

8. I would like to ask for assistance with finding relevant information for the project: CCH Criminal Background checks with a bid number of 25542 and a due date of 11/12/2024. Is there a project that was similar to this project that was procured several years ago? Specifically, would like to ask for assistance in obtaining the following including but not limited to: I would like to obtain a copy of the current or most recent contract along with its amendments. There is no current or past contract related to providing CCH background checks.
9. I. General Information > B. Instructions > Section #9 Proposal Due Date and Time Regarding the requirement to “Include three (3) letters of reference”. Can you clarify if the name and contact information for the references are desired or if individualized testimonial letters of each reference are required? The letters would include the name and contact information.
10. The RFP mentions Attachment H, which does not appear to be included. Include the references in the package as Attachment H.
11. What is the current process for conducting background checks? Is any part of the process outsourced? If so, which parts and who is the incumbent vendor processing the checks? The current process is completed internally using publicly available conviction/arrest record information and direct requests to local police departments. There is no incumbent vendor.
12. Are you looking for Proposers to provide a quote for the three references conducted as part of the background check process described on page 8? If so, what are the standard questions used as part of that reference check? Obtaining reference checks for potential CCH applicants is not within the scope of this RFP.
13. How often are individuals re-screened or do you use a continuous monitoring program for this? Individuals are re-screened annually.
14. There are two turnaround time expectations listed: 3-5 business days and 10 business days. Can you clarify what the turnaround time expectation is? Expected turnaround time is 3-5 business days.
15. Page 5 under Section 6 indicates Proposals are due on November 12, 2024, however, page 6 under Section 9 indicates Proposals are due on November 1. Can you confirm the Proposal due date is November 12 at 4pm EST? Proposals are due by November 12<sup>th</sup> at 4pm.

16. Under Section 4.3 Scope of Services on page 15, can you clarify what you are looking for related to background checks for the following:

- a. Catchment Area
- b. Documentation of Community Needs/ Resources
- c. Community Collaboration
- d. Service Capacity / Delivery Plan / Systems / Processes / Protocols
- e. Client Consultation / Evaluation / Treatment Plan

No additional clarification can be provided. The RFP form is standardized. The submitting applicant should make every effort to complete all required elements of the RFP form.

17. Under Section 4.1, Applicant Submission Details on page 15, can you clarify what you are looking for related to background checks for the following:

*4.10 Application Service Geography:* Applications should clearly identify in which region they are proposing services, including the specific towns.

*4.11 Application Target Population:* Applicants must identify the community and population needs they plan to address through their proposed services. Applications should indicate which of the Agency identified target population(s) they are going to serve, based on supporting evidence of need and agency experience. No additional clarification can be provided. The RFP form is standardized. The submitting applicant should make every effort to complete all required elements of the RFP form.

18. If a subject to be background checked lives or lived outside the United States, would you require an international background check be conducted? Yes, but only if they've resided internationally within the past 12 months.

19. Do you integrate with any software tracking systems for this application? No.

20. Are you currently receiving 10-year lookback period for MVRs? What process are you using to obtain MVRs today? No. We access publicly available conviction records for MVRs.