



STATE OF ALABAMA
 DEPARTMENT OF FINANCE
 DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 10-X-2213396

REQ. AGENCY : 012001
 ALA DEPT OF TRANSPORTATION
 AGENCY REQ. NO. :
 T-NUMBER : TA978
 DATE ISSUED : 10/22/09
 VENDOR NO. :
 VENDOR PHONE NO. :
 SNAP REQ. NO. : 1425670
 BUYER NAME : KATHY MOORE

FOR: PRE-EMPLOYMENT SCREENING CONTRACT

BUYER PHONE NO. : (334) 242-7040-
 PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
 DATE: 11/09/09 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
 DATE: 11/10/09 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
 (THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
 INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
 TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA
 DEPARTMENT OF FINANCE
 DIVISION OF PURCHASING
 P O BOX 302620
 MONTGOMERY, AL 36130-2620

STATE OF ALABAMA
 DIVISION OF PURCHASING
 RSA UNION BUILDING
 100 N. UNION ST., SUITE 192
 MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

DAY OF

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP:

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 10-X-2213396 PAGE 2
OPEN DATE : 11/10/09 TIME: 10:00 AM
T-NUMBER : TA978
RETURN DATE: 11/09/09 TIME: 5:00 PM

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY BUSINESSES IN THE TECHNICAL COMPLETION OF REQUIRED FORMS MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS REV: 09/18/09

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

- BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
- RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
- BID RECEIVED LATE
- BID NOT SIGNED/NOT ORIGINAL SIGNATURE
- BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
- NOTARIZED OWN SIGNATURE
- REQUIRED INFORMATION NOT SUBMITTED WITH BID
- FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 10-X-2213396
OPEN DATE : 11/10/09 TIME: 10:00 AM
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RETURN DATE: 11/09/09 TIME: 5:00 PM

PAGE 3

INVITATION TO BID

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

SPECIAL TERMS & CONDITIONS

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VENDOR NUMBER:

ITB NO. : 10-X-2213396

OPEN DATE : 11/10/09 TIME: 10:00 AM

T-NUMBER : TA978

RETURN DATE: 11/09/09 TIME: 5:00 PM

PAGE 4

INVITATION TO BID

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 10-X-2213396
OPEN DATE : 11/10/09 TIME: 10:00 AM
T-NUMBER : TA978
RETURN DATE: 11/09/09 TIME: 5:00 PM

PAGE 5

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 012082 / 012M01 ALDOT - PERSONNEL BUREAU PERSONNEL BUREAU 1409 COLISEUM BLVD. MONTGOMERY AL 36130					
00001	COMMODITY CODE: 956-70-054520 PRE-EMPLOYMENT SCREENING SEARCH PACKAGE TO INCLUDE: SOCIAL SECURITY TRACE, GLOBAL (OFAC) AND DENIED PARTIES REPORTS, NATIONAL CRIMINAL REPORT, FEDERAL DISTRICTS (ALL DISTRICTS), AND STATE OF ALABAMA PER PROVIDED SPECIFICATIONS	1	JB	_____	_____
00002	COMMODITY CODE: 956-70-054520 PRE-EMPLOYMENT SCREENING SEARCH, ADDED SERVICE WHEN REQUESTED: STATE-WIDE CRIMINAL BACKGROUND CHECKS FOR ALL STATES WHERE LEGALLY ALLOWED BIDDER TO OFFER FLAT RATE PER STATE OR ATTACH A PER STATE PRICE LIST AS AN ADDENDUM TO THIS BID DOCUMENT	1	EA	_____	_____
00003	COMMODITY CODE: 956-70-054520 PRE-EMPLOYMENT SCREENING SEARCH, ADDED SERVICE WHEN REQUESTED: CRIMINAL REPORTS AT A COUNTY LEVEL	1	EA	_____	_____
00004	COMMODITY CODE: 956-70-054520 PRE-EMPLOYMENT SCREENING SEARCH, ADDED SERVICE WHEN REQUESTED: MOTOR VEHICLE REPORTS	1	EA	_____	_____
00005	COMMODITY CODE: 956-70-054520 PRE-EMPLOYMENT SCREENING SEARCH, ADDED SERVICE WHEN REQUESTED: EDUCATION AND EMPLOYMENT VERIFICATION	1	EA	_____	_____
00006	COMMODITY CODE: 956-70-054520 PRE-EMPLOYMENT SCREENING SEARCH, ADDED SERVICE WHEN REQUESTED: REFERENCE VERIFICATION	1	EA	_____	_____
00007	COMMODITY CODE: 956-70-054520 PRE-EMPLOYMENT SCREENING SEARCH, ADDED SERVICE WHEN REQUESTED: NATIONAL AND STATE SEX OFFENDER REPORTS	1	EA	_____	_____
00008	COMMODITY CODE: 956-70-054520 PRE-EMPLOYMENT SCREENING SEARCH, ADDED SERVICE WHEN REQUESTED:	1	EA	_____	_____
PAGE TOTAL					_____

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PAGE 6

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	FINGERPRINTING				
00009	COMMODITY CODE: 956-70-054520 PRE-EMPLOYMENT SCREENING SEARCH, ADDED SERVICE WHEN REQUESTED:	1	EA	_____	_____
	WORKER'S COMPENSATION REPORT				
00010	COMMODITY CODE: 956-70-054520 PRE-EMPLOYMENT SCREENING SEARCH, ADDED SERVICE WHEN REQUESTED:	1	EA	_____	_____
	PROFESSIONAL LICENSE VERIFICATION AND REPORT				
00011	COMMODITY CODE: 956-70-054520 PRE-EMPLOYMENT SCREENING SEARCH, ADDED SERVICE WHEN REQUESTED:	1	EA	_____	_____
	ELECTRONIC VERIFICATION OF I-9 FORMS				

PAGE TOTAL

BID TOTAL



ALABAMA DEPARTMENT OF TRANSPORTATION
1409 Coliseum Boulevard, Montgomery, Alabama 36110



Bob Riley
Governor

Procurement Office
Bureau of Equipment, Procurement and Services

Joe McInnes
Transportation Director

SNAP Requisition #: 1425670
ITB #: 10 - X - _____
Contract #: TA - _____

Specifications

Pre-Employment Screening Services

1. Contractor to provide upon request by Alabama Department of Transportation (ALDOT) Bureau of Personnel and Compliance, or other authorized individuals, a complete pre-employment background screening package, to include, as a minimum, a Social Security trace, a global Office of Foreign Assets Control (OFAC) and Denied Parties report, a National Criminal report, and a complete criminal report from all Federal Districts and the State of Alabama. Additional services may be provided on request at additional charge.
2. Additional services to be provided upon request must include, at a minimum, the following searches: State-wide criminal background checks for all states where legally allowed, criminal reports at a county level, Motor Vehicle reports, Education and Employment verification, reference verification, national and state sex offender reports, fingerprinting, Worker's Compensation report, professional license verification and report and electronic verification of I-9 forms.
3. Contractor's service must be completely Internet-based, and provide ALDOT with a web-based client access capability for ordering and receiving reports and account management. System must allow web-based report requests and review of reports electronically 24 hours per day, 7 days per week. System must use integrated data encryption for security and confidentiality in data access and transfer, and shall require personal, individual user identifications and passwords for authorized access. System shall incorporate auto logout feature, password failure lockout and periodic mandatory password reset. System must require a hardened password of no fewer than seven(7) alpha-numeric or symbol, case-sensitive characters.
4. The following web-based features shall be mandatory components of the contractor's system:
 - a. Ability to preview a Social Security Report and cancel unwarranted searches.
 - b. System will automatically order and select any counties listed on the Social Security Report and allow ALDOT the ability to review, verify and/or edit the selected counties before submission.
 - c. The system shall generate an adverse action or a pre-adverse action letter that auto-populates applicant information on the letter so ALDOT can quickly submit consumer report and adverse action letter to the applicant. The letter notifies the applicant of the adverse action and provides response information to allow the applicant to review report and discuss any disputes with the contractor.
 - d. System must allow ALDOT to implement a standard for all reports or customize by each account. System must allow ALDOT to integrate Departmental rules and policies into the system, and auto-generate disposition for the entire order based on the specifications set forth in the policy.

5. System must include the following web-based account management options in order to allow ALDOT to organize data and information based on Departmental needs:
 - a. Reporting options to allow ALDOT to view several reports that can be customized based on Departmental needs and criteria selected. The following elements must be included in the reports list: information from location, applicants screened, products ordered, turn-time, date ordered, and date completed. System must allow ALDOT to download detailed reports directly from the website on a daily basis, showing cost by search and cost by report, for precise budgeting.
 - b. System must allow ALDOT to view all invoices and prices online. The invoices shall include a summary report and a detailed invoice by major account and Division account, listing all services provided during the prior month. The system shall accept invoice payment by credit card in addition to payment by warrant.
 - c. System shall allow the primary account administrator to tailor users' rights based on location, access requirement and specifications. Each user identification and access code shall be unique and configurable for any combination of preferences available on the system. The system administrator shall have the authority to view other users' work and monitor files from their office or additional offices based on the complexity and setup of the account.
 - d. System shall allow ALDOT to create a package order as identified in the bid document to allow ease of ordering and a standard package with a set cost for each standard inquiry.
6. System shall be designed to generate the requested reports based on user's web-based inquiry supplying candidate's name, current address, date of birth and Social Security number.
7. System shall complete all reports within 72 clock hours from time of request transmittal. Each request shall be assigned a unique case number, and electronically date/time stamped for verification purposes. National Criminal reports must be an instant search feature, and State-wide criminal reports for Alabama only must be completed in less than four (4) clock hours from time of request transmittal.
8. Contractor must provide a telephone number for customer service, answered by a company employee, and provide an assigned Account Manager to the ALDOT account for purposes of account management, dispute resolution and assistance. Customer service must be available, at a minimum, from 7:00am CST to 5:00pm CST, Monday through Friday, excluding Federal holidays. Voice mail requests for call-back must be satisfied within one (1) hour during normal business hours, or within the first hour of the following business day.
9. Contractor must provide alternate inquiry request solutions, such as a toll-free facsimile line, in order to facilitate orders in the event of Internet service or data transmission interruptions.
10. Contractor must demonstrate sufficient Internet security and operational policy to guarantee absolute confidentiality and protection of all personal data. Any breach in confidentiality or privacy will be grounds for immediate cancellation of this contract.
11. Contractor agrees that all screening services shall be conducted in accordance with the Fair Credit Reporting Act (FCRA) and any other applicable federal, state or local laws. ALDOT asserts that information provided will be used for employment purposes only, and that all report requests will be contingent upon full disclosure to the candidate and a signed written consent form.
12. Contract shall be valid for a period of twelve(12) months from date of award, with option to renew for additional second, third, fourth and fifth contract periods, under original pricing, terms and conditions, upon mutual consent of both parties.