

***First Judicial District of Pennsylvania's ("FJD")
Request for Proposal ("RFP")***

For

***Domestic Relations Custody Mediation Program
Services***

Dated October 27, 2025

VENDOR'S QUESTIONS AND ANSWERS ("Q&A")

<https://courts.phila.gov>

Q1) In the Personnel section, the FJD directs companies to include the names, resumes, and qualifications of executive, managerial, and technical personnel who will be engaged in the project. Can the FJD further define what is meant by technical personnel?

Technical personnel are those who will be using their specialized knowledge and skills to accomplish the work related to the Custody Mediation Program.

Q2) In the Personnel section it additionally notes that: "Prior to execution of an agreement, the selected Vendor shall conduct an independent investigation, including all assigned personnel submitting to a fingerprint-based criminal record check, to determine whether any proposed personnel have a criminal record or have been charged or indicted with any criminal offense. Such independent investigation shall include making direct inquiry into such current and prospective personnel and reviewing all reasonably available public records."

(a) Can the FJD define further what is meant by conducting an independent investigation regarding criminal offenses and what is meant by making direct inquiry available in public records?

Conducting an independent investigation is an inquiry conducted by a neutral, outside party (e.g., no personal or professional ties to those being investigated) so to establish facts without bias or conflict of interest. Making a direct inquiry means asking for specific information in a clear and purposeful way, directly from a relevant source.

(b) Would a robust pre-employment investigation of potential employees' backgrounds including reference checks, confirmation of credentials/education experience presented, and receipt of Federal Bureau of Investigation ("FBI") fingerprinting results, Pennsylvania Criminal Records checks, and Pennsylvania Child Abuse Clearances be sufficient to satisfy this requirement?

Yes.