



**STATE OF TENNESSEE
Alcoholic Beverage Commission**

**REQUEST FOR INFORMATION
FOR
Background Checks**

**RFI # 31603-16000 Version #2
Re-Release Date: August 28, 2015**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Alcoholic Beverage Commission issues this Request for Information ("RFI") for the purpose of obtaining information for the purpose of procuring a vendor to provide Applicants access to a vendor / vendor website, so that the applicant can apply to have a Criminal Background Check performed . We appreciate your input and participation in this process.

2. BACKGROUND:

The state of Tennessee Department of Tennessee Alcoholic Beverage Commission (TABC), hereinafter referred to as "the state", issues this request for information(RFI) for the purpose of obtaining information, regarding the service of procuring a vendor through the competitive process, who will be able to perform criminal background checks for applicants. The applicants will be required to pass a Criminal Background check in order to obtain, various licensing through Tennessee Alcoholic Beverage Commission. *Pursuant to Tennessee Code Annotated 57-3-406, beginning July 1, 2015, section 57-3-224 paragraph (d) "Each delivery service license shall conduct or have a third party conduct, a local & national criminal background check on any potential employee that seeks to be licensed pursuant to §57-3-225. Such background check shall include a multistate criminal record locator or other similar commercial nationwide database with validation."* The initial background checks will be submitted by delivery service applicants to satisfy the requirements of the TCA code. The TABC plans to require all license applicants to submit a Criminal background check, to meet TCA §57-3-706. We request input from the vendors in providing information in meeting the agency needs.

Requirements of the company that will be performing and providing results of each background check to TABC must include:

- The application with the results provided to TABC for verification of the background check
- 50 State nationwide search
- A search on all counties developed from a name and address history search
- An applicant's SSN validation
- Sex Offender Registries

- Output must include a unique control number for each applicant for Alcoholic Beverage Commission to verify the background checks.
- Any Other Resources they may have been used to validate the information
- Vendor must be capable of checking 30,000-60,000 minimum background checks annually.

3. COMMUNICATIONS:

Please submit your response to this RFI via email to:

Jessica King Administrative Assistant
 Alcoholic Beverage Commission
 500 James Robertson Parkway 3rd Floor
 Nashville, Tennessee 37243
 Ph. 615-741-7556
 Fax: 615-258-3783
 Email: Jessica.King@tn.gov

3.1. Please reference RFI # **31603-16000** with all communications to this RFI.

4. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		August 24, 2015
2.	Re-Release RFI version 2		August 28, 2015
3.	Written Questions (to be submitted to the RFI Coordinator via Email)	2:00 pm	September 4, 2015
4.	State Responds to Written Questions		September 11, 2015
5.	RFI Response Deadline via e-mail	2:00 pm	September 30, 2015
6.	Tentative Vendor Demo		October 12-16, 2015

5. GENERAL INFORMATION:

5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.

5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids

resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.

5.3. The State will not pay for any costs associated with responding to this RFI.

6. INFORMATIONAL FORMS:

The State is requesting the following information from all interested parties. Please fill out the following forms:

RFI #31603-16000	
TECHNICAL INFORMATIONAL FORM	
1.	RESPONDENT LEGAL ENTITY NAME:
2.	RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email:
3.	Please provide references of any current clients of similar size and/or scope of services and how many years these clients have been utilizing your service.
4.	Please provide an example of the output of the background checks performed that meet the requirements listed above.
5.	Please provide an example of an existing contract or agreement of similar size and/or scope of services.
6.	ABC will implement a Regulatory Licensing and Permit Solution through Accela in May of 2016. Do you have the ability to interface with any licensing and permit tracking solutions?
7.	How many customers have you developed an interface for with your system and/ or information?
8.	What is the typical Service Level Agreement with your existing customers?
9.	What is the guaranteed availability for your system?
10.	Over the last two years, have you met all SLA's established within your contracts?

QUESTIONS TO RESPOND TO
11. What is the average turnaround time on an applicant's background checks?
12. How do you handle additional names, aliases, misspelled or key punch errors?
13. Describe what types of standard management reports are available and an example?
14. Will the applicant be issued a tracking number for verification that the background check was performed? With the tracking number, will TABC be able to review the information?
15. Does your service provide the ability to determine, based on TABC requirements, automated return of pass or fail?
16. How do you handle disputes? Example: pass or fail, Criminal charges found on background check. Describe process for an individual to question the accuracy.
17. Describe your method for receiving electronically and transmitting reports electronically.
18. Is your information encrypted/ If so, how?
19. Describe your backup system.
20. What is your retention policy for records?
21. What demographic information do you require to run the background check on the applicant?
22. How long has your company been providing Criminal background checks?
23. What makes your company unique from others?
24. Have you provided services to an agency of this size or comparable to the Tennessee Alcoholic Beverage Commission? a. If so what services have you performed? b. Can you supply a copy of that contract?
25. How many years are you capable of searching the criminal background on an applicant?

COST INFORMATIONAL FORM
26. Describe what pricing units you typically utilize for similar services or goods (e.g., per applicant , each, etc.:
27. Pricing (indicate if pricing should be on individual services or on a package basis):

28. Describe how a referral or convenience fee for Alcoholic Beverage Commission could be added and electronically processed separate from the applicant's fee.

ADDITIONAL CONSIDERATIONS

29. Please provide input on alternative approaches or additional things to consider that might benefit the State:

30. Describe any lessons learned from other projects that the State may consider when implementing this service.