

RFP-DFCS-BHW-19-01

Q & A

Q: “Can agencies employee/contract with persons with lived experiences who may have a criminal background?”

A: Per the administrative requirements –10.A.(2) -
“(a) Background Clearance. If the Social Services provided under such an agreement require the Contractor to work with or be in proximity to children, or other Vulnerable Populations, the Contractor shall not employ any person or volunteer who is registered as a sex offender in any United States jurisdiction or who has been convicted of a sex offense. (i) The Contractor shall ensure that all its employees, interns, and volunteers directly involved in performing services have been screened for a criminal record or registration as a sex offender as part of its hiring process, through the use of criminal background and reference checks, fingerprinting, and interviews. If an employee or volunteer is found to have such a record, the City Program Specialist assigned to the contract shall be immediately notified in writing with available details. (ii) In the event the Agency hires someone with a criminal record of a nonsexual offender nature, sufficient documentation must be included in their personnel file to warrant the hire. (iii) If required, the Contractor will obtain a criminal records report in a form satisfactory to the City. (iv) Agency standards must include a written procedure for criminal background checks to ensure a safe environment and proper protection of children under 18 years of age who are receiving services from the Agency. The written standards must include the following: (1) Background checks must be conducted prior to the time of hire. If an individual has had a nationwide background check conducted in the past 180 days, evidence of such shall be sufficient for the background check. Pending the result of the background check, the Contractor’s employee may work under direct supervision. (2) Any arrest, conviction or substantiated referral that occurs after a background check has been completed by the Agency, must be reported to the Agency supervisor. “