



REQUEST FOR PROPOSALS
FOR BACKGROUND INVESTIGATION SERVICES
C150018

Questions and Answers

October 19, 2015

Section 1.4 – Minimum Qualifications

Q.1: Is there an anticipated timeframe when the firm awarded would commence the engagement?

A.1: Pursuant to Section 2.5 of the RFP, the contract term is March 28, 2016 through March 27, 2021. However, it is possible that the contract could begin in January or February, depending upon the review and approval of the State Comptroller; therefore, Section 2.5, Term of the Contract is deleted and replaced as follows:

2.5 TERM OF CONTRACT

The term of the contract will be five years upon approval of the Office of the State Comptroller unless terminated as provided below.

The State shall have the right to terminate the contract early for: (i) unavailability of funds; (ii) cause; or (iii) convenience. A cause for termination may be, but shall not be limited to, a violation of the provisions of the New York State Procurement Lobbying Law set forth in Sections 139-j and 139-k of the New York State Finance Law.

The Commission may only exercise its authority to terminate for convenience at the completion of the second year of the contract term and on each subsequent anniversary date of the start of the contract term (except for the contract expiration date); provided that the Commission has given written notice to the contractor no later than 30 days prior to the date of termination, except in the case of a contract in which the Commission has reserved the authority to terminate at any time.

Q.2: Will the Gaming Commission consider our written request for a waiver of the 5 year requirement for incorporation if we demonstrate sufficient capability and

capacity to fulfill the services outlined in the RFP? Our firm is a city and state WBE investigations firm based in New York City, with over 75 years of cumulative investigative experience. We are currently engaged to provide due diligence on New York City contracts, and for several private clients.

A.2: The Commission cannot grant your request to waive the five-year corporate experience requirement under the minimum qualifications of the RFP. While it is important that the employees of a firm have experience, the experience of the firm as a whole, in work similar in scope to the work required under the RFP, is deemed necessary by the Commission. Therefore, as provided in the RFP, Section 1.4.B, “Bidder must be an established firm with at least five (5) years demonstrated experience similar in scope to the work required under this RFP and conducting a minimum of 500 investigations annually.”

Section 3.1 – Scope

Q.3: Is there an expected timeframe for the completion of a given Background Investigation?

A.3: Pursuant to Section 3.1 of the RFP, the investigative report must be submitted to the Commission in an agreed upon format within 60 days of assignment.

Section 4.2 – Vendor’s Qualifications

Q.4: We have reviewed your RFP and we are unsure of the changes to section 4.2. Please advise.

A.4: Section 4.2 - Experience of the Bidder’s Organization was changed as follows:

Under “Organization”, the first two bullets, listed below, were removed:

- **Current Client List**
- **List of any accounts over 100 investigations per year that the firm has lost or resigned over the past two years and comments on why this occurred, as well as contact information for the accounts lost or resigned.**

In the prior RFP, under Addendum One, the “References” section had been removed in error. The requirement for references was included in this RFP.

Proposals shall be submitted based on the final provisions as set forth in this RFP.