

## **ATTACHMENT F - SERVICES OFFERED (80 total points)**

A. Each candidate must have a comprehensive background check, which includes the following mandatory elements. **For each required area of search, provide a description of the offered services and your methodologies:**

1. Employment Verification: Verify current and previous employment
2. Reference Checks: Contact personal and professional references
3. Credit Check/Prior Address History
4. U. S. Federal Court Records: Search the candidate's background for evidence of criminal proceeding within the appropriate Federal District
5. Public records searches, including national and local criminal and civil searches, and sex offender registries
  - i. The sex offender registration search should include offense, date, any violation of registry, and photo (if available).
6. Educational Degree Validation via National Student Clearinghouse: Verify the candidate's enrollment and/or verify degree conferred at educational institutions indicated by applicant, including major and minor courses of study, type of degree, degree earned, and state of issue
7. Professional Licensure and Credential Verification available in public data bases: Verify the candidate has been issued a professional license and credential (such as, but not limited to, healthcare, legal, CPA, etc.) as established by applicable national, state, and/or professional organization, including the current status of license, issue date, expiration date and record of disciplinary action for classifications requiring special licensing.
8. Motor Vehicle Report: Verify the candidate has a valid driver's license.
9. Personal interviews, including:
  - i. one-on-one comprehensive virtual/in-person interview with the candidate.
  - ii. Telephonic/virtual interview of significant references (approx. 6-10 telephonic interviews). May conduct in-person interviews as requested by client agency, including current employer, co-workers, etc.
  - iii. Interview second tier and developed references as necessary.
10. Internet research/data mining, including social media and online presence of candidate. (See also 12(d) below.)
11. Specific inquiries into investigators must include:
  - a. Work history to determine if any sustained finding of serious misconduct and/or a pattern of sustained complaints exists, and a personal history to

Bidder's name: \_\_\_\_\_

Attachment F – Services Offered

identify demonstrable incidents of bias or prejudice, racism, or discrimination against any protected class of individuals.

- i. Examples of disqualifying sustained misconduct and/or personal history include, but are not limited to:
  1. Discrimination of any type, based on protected classes identified under RCW 49.60.030(1).
  2. Fraud and abuse of authority including, but not limited to: Falsifying an official police record or making a false statement, ACCESS (a centralized computer enforcement service system) violations, obtaining or disclosing confidential information, and excessive use of force.
  3. Dishonorable behavior including, but not limited to: Harassment, bullying, aggressive or intimidating behavior, or threats of violence, including domestic violence.

12. The following additional areas will be reviewed for former law enforcement candidates in order for OII to meet its obligations under RCW 43.101.095, including:

- a. All disciplinary records by any previous law enforcement or correctional employer, including complaints or investigations of misconduct, to include the outcome of any investigation regardless of the result, and the reason for separation from employment...
- b. Verification from the local prosecuting authority in any jurisdiction in which the applicant has served as to whether the applicant is on any impeachment disclosure lists;
- c. Inquiry into whether the applicant has any past or present affiliations with extremist organizations, as defined in the Criminal Justice Commission policy.
- d. A review of the applicant's social media accounts;
- e. Verification of immigrant or citizenship status as either a citizen of the United States of America or a lawful permanent resident;

**B.** If you offer additional services as part of the background check process, please indicate the nature of the services that are offered by your company and provide a description of the offered services and your methodologies for additional services. **This section is not mandatory, so if you do not offer additional services, please indicate that in your response.**

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

Bidder's name: \_\_\_\_\_

Solicitation Number: RFP 23-100

Page 2 of 2

Attachment F – Services Offered

Dated: January 31, 2023