REQUEST FOR PROPOSAL

PROJECT NO. RFP 18-24

Pre-Employment Testing Services

<u>**QUESTIONS AND ANSWERS No. 001**</u>

Date: July 20, 2018

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

Q1.   Pre-Employment Screening, how will that work? Meaning, the application process will there be a system our company can access to complete the process. Or would our company will have to upload the request to a database?

Response: The College is interested in electronic process solution that integrate with Taleo.

Q2.   Around about number on, how many will be processed on a monthly basis?

Response: The volume will depend upon the organization's hiring cadence. Last year we hired 123 full-time and part-time administrative support staff. There is no metrics on transfers so the total number of prospective to received pre-employment testing would be slightly higher. We expect to test 5-7 candidates per opening. While we have peak hiring periods prior to Fall start (August start dates) and Spring start (January start dates) our hiring is fairly consistent month to month.

Q3.   Will the process include the certain department or the hold school?

Response: The process will be enterprise-wide.

Q4.   Do I need to return pages 7-20 in the packet?

Response: Yes, please return the entire RFP as stated in Section 4 – Instructions to Proposers.

Q5.   What does page 24 means?

Response: On page 24 is Attachment No. 3, Small Business Unavailability Certificate is to certify that you and your company contacted Small Businesses to solicit Proposals for Materials or Services to be used on this project.

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