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***Date: August 19, 2024***

***Addendum # 2***

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**Reference: IFB 66851**

**Title: Background Screening Services**

This addendum is issued to make the following changes, corrections, clarifications, and additions to the invitation for bid document. The information in this addendum modifies and changes the original invitation for bid and takes precedence over the original document.

The following are answers to questions submitted by prospective Offerors:

- Q1. Please provide information on the current vendor.
- A1. Unavailable. The City of Fairfax and RFXPremier does not have a contract for Background Screening Services. The solicitation is to establish an inaugural contract(s) for State Agencies and Political Subdivisions. There is no incumbent vendor(s).**
- Q2. Please provide information for the current pricing.
- A2. See answer A1.**
- Q3. Please provide the reason for the bid request.
- A3. The City of Fairfax is the Lead Entity for RFXPremier to establish the inaugural contract(s) for Background Screening Services. The resulting contract(s) shall be available to all State Agencies and Political Subdivisions.**
- Q4. What is the expected volume for this solicitation?
- A4. Unknown.**
- Q5. The cost proposal lists services in an a la carte fashion. Is this how you want the prices presented?
- a. If there is a package that needs to be built, please provide details on what services would be included.

- A5. The solicitation is seeking pricing for each area ala carte.**
- Q6. Is there a current ATS integration? If so, please provide details on the integration platform. If not, is it expected there will be an integration in the near future?
- A6. No, there is not a ATS integration requirement. But each entity may work with the selected proposer on future engagement.**
- Q7. For the CBC reports, are alias names and additional address jurisdictions going to be searched, or would the City only require given name & address?
- A7. Yes.**
- Q8. For the Employment & Education Verifications, what are the desired scoped of search?  
a. Highest degree? Past 3 employers? A certain amount of years of employment? Etc.
- A8. Yes, provide the highest degree and past 3 employers.**
- Q9. Attachment 8 – is the document to be used for responses directly, or meant merely as a guideline for the body of text in the response itself?
- A9. A guideline. An Offeror may respond directly on Attachment 8. Or provide their response on a separate document. The Offeror should reference each section they are replying to on the document.**
- Q10. Who is the incumbent vendor?
- A10. See answer A1.**
- Q11. When is your contract up with your current vendor?
- A11. See answer A1.**
- Q12. Will you be utilizing more than one vendor to conduct background searches?
- A12. Reference to RFP**
- Q13. Will you be phasing your implementation from the current vendor, or will services be changed all at once?
- A14. See answer A1.**
- Q15. Will all vendor questions and answers be shared with all RFP participants?
- A16. Yes.**
- Q17. What ATS do you currently use, and are any other ATS systems currently used or under consideration?

**A17. Vary on entity.**

Q18. Why is your organization issuing a solicitation at this time?

**A18. See answer A1.**

Q19. Are there any specific challenges that you experience today that you are looking to solve (i.e. Turnaround Times, ease of use, accuracy, cost-effectiveness, customer support, etc.)?

**A19. No.**

Q20. What was your background screen volume in 2023? Do you anticipate any changes to that volume in 2024, and 2025?

**A20. See answer A1.**

Q21. How many locations and employees will your organization be requesting screens?

**A21. Unknown.**

Q22. Can you please provide a list by State and City of your organizational locations?

**A22. No. It is unknown.**

Q23. Do you have an existing criminal monitoring program running today?

**A23. Varies by entity.**

Q24. Can you provide detail into the volume, frequency and services included within the criminal monitoring program?

**A24. Varies by entity.**

Q25. Is social media being run today through your current provider or is it done in-house?

**A25. See answer A1.**

Q26. Can you provide detail into the volume and type of social media solutions of interest?

**A26. Varies by entity.**

**ACKNOWLEDGMENT OF RECEIPT:**

OFFEROR NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

**NOTE:** This Addendum is acknowledged and considered a part of the subject solicitation. A signed copy of this addendum must be included in the response. Failure to do so may result in rejection of the bid or proposal.

  
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Patricia Innocenti, CPPO  
Procurement Director / Purchasing Agent