



2023 EMPLOYMENT BACKGROUND SCREENING SERVICES (RFP)
Solicitation No. R-23-08-RL

ADDENDUM NO. 1
October 13, 2023

To Respondent of Record:

RESPONSES TO QUESTIONS

1. **Question: Can you please clarify what is being asked in Section I. Project Information, D. Additional Requirements, 5., Create a plan to be administered using SAWS' specific compliance program and have the ability to provide notification services.**

Answer: We have removed this requirement from this section. Please see Changes to RFQ number 2.

2. **Question: On Attachment 1 (Price Evaluation Criteria Form) you have "Total Screening Orders" and "Total MVR Orders." Can you clarify what you are looking for? Is this the unit price or the total for all 500/250 orders? Or are you asking for the combined pricing for several of the services listed above? If so, which services?**

Answer: We have identified those orders that are unit pricing and those that are combined pricing in the revised Attachment I Price Evaluation Criteria, which can be found attached to this Addendum. See Changes to RFQ number 3.

3. **Question: For Criminal History search, the Scope of Services specifies a nationwide search is to be conducted— this indicates a database search. As national criminal database or screen scrapers used in such applications are not compliant with the FCRA "maximum possible accuracy" requirements will SAWS require direct-to-court country criminal record searches (or statewide repository searches where available/approved), either to adjudicate a "hit" from a nationwide database search or as a standalone search—which are FCRA-compliant?**

Answer: Separate background searches into 2 categories:

- *One: A Stand Alone -- National Criminal Background database search using primary name plus aliases and additional names (for all job titles requested by SAWS).*
- *Two: A Stand Alone -- FCRA Background database search for credit report (if requested by SAWS) for specific job titles.*

4. **Question: For criminal searches, does SAWS require primary name searched only, or primary name plus aliases/additional names?**

Answer: SAWS requires primary name plus aliases and additional names searches.

5. **Question: Is your team using any ATS, HRIS systems, or custom API where they'd want their background screening services integrated?**

Answer: Currently SAWS is using the ATS – NeoGov. Integration will be considered at the time the contract is awarded.

6. **Question: The RFP requires 3 client references to be provided. Can references be provided at a later stage in the RFP process, and client testimonials without initial submission?**

Answer: References are required at the time of submission. Failure to provide references may result in the Respondent's proposal being found non-responsive or a reduction in points during the evaluation period.

CHANGES TO RFQ

1. **Page 1, I. Project Information, Section C., Scope of Services, b. Verification of Employment** remove and replace with the following:

Reports must include a candidate's current and former employment history and should cover a period up to twenty (20) years and should include the following information:

- i. Date of hire
- ii. Date of separation
- iii. Position(s) held/job title(s)
- iv. Reason for leaving, if available
- v. Eligibility for rehire, if available

All other items shall remain the same.

2. **Page 4, I Project Information, Section D. Additional Requirements, Number 5** remove the following:

5. Create a plan to be administered using SAWS' specific compliance program and have the ability to provide notification services.

All other items shall remain the same.

3. **Page 19 – 20, Attachment I Price Evaluation Criteria Form, remove and replace with the document attached to this addendum.**

END OF ADDENDUM 1

This addendum, including these two (2) pages, is three (3) pages with an attachment.

Attachment:

Attachment I Price Evaluation Criteria Form (1 page)

**Attachment I
Price Evaluation Criteria Form**

This Price Evaluation Criteria Form must be submitted with the ORIGINAL proposal as part of the Respondent's response to this RFP but should *not* be included within any of the copies of the proposal.

Screening Service Price Table				
#	Screening Service	Estimated Use of Screening Service in 2024	Cost Per Screening	Alternative Pricing
1	License and Certification Validation	25		
2	Military	25		
3	Credit History	25		
4	Reference Check	25		
5	Verification of Former Employment	25		
6	Verification of Present Employment	25		
	Total Screenings (1-6 Listed Above would be individual orders)			
7	International Education Search	25		
	Total Screening Order (7 Listed Above)			
8	Education Verification	175		
Criminal History Search				
9	County	500		
10	State	500		
11	Federal	500		
12	National Sex Offenders Registry/Database Search	500		
13	Social Security Alert	500		
14	Residency History	500		
15	Driving History/Motor Vehicle Report (MVR)	250		
Total Screening Orders (8-15 Combine Listing Above)		500		
Total MVR Orders (15 Listed Above)		250		

*Alternative pricing may be provided at the Respondent's discretion. This may include "bulk" pricing for a number of screenings, number to be specified by the firm, requested in a particular period, or any other value-added benefit.