**RFP 24-76888: Name-Based Background Checking Services**

**Attachment F1: Minimum Requirements Form**

**Indiana Department of Administration**

The Minimum Requirements indicate the basic requirements that all Respondents must adhere to be considered as a responsive Respondent. All Respondents must state their ability and willingness to meet these Minimum Requirements in their Executive Summary and in this attachment of their proposal. If a Respondent is unable to respond “Yes” to all Minimum Requirements but believes they have an alternative solution, please provide the alternative solution with an explanation. Alternatives will be reviewed and considered by the State as to whether they satisfy the minimum requirements. Failure to satisfy these Minimum Requirements may be considered grounds for disqualification from further consideration.

**Instructions: In the yellow shaded boxes, please confirm the Respondent’s ability to meet each Minimum Requirement.**

***Respondent Name:***

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| **Barada Associates, Inc.** |

| **Minimum Requirement Number** | **Minimum Requirement Description** | **Respondent Meets Minimum Requirement? (Yes/No)** |
| --- | --- | --- |
|  | The State requires that the Respondent provides, at a minimum, each of the background checks specified in Scope of Work Section 1.5.1. | Yes |
|  | The State requires that the Respondent be licensed to do business in the State, as required by State law. | Yes |
|  | The State requires that the Respondent provides predetermined name-based background check packages similar to the packages detailed in Scope of Work Section 1.5.4. The State must be able to modify these packages as needed. | Yes |
|  | The State requires that any modification to the contractual discounts and pricing has the mutual agreement of both parties and is memorialized through a contract amendment. The State requires the Respondent agree to not charge any additional fees or surcharges. All costs associated with providing the services detailed in the RFP shall be included in the pricing provided in Attachment D: Cost Proposal Template. | Yes |
|  | The State requires that the Respondent provides 24-hour toll-free telephone assistance and that response times between the hours of 8:00 a.m. and 5:00 p.m. Eastern Time be within 30 minutes. | Yes |
|  | The State requires Respondent invoice frequency be, at a minimum, monthly. | Yes |
|  | The State requires that the Respondent provides their implementation plan, including a step-by-step timeline that provides the expected timing of the implementation of key milestones. | Yes |
|  | The State requires that the Respondent develops a Background Checking Services Implementation and Management Manual at no additional cost to the State. The manual will include, at a minimum, the topics specified in Scope of Work section 1.7.2. | Yes |
|  | The State requires that the Respondent provide remote training to State employees at no additional cost. | Yes |
|  | The State requires that the Respondent accepts the forms of payment specified in Scope of Work section 1.8.2. | Yes |
|  | The State requires that the Respondent’s online reporting system be capable of integrating with the State’s Human Resource Management (HRM) system, SuccessFactors. | Yes |
|  | The State requires that the Respondent records the data for each background check specified in Scope of Work Section 1.9.2 and submits this data to the State through the SuccessFactors system on at least a weekly basis. | Yes |
|  | The State requires that the Respondent adheres to the policies and standards defined in the Indiana Office of Technology’s (IOT) Information Security Framework (ISF), as specified in Scope of Work Section 1.9.2. | Yes |