



City of San Antonio

SUBJECT: Request for Proposals (RFP) for Criminal Background Checks, (RFP 016-088, 6100007793), Scheduled to Open: **September 23, 2016**; Date of Issue: **August 24, 2016**

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: September 9, 2016

THIS NOTICE SHALL SERVE AS ADDENDUM NO. 1 - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. Change: Section 004 – SCOPE OF SERVICE, Item 10 to read:

“A standard background check will include national and international repositories and criminal database search. Upon request by the City, the vendor will also provide the following checks: Social Security Check, County & State Criminal Record, federal, credit check, credentials verification (professional and educational), and driving record (DOT).”

2. Change: Section 011 – RESTRICTIONS ON COMMUNICATION, 4th paragraph, 1st sentence to read:

“Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 2:00 PM, Local Time, Wednesday, September 14, 2016.”

3. Change: Section 014 – SCHEDULE OF EVENTS, Final Questions Accepted, to read:

“Final Questions Accepted – Wednesday, September 14, 2016 @ 2:00 PM CST.”

4. Change: RFP ATTACHMENT B, PRICE SCHEDULE

New Price Schedule A should read:

A – Price per background check for up to seven years.

Standard Check	\$
International Check	\$
Federal Check	\$
Social Security Check	\$
County Criminal Record Check	\$
State Criminal Record Check	\$
Driving Record Check (DOT)	\$

Credit Check	\$
Education Verification	\$
Employment Verification	\$

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 010, RESTRICTIONS ON COMMUNICATION:

Question 1: Are we willing to use non-local vendor?

Response: This solicitation is open local and non-local vendors.

Question 2: While the City is open to negotiating the Scope of Service and Performance Standards, is the City open to negotiation of the other Terms and Conditions of the Professional Services Agreement sent with the RFP? The preference is having the City use the Vendor agreement template.

NOTE: Background screenings are part of very highly regulated industry which has specific requirements and regulations that Vendor and our clients must abide by. In addition, there are Vendor requirements and obligations that we need in place to ensure both parties are protected legally when doing business together.

Key Areas for negotiation by Vendor typically include, but not limited to:

- Indemnity
- Limitation of Liability
- Disclaimer of Warranties
- Audit Rights
- Governing Law
- Payment Terms

Response: Agreement to the terms and conditions in the RFP document are a requirement in order to be considered for this solicitation. All participants may submit "exceptions" as part of the response which may, or may not be considered. The City of San Antonio's Agreement document will take precedence over all other documents. Exceptions to the RFP as written may deem the proposal submitted as non-responsive.

Question 3: Are the following sections in the RFP required to be agreed to as written, or can edits or disclaimers to them be included with Vendor's RFP response?

- Intellectual Property
- RFP Exhibit 1 Insurance Requirements
- RFP Exhibit 2 Indemnity Requirements
- RFP Attachment H Signature Page

Response: Please see response provided for question 2. All documents requiring signature must be received with signature of authorized business representative.

Question 4: Are the following documents required for RFP submissions or are some only necessary once Vendor is awarded the bid?

- State of Texas Conflict of Interest Questionnaire (Form CIQ)
- City's Addendum to Form CIQ (Form CIA-A)
- Certificate of Interested Parties (Form 1295)
- Contracts Disclosure Form (RFP Attachment C)

Response: All the documents stated above must be submitted as part of the proposal in order to be considered for this subject RFP.

Question 5: Who is the current Provider of Background Screenings?

Response: The current provider of Background Screenings is Clear Investigative Advantage, LLC.

Question 6: What is the current rate being charged per basic background check?

Response: The current rate for Criminal Background Checks is \$3.50 per check.

Question 7: What is the annual amount spent on criminal background checks?

Response: The average annual amount spent for Criminal Background Checks is \$26,000.

Question 8: Please define "Standard Check" on Attachment B Pricing Sheet.

Response: A standard background check will include national and international repositories and criminal database search. Upon request by the City, the vendor will also provide the following checks: Social Security Check, County & State Criminal Record, federal, credit check, credentials verification (professional and educational), and driving record (DOT).

Question 9: Employment Verification Price on Attachment B Pricing Sheet, should that be priced as each of duration of 7 years?

Response: For the PRICE SCHEDULE on Attachment B, section B, the first line is asking for the cost of a full 600 background checks (bulk rate). The second line is asking for the cost of each background check above the 600 offered as part of the first line.

Question 10: Please define formal record of retention policy.

Response: Company policy regarding the management, retention and archival of records for legal and business needs.

Question 11: What is the anticipated start date for this agreement?

Response: The start date for this agreement is anticipated to be January 1, 2017 (existing agreement expires at the end of December).

Question 12: Why are we evaluating new providers for background screening services?

Response: The current agreement is set to expire December 31, 2016.

Question 13: Are vendors permitted to attach a separate cost sheet to suggest additional, supplemental services we believe may benefit the City?

Response: Vendors are permitted to attach a separate cost sheet for other services provided for consideration but pricing must be provided for the services listed in the Price Schedule (Attachment B) in order to be eligible for consideration.

Question 14: In reference to section 004, Scope of Services, item 10: For your requested standard background check, does the City require a primary-source search, such as a county courthouse search or a search of a state-maintained repository, as opposed to a database search, which may not contain the most accurate and up-to-date results?

Response: The Standard background check will include will include national and international repositories and criminal database search as an initial prescreening. Additional re-verification or checks may be requested to confirm.

Question 15: In reference to section 016, RFP Attachment A, Part One: As a privately held company, financial information, including annual revenue, is considered highly confidential in nature, and it is our preference not to include this type of data during the RFP process. May we submit letters from our banking institution and certified public accountant attesting to our financial strength in lieu of the requested annual revenue?

Response: All information provided by each participant will be kept confidential during the solicitation process. Any information not provided could impact the Evaluation Committee's scoring.

Question: 16: In reference to section 016, RFP Attachment B, Price Schedule: In our experience, background screening services are priced on an as-needed basis, and therefore a price-per-month structure would not apply. May vendors provide pricing only for the section (A or B) which applies to their standard pricing structure?

Response: Pricing must be provided for the services listed in the Price Schedule (Sections A and B) in order to be eligible for consideration.

Question 17: In Section 004 – Scope of Service, question 11 the RFP states “vendor must have the capacity to receive requests electronically and must transmit the results of checks electronically.” Can you define electronically (i.e. browser based interface, emails, FTP, API, etc.)?

Response: On-line internet based interface, with backup alternative should the on-line interface be unavailable.

Question 18: Can we submit pricing for suggested packages that combine searches?

Response: Pricing must be provided for the services listed in the Price Schedule (Sections A and B) in order to be eligible for consideration.

Question 19: Does the City have any MWBE goals or quotas to meet?

Response: SBEDA requirements were waived for this project as no qualified small, minority and women-owned business enterprises (SMWBEs) were available, hence there are no goals or incentives available for SMWBEs on this solicitation.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:

On Thursday, September 1, 2016, the City of San Antonio and Human Resources Department hosted a Pre-Submittal Conference to provide information and clarification for the Criminal Background Checks Request for Proposals. Below is a list of questions that were asked at the pre-submittal conference. The City’s official response to questions asked is as follows:

Question 20: Please provide clarification to Section 004, item 12. Two minute request return.

Response: For “clear” responses, the system must provide instant responses or within two minutes. If the system finds an issue with a background check requested, it is understandable for the system to take more than two minutes for a response. The two minutes applies only to background checks with no issues. If you are not able to provide clean background check results within the two minute timeframe we ask that you provide the amount of time it would take your organization and this time frame will be considered during the evaluation process.

Question 21: For Standard Checks will social security trace, County trace, and State-wide criminal be priced out separately in the bulk section?

Response: The Standard background check will include national and international repositories and criminal database search. Upon request by the City, the vendor will also provide the following checks: Social Security Check, Criminal Record check (County, State, and Federal), Credit check, credentials verification (professional and educational), DOT, and driving record.

Question 22: Attachment E (Local Preference Identification Program Form) and F (Veteran-Owned Small Business Preference Program Identification Form), are they available through the Portal?

Response: The documents are available through the SAePS ePortal under the RFP 6100007793.



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