

**STATE OF NEW HAMPSHIRE LIQUOR COMMISSION REQUEST TO SUBMIT
PROPOSAL FOR:**

RFP NO. 2022-01-BACKGROUND CHECK

COMMISSION'S FIRST RESPONSES TO VENDOR INQUIRIES

QUESTION 1:

Q: How many background checks did the NHLC require its contractor to perform in each of the last three years?

A: The NHLC has two years of data available. See chart below.

Year	Number of Background Checks Required
2021	612
2020	661

QUESTION 2:

Q: Do you possibly have an Annual Volume level? I am well aware that some of the screening you might be doing is not necessarily just new hires, but also a possible monthly sanction or Quarterly checks.

New Hire Screening annual volume?

Sanction list screening annual volume?

Possible MVR screening annual volume?

A: See answer to Question 1 above with regard to volume of new-hire and promotional screenings. The NHLC does not perform quarterly screenings and typically does not perform intermittent screenings.

QUESTION 3

Q: Are you integrated with an ATS or HRIS system?

A: No.

QUESTION 4

Q: Is it a requirement to send in our proposal in written form?

A: Yes. Pursuant to Part II, Section 7 of the RFP (pg. 6), proposals must be submitted in hard copy and delivered to the address below:

New Hampshire Liquor Commission
ATTN: "Janet Donnelly, RFP 2022-01-BACKGROUND CHECKS"
50 Storrs Street
Concord, NH 03301

QUESTION 5

Q: Will you allow for redlining of Appendix A to this agreement?

A: See RFP Part II, Sections 2-3 (pg. 5). The NHLC may consider modifications of State Form P-37. To the extent that a Proposer believes that exceptions to the P-37 are necessary, the Proposer shall raise those issues **during the RFP Inquiry and Response Period** by requesting an exception to the provision at issue. The NHLC will review requested exceptions and accept, reject, or note that it is open to negotiation of the proposed exception. The NHLC will provide notice to all potential Proposers of the exceptions that have been accepted or deemed negotiable. In no event is a Proposer to submit its own standard contract terms and conditions as a replacement for the State's terms in response to this solicitation.