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| **Contracts and Procurement Division**  **Eileen Gonzales, Division Manager**  **O:** 719-520-6390  EileenGonzales@elpasoco.com  15 E. Vermijo Ave.  Colorado Springs, CO 80903 |  | **Board of County Commissioners**  Holly Williams, District 1  Carrie Geitner, District 2  Stan VanderWerf, District 3  Longinos Gonzalez, Jr., District 4  Cami Bremer, District 5 |
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| **RFQ NO. 21-035** |  | **DUE DATE: MARCH 31, 2021** |

**ADDENDUM NO. 1**

**For**

**BACKGROUND CHECK SERVICES**

**DATE OF ADDENDUM: MARCH 18, 2020**

**THE ATTACHED** addendum shall become as fully a part of the above named Request for Quotes (RFQ) as if therein included and shall take full and complete precedence over anything contained to the contrary.

**ACKNOWLEDGMENT:** Each bidder shall indicate acknowledgment of receipt of this addendum by signing below and submitting this addendum (this page only) with the quote.

Each bidder shall be responsible for reading every item on the attached addendum to ascertain to what extent and in what manner it affects the services being bid.

No attempt is made to list Addendum items in chronological order.

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|  | **NO CHANGE TO DUE DATE** |
| **X** | **CHANGE DUE DATE TO: 2:00 PM (MT), WEDNESDAY, MARCH 31, 2021**  **(Was 2:00 PM (MT), Wednesday, March 24, 2021)** |

I acknowledge receipt of this addendum which shall become a part of the submitted quote.

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| **COMPANY NAME** |  | **PHONE** |
|  | | |
|  |  |  |
| **AUTHORIZED REPRESENTATIVE** |  | **TITLE** |
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|  |  |  |
| **SIGNATURE** |  | **DATE** |

RFQ No. 21-035 Background Screening Services

Addendum No. 1

Page 2

The following is hereby made a part of this solicitation:

**VENDOR QUESTIONS:**

1. FBI Checks – Please define what you mean by FBI checks.  By FBI Checks, do you mean CBIdatabase criminal background check?

County Response: See below.

1. FBI Checks - Can you please clarify if this means fingerprints through CBI?  
   If so, we can do Third-Party Assist coordination, which includes candidate communications and billing. IdentoGo provides an online tool through which we can monitor whether a candidate has completed their appointment. Order would be updated to complete at that point. Fingerprint results I believe are sent to candidate.

* If so, please explain why you are looking for a fingerprint solution (i.e. new law/mandate, new contract, new business requirement, unhappy with current solution, etc.)
* If so, what are the state specific or federal agencies that the fingerprints need to be submitted to?
* If so, have you already obtained applicable state and/or agency authorization to run fingerprints?
* If so, what types of applicants do you need to fingerprint?  (examples: security guards, etc.)

County Response: We are interested in the same services as outlined in our current contract, per Attachment 1. We do however are interest in utilizing the candidate completing the forms online with self-disclosure option (as all backgrounds are ran after a conditional offer has been made)

1. The RFQ requirement asks for Certificate of Insurance with El Paso named as insured.  Sterling does not make a practice of providing certificates of insurance for proposals. However, our team provided the redacted COI attached and upon award/contract will be happy to provide a COI with El Paso County as named insured. Will providing the attached suffice for RFQ purposes to fulfill that requirement?

County Response: A redacted COI is fine. For quote purposes, bidders must submit copies of certificates of insurance for general liability and workers' compensation. The successful contractor will be required to provide original certificates.

1. Do you have any pain points with your current vendor, or areas of improvement you’d like to see with a new vendor?

County Response: We are interested in online candidate submission to include a candidate self-disclosure.

1. Is the “FBI check” referring to FBI fingerprinting?

County Response: No.

1. If yes to #3, what is your current fingerprinting process, and would you like to keep it that way?

County Response: N/A.

1. What is your ideal ordering process? Having the applicant enter their info or the administrator?

County Response: Applicant, as long as there is a self-disclosure procedure.

RFQ No. 21-035 Background Screening Services

Addendum No. 1

Page 3

1. Are you interested in learning about other services we offer? If so, should we include both a description and a price quote?

County Response: Yes, quote as optional services.

1. Are the evaluation criteria weighted?

County Response: They are not. However, criteria 2, 4 & 5 will probably carry the most weight.

1. Do you have a maximum of how many alias/maiden names to include?

County Response: No.

1. Is the out-of-state criminal records search to be conducted in any residence over the last 7 years?

County Response: Yes.

1. When do you prefer to “go live” and start ordering?

County Response: To be determined.

1. Some counties, states, and countries have an additional court fee - is it acceptable to format our pricing as a base price, with the caveat additional fees may incur? Or are you preferring a flat fee?

County Response: We would like information on both options.

1. Please clarify what might be submitted with the quote form as “NOTE:  If needed, attached detailed pricing and additional pages to this form.”? Is this to be the current additional court fees listed in question #13?

County Response: Yes, when quoting additional services and prices.

1. As there is a fee for adding insured entities, is it acceptable to only name El Paso County as an additional insured if we are awarded the contract?

County Response: Yes.

1. When you refer to FBI Checks in the RFQ, are you needing an actual fingerprint check against the FBI database or once we verify ID, do you just want the applicant’s ID information compared to the FBI database?

County Response: We do not need an actual fingerprint check against the FBI database.

1. On the Quote form, it asks for individual prices for the listed services. Is the County looking for packages as well? If so, could the County provide any packages they are currently using and what they include?

County Response: See attachment.

1. Could the County please provide their current pricing for the individual services listed on the Quote form along with the prices of any packages that the County is currently using?

County Response: We prefer not to get the most competitive pricing without being influenced by current pricing.

RFQ No. 21-035 Background Screening Services

Addendum No. 1

Page 4

1. In constructing my quote, I would like to know if the following FBI searches fulfill the FBI Checks portion of Background Check Services or whether they fall under the very specific employment positions requiring fingerprinting:

* Federal Bureau of Investigation Most Wanted Additional Violent Crimes
* Federal Bureau of Investigation Most Wanted Counterintelligence
* Federal Bureau of Investigation Most Wanted Crime Alerts
* Federal Bureau of Investigation Most Wanted Crimes Against Children
* Federal Bureau of Investigation Most Wanted Criminal Enterprise Investigations
* Federal Bureau of Investigation Most Wanted Cyber Crimes
* Federal Bureau of Investigation Most Wanted Domestic Terrorists
* Federal Bureau of Investigation Most Wanted Human Trafficking
* Federal Bureau of Investigation Most Wanted Seeking Information
* Federal Bureau of Investigation Most Wanted Terrorists
* Federal Bureau of Investigation Most Wanted Violent Crimes – Murders
* Federal Bureau of Investigation Most Wanted White Collar Crimes
* Federal Bureau of Investigation Most Wanted Top Ten Most Wanted

County Response: See response to Question 2. Delete requirement for FBI Checks.

1. When you refer to FBI Checks in the RFQ, are you needing an actual fingerprint check against the FBI database or once we verify ID, do you just want the applicant’s ID information compared to the FBI database?

County Response: We do not need an actual fingerprint check against the FBI database.

**SCOPE OF SERVICES REVISION:**

* 1. **COMMONLY NEEDED SERVICES-Revised as follows:**

The following is a revised list of checks commonly needed / requested by the County. Others may also be requested occasionally. These checks are needed from Colorado and other states in the US and, less frequently, from locations outside the United States. Also now listed are packages used by the County.

* + - 1. Locator Select
      2. Colorado Statewide – CBI
      3. County Criminal Record
      4. Enhanced Nationwide Criminal Database
      5. DOJ Sex Offender Search
      6. State Criminal Repository
      7. Office of Foreign Assets Control (OFAC)
      8. Social Security Trace
      9. Best Practices Criminal Package
      10. Best Practices Criminal Alias Package
      11. Best Criminal Package

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Addendum No. 1

Page 4

**ATTACHMENTS:**

1. Current Checks and Packages
2. Revised Quote Form

**END OF ADDENDUM NUMBER ONE**

All other terms and conditions of the original RFQ shall remain unchanged and the subsequent quotes received as a result of this solicitation shall be opened and evaluated in accordance with those terms and conditions.

Please sign the addendum signature page and return it with your quote. Failure to acknowledge this addendum in writing may be cause for rejection of your quote.

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|  | **David Carey**  **David Carey, CPPB**  **Procurement Specialist** |