

ATTACHMENT E - EXPERIENCE AND QUALIFICATIONS (40 total points)

Please number each response so that it corresponds to the inquiry number. The response must begin with a restatement of the inquiry followed by the Bidder's response to the inquiry. A reference to another section will not suffice, each answer must stand alone.

Inquiries:

1. Describe the background and experience of your firm, including the length of time your company has been in the business of conducting background checks. (15 points)
2. Provide a short biography of the principals of your firm. (5 points)
3. Provide any accreditations Bidder has achieved relevant to the services provided under this Contract. (1 points)
4. Describe who, within your company, determines reportable findings and describe the methodology used to determine whether it is reportable. (5 points)
5. Describe your process for ensuring that your employees/subcontractors understand laws that govern pre-employment screening and how you keep updated on these laws. (1 point)
6. Please provide a sample report. (10 points)
7. Describe your ordering process and results communication (Is it electronic, do you provide reports as they come in or all at once, how an employer is kept advised of status). (1 point)
8. Please provide a list of entities for which you provide a similar service that are substantially similar to OII. (2 points)

(Responses to this Attachment must be submitted as a single Word/pdf File – labeled as: RFP 23-100 Attachment E - [Your Entity Name])

Bidder's name: _____

Solicitation Number: RFP 23-100

Attachment E – Experience and Qualifications

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Dated: January 31, 2023