

Procurement Office  
Harford Community College  
401 Thomas Run Road  
Bel Air Maryland 21015  
443.412.2307

## **RFP 17P-001 BACKGROUND CHECK SERVICES**

### ADDENDUM NO. 2

The following shall be incorporated into the captioned solicitation as though included in the original documents issued:

1. We have been advised that there have been issues accessing Emaryland Marketplace by the link provided in the specifications. If experiencing a problem use the following:

<https://emaryland.buyspeed.com>

#### NOTE:

The official site of record is the College's bid board ([www.harford.edu/purchasing/bidboard](http://www.harford.edu/purchasing/bidboard)).

### **Questions and Answers**

- Q1. I just have a quick question before starting along in the bid process. Section 11.0 COMPANY PORFILE AND NARRATIVE, Sub-Section 11.3 states "At least two of three references must be from Higher Education." Our company currently does not have any business activities with a "Higher Education" client, however we do provide similar services directly to City of Philadelphia, Law Department; the State of New York, Department of Labor; New York State Insurance Fund, and Pennsylvania State Workers' Insurance Fund. Would references from state and municipal government clients be accepted in lieu of the Higher Education references?
  - A1. No. At least 2 out of the 3 references must be from Higher Education.
- Q2. For RFP 17P-001 Background Check Services, the College is requesting Criminal Statewide records in addition to County criminal records. The Maryland Statewide repository is a fingerprint criminal record. Are you requesting fingerprinting or a different type of statewide criminal search? There are also state criminal database searches, but all data would need to be verified with the court of jurisdiction (county) for FCRA compliance. Please confirm the type of criminal statewide the College is currently running.
  - A2. Criminal records – Seven years from SSN trace: Felony and misdemeanor county criminal search for the primary provided address and each residential address within the last seven years developed from a Social Security Number Trace. Automatically convert county residences to unrestricted statewide searches where available. All names associated with the SSN should be included.

END ADDENUM 2

June 23, 2016