

HOUSING TRUST FUND CORPORATION
Issuance of Answers to Questions
IFB#10042013: Background Screening Services for New York State (CDBG-DR)
Disaster Housing Recovery Programs
October 4, 2013

#	Questions	Answers
1	Our company is set up to be able to handle the capacity to process small batches, i.e. 1 to 20 checks within 24 hours, as per your request. Even though, we do have the capacity to handle a large volume of checks per week, we may not be able to handle 1,000 per week or at least at the present time. Would that be an automatic disqualification, or should we still pursue the BID.	Bidders must meet all of the stated qualifications outlined in the IFB. See <i>Section II: Bidder Qualifications</i> .
2	What does your standard background screen check look like? Meaning - Criminal County Search? State Search? Federal Search? Sex Offender? Drug Test? ETC.	Background Check requirements are outlined in the IFB. See <i>Section IV: Background Screening Requirements</i> .
3	Also what is the projected volume of background screen checks that HTFC will require?	The IFB stated that volume may vary and "Bidders must demonstrate the capacity to process up to 1,000 background checks per week" and "Bidders must also demonstrate the capacity to process small batches (i.e. 1-20 background checks) within 24 hours of assignment." See <i>Section I: Background and Summary and Section II: Bidder Qualifications</i> .