



Purchasing Services

PROPOSAL #P06-080

PROVIDE CRIMINAL BACKGROUND SCREENING
SERVICES FOR EMPLOYEE APPLICANTS, EMPLOYEES,
STUDENTS AND VOLUNTEERS FOR UMDNJ, UNIVERSITY-WIDE

ADDENDUM #1

May 24, 2006

The University of Medicine and Dentistry of New Jersey is seeking contractors to provide Criminal Background Screening Services for Employee Applicants, Employees, Students and Volunteers for UMDNJ, University-wide, scheduled to open on June 8, 2006 at 2:00 P.M.:

I. Answers to questions received during the Non-Mandatory Prebid Conference held on May 16, 2006.

1. **Question:** Page 10, Section 3.1 – Do you have an estimate of how many of the screenings completed are done on the level requested?

Response: The screenings completed for students are Level 1 and the screenings for employment, faculty and staff are Level II.

2. **Question:** Page 10, Section 3.1 – under the levels for employment which number of years do you want checked?

Response: The employment check should cover the last 3-4 employers, covering up to ten (10) years or more.

3. **Question:** Page 10, Section 3.1 – under criminal check are you looking for State of New Jersey police search or Promise gavel search?

Response: We are looking for New Jersey police search.

4. **Question:** Page 10, Section 3.1 – under criminal search, how far back is the search to be conducted?

Response: Check the entire life history under every address listed since the person became an adult.

5. **Question:** Page 12, Section 3.3 – item D, driving record, some states do not go back ten (10) years, is it alright to go back as far as the state will allow?

Response: Yes, check as far back as each state will allow.

6. **Question:** Page 12, Section 3.4 – The Contractor shall obtain approval from UMDNJ on how many counties the bidder will search prior to conducting the background search, does it apply to every single county?

Response: Yes

7. **Question:** Page 28, Section 5.8.2 – How should we provide the listing of labor categories that may be used to perform additional work?

Response: This should be the same rates provided on the cost sheet in Section 8.0.

8. **Question:** Is Small Business requirements part of this request?

Response: No

DELETE: Page 14, Section 4.1.2 – last sentence which reads: “Unless otherwise noted in this RFP (or any Addendum thereto), pricing for each optional year is to remain the same as the final year of the original contract term.”

ADD: Health Care Professional Responsibility and Reporting Enhancement Act

October of 2005, the State of New Jersey passed the Health Care Responsibility and Reporting Enhancement Act (HCPRREA) detailing reporting requirements for background checks for Health Care Professionals and Para Professionals. Essentially, for non-responding health care entities licensed in New Jersey, we would like a letter sent to them explaining the law and the consequences of non-compliance so that a proper background check will be conducted. We need to make certain that the selected background check vendor complies with the obtaining of the information cited below and that if a Healthcare or Agency refuses or fails to comply that the vendor will file a submission to the Department of Community Affairs for appropriate follow up.

The vendor is to determine which non-responding health care entities are licensed in the State of New Jersey by the NJ Department of Health and Senior Services and send them a letter describing the non-response to reference requests, along with a copy of the relevant provision of the HCPRREA, NJSA 26:2H-12.2c., quoted below. If they do not get answers to those questions from a NJ licensed health care facility, then they should advise the employer of their obligation under HCPRREA to answer.

Then ask again for the information that they are required to provide. Remember that the requirements have limitations, so they are only expected to provide job performance information that has been included in a written evaluation, as described below. If still no response, they should advise UMDNJ of the steps taken and UMDNJ will determine whether to report to the Dept. of Health and Senior Services.

"26:2H-12.2c. Inquiry from another health care entity; disclosure of job performance information; definition; immunity from civil liability; failure to disclose; penalties

a. A health care entity, upon the inquiry of another health care entity, shall truthfully:
(1) disclose whether, within the seven years preceding the inquiry, it provided any notice to the division pursuant to section 2 of P.L.2005, c. 83 (C.26:2H-12.2b), or to the review panel, as required by section 3 of P.L.1989, c. 300 (C.26:2H-12.2a), with respect to the health care professional about whom the inquiry has been made, providing a copy of the form of notification and any supporting documentation that was provided to the division, a professional or occupational licensing board in the Division of Consumer Affairs in the Department of Law and Public Safety, or the review panel; and

(2) provide information about a current or former employee's job performance as it relates to patient care, as provided in this section, and, in the case of a former employee, the reason for the employee's separation.

b. For the purposes of this section, "job performance" shall relate to the suitability of the employee for re-employment at a health care entity, and the employee's skills and abilities as they relate to suitability for future employment at a health care entity. Information about a current or former employee's job performance pursuant to this paragraph shall be based on the employee's performance evaluation, and provided to another health care entity only if: (1) the evaluation has been signed by the evaluator and shared with the employee; (2) the employee has had the opportunity to respond; and (3) the employee's response, if any, has been taken into consideration when providing the information to another health care entity.

Job performance as it relates to patient care shall not include the current or former employee's participation in labor activities pursuant to the "National Labor Relations Act," 29 U.S.C. s.151 et seq.

c. A health care entity, or any employee designated by the entity, which, pursuant to this section, provides information in good faith and without malice to another health care entity concerning a health care professional, including information about a current or former employee's job performance as it relates to patient care, is not liable for civil damages in any cause of action arising out of the provision or reporting of the information.

d. A health care entity which fails to truthfully disclose information to another health care entity making an inquiry pursuant to this section or fails to cooperate with such request for information by the other health care entity shall be subject to such penalties as the Department of Health and Senior Services may determine pursuant to sections 13 and 14 of P.L.1971, c. 136 (C.26:2H-13 and 26:2H-14) and section 16 of P.L.1997, c. 192 (C.26:2S-16), or the director shall determine pursuant to P.L.1989, c. 331 (C.34:8-43 et seq.), as applicable.

ADD: See revised price sheets for Section 8.0 (attached)

BIDDERS MUST RETURN THE ENTIRE COMPLETED PROPOSAL RESPONSE INCLUDING ALL FORMS COMPLETED AND NO QUALIFYING STATEMENTS OR EXCEPTIONS WILL BE ACCEPTED.

Please contact Denise Council at (732) 235-9060 if you have any questions regarding this addendum.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL SPECIFICATIONS REMAINS UNCHANGED.

END OF ADDENDUM.

8.0 PRICE SHEET AND SUPPORTING DETAIL – REVISED SHEETS

Service	First Year	Second Year	Third Year
	EACH	EACH	EACH
Adverse Action Letter/ Package	\$	\$	\$
Civil Suits & Judgments:			
Lower Level	\$	\$	\$
Upper Level	\$	\$	\$
Credit Searches:			
Individual	\$	\$	\$
Criminal Searches:			
All Counties	\$	\$	\$
Statewide Search	\$	\$	\$
Federal Search	\$	\$	\$
Foreign Search Fee	\$	\$	\$
Identity Validation:			
Social Security Validation	\$	\$	\$
MVR - (Motor Vehicle Record)	\$	\$	\$
OFAC (Office of Foreign Asset Control) - Specially Designated Nationals	\$	\$	\$
Verifications:			
Employment	\$	\$	\$
Employment Eligibility Verification (EEV)	\$	\$	\$
Education	\$	\$	\$
License/ Professional	\$	\$	\$
Military	\$	\$	\$
Reference Checks	\$	\$	\$

Service	First Year	Second Year	Third Year
	EACH	EACH	EACH
Level Screenings:			
Level I Screening	\$	\$	\$
Level II Screening	\$	\$	\$
Level III Screening	\$	\$	\$
Level IV Screening	\$	\$	\$
Level V Screening	\$	\$	\$
All Level Screening	\$	\$	\$

* Fees for services to be provided without vendor markup for any state, county or foreign country fee

Option Year's Percentage Increase: Fourth Year ____% Fifth Year ____%