ADDENDUM No. 1

UPDATE TO RFP 2017-15 COMPREHENSIVE BACKGROUND CHECK SERVICES

U1. PDF Page 4, Section 4 DESIGNATED CONTACTS will be updated as follows:

“OWNER’s representative will be April Reynolds, Contracts Management. All questions regarding this RFP, including the selection process, must be directed to April Reynolds at telephone number (702) 224-7177, or email april.reynolds@umcsn.com.”

QUESTIONS AND ANSWERS FOR 2017-15 COMPREHENSIVE BACKGROUND CHECK SERVICES

Q1. How many individuals are screened annually?

A1. Each department will have an estimated volume as shown below:

- Human Resources: 900
- Medical Staff: 150
- Experience: 200

Q2. Who is your current vendor?

A2. Certiphi Screening, Inc. is our current vendor.

Q3. Are there any specific challenges you are looking to overcome by issuing the RFP?

A3. If we had to pick something it would be that there is not currently an interface to our application system NeoGov.

Q4. Can you further clarify what is specifically expected of the vendor by the reference in the RFP to, "vendor designing a comprehensive background check program to reduce risks in establishing and maintaining a qualified healthcare team?"

A4. It is important that all the required criminal, sanction, sex offender, criminal, educational and work history are verified properly and timely for each hire in order to demonstrate compliance with the Joint Commission and other regulatory agencies, in addition to our own internal policies on background checks.

Q5. Since orders for Background Check Services and access to reports is accomplished through direct access to our system or via integration with your applicant tracking system, human resource information system or other third party platform, would that qualify as "the supply of goods being shipped directly to a UMC facility" and therefore be exempt from the Clark County Business License / Registration requirement?

A5. The Clark County Business License division has a criteria by which they determine if a vendor doing business in Clark County is require to obtain either a Business License or Business License Registration. This process would not be started/completed until after the award has been given to one of the respondents. UMCNS does not have any involvement in this process other than passing along the information for verification. Please go to the Clark County website at www.clarkcountynv.gov for additional information.

Q6. Is NeoGov integration a requirement?
A6. NeoGov integration is not a requirement but definitely a preference.

Q7. Can a thumb drive be substituted for a cd -rom?

A7. No thumb drives will be accepted, only a CD-ROM or DVD-ROM please.

Q8. Do you know what the volume of screens they will do on an annual basis?

A8. Each department will have an estimated annual volume as shown below:

- Human Resources: 900
- Medical Staff: 150
- Experience: 200

Q9. Can you confirm your annual screening volume?

A9. Each department will have an estimated annual volume as shown below:

- Human Resources: 900
- Medical Staff: 150
- Experience: 200

Q10. Can you confirm your annual volume for volunteer screening?

A10. Each department will have an estimated annual volume as shown below:

- Human Resources: n/a
- Medical Staff: n/a
- Experience: 200

Q11. Which searches are you currently conducting for volunteer screening?

A11. Currently we are doing a comprehensive background check for: drug test, TB test and flu shot (during flu season).

Q12. What are your primary reasons for going out to RFP? (Cost, service, technology, etc.)

A12. University Medical Center of Southern Nevada is a subsidiary of the State of Nevada and as such is governed by the Nevada Revised Statues. All purchasing must follow NRS 332.

Q13. Do you currently have an integration with NEOGOV and your background screening partner?

A13. No we do not currently have an integration with our current partner’s system and the NeoGov system.

Q14. Can you tell me when this RFP is due?

A14. Please refer to the time table in the RFP packet, PDF Page 5, Section 6. Tentative Dates and Schedule: RFP Responses Due (2:00:00pm) PST, Monday, October 23, 2017.

Q15. Regarding the Employment Verification (3 most recent)-Joint Commission, what do you mean Joint Commission?

A15. The Joint Commission is the accrediting body for our hospital and has standards as to our minimum employment screening criteria. These standards are requested in this service.

Q16. Can you elaborate on this type of search Employment Share (Incl. Education & Employment History)?
A16. We need past 3 employers verified (to include position, dates of employment and salary if possible); supervisor feedback (if provided, not required) and the highest level of education listed verified.

Q17. Can you elaborate on this type of search Investigative Application Review?

A17. If further review or additional services are needed due to conflicting information the job application may be used to compare to the background check to look for falsifications.

Q18. Can you elaborate on this type of search Fiscal Intermediary Personnel Search?

A18. N/A

Q19. Can you elaborate on this type of search Medicare / Medicaid Sanctioned, Excluded Individuals report?

A19. It is the Office of Inspector General’s Sanctions/Exclusionary list. Those who have been found guilty of fraudulent activities and crimes that prevent them from participating in Medicare/Medicaid programs or working for a hospital who receives these funds. We cannot hire anyone on this exclusion database/list and this is mandatory screening for all hires and all employees on an annual basis.

Q20. Can you elaborate on this type of search Certification & Designations Check?

A20. Only state licensures required for the position will be verified. No certifications are part of the checking process and can be excluded.

Q21. Can you elaborate on this type of search Newspaper Articles & Clippings (90 days)?

A21. No longer valid/appropriate.

Q22. Can you elaborate on this type of search Professional Disciplinary Action Search?

A22. OIG/primary source verification checks for licenses. For example, for an RN a nationwide license verification should return a history of any disciplines on their licensure.

Q23. Are you currently using an ATS and do you have integration?

A23. NeoGov, not ATS integration.

Q24. Can you elaborate on this type of search Joint Commission Compliance? Require “primary source verification”?

A24. Verification of the license required for the position needs to be verified directly from the licensing body’s website.

Q25. Can you submit partial services proposals? We cannot handle the requirements for medical staff but we can handle the rest of the requirements and greatly improve the process.

A25. HR would be interested in partial submittals.

Q26. What are the annual check volumes associated with the Human Resources portion, Medical Staff and Experience Division?

A26. Each department will have an estimated volume as shown below:

   Human Resources:   900
   Medical Staff:     150
   Experience:       200

Q27. Will an integration with NeoGov on the HR side be a requirement?
A27. NeoGov integration is not a requirement but definitely a preference.

Q28. Who is your current vendor?

A28. Certiphi Screening, Inc. is our current vendor.

Q29. Can you offer further information about the annual volume of background checks/employees required?

A29. Each department will have an estimated annual volume as shown below:

- Human Resources: 900
- Medical Staff: 150
- Experience: 200

Q30. How many background checks will be required for Human Resources, Medical Staff, and the Experience Division respectively (estimate).

A30. Each department will have an estimated annual volume as shown below:

- Human Resources: 900
- Medical Staff: 150
- Experience: 200

Q31. Why are you releasing the RFP? Is it required or can you note any deficiencies with current vendor?

A31. University Medical Center of Southern Nevada is a subsidiary of the State of Nevada and as such is governed by the Nevada Revised Statues; all purchasing must follow NRS 332. We do not have any deficiencies with the current vendor.

Q32. Please describe the difference between the required Maiden Name Search and Positive Identification. Can these be covered by a Social Security Number trace? The search provides a past residence history and any alias/maiden name associated with the individual.

A32. Yes, social security number and address traces can be used for this.

Q33. We offer immunization/clinical rotation tracking services as well. Is this something that the UMC would be interested in?

A33. Not as part of this RFP.

Q34. Could you please provide more information about the Newspaper Articles/Clippings (90 days) service and Certification & Designations Check services required by the UMC?

A34. These are not part of the service needs at this time. Certifications are not required to be checked/verified.

Q35. Could you please describe your current process? Web-based? Applicant Entry? Etc

A35. Currently, HR fills out an electronic request for a background check using the hire’s personal information. An email and link is automatically generated and sent to the candidate with a preset expiration time period that it needs to be completed online and submitted by.