



City of Fairfax, VA
Office of Procurement Services
10455 Armstrong Street
Fairfax, VA 22030

Date: July 22, 2024

Addendum # 1

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. On the pricing file, you have one line for Criminal Background checks. However, there are different levels and pricing in regards to whether your search is at the County, State, Federal, or International level. How can we identify the different price structures based on these levels with your current price sheet?
- A1. Attachment 09 – Cost Proposal provides a list of services corresponding with an In-State Rate, Out-of-State Rate, and International Rate. An Offeror can provide additional pricing in Tab 2 of 09-Cost Proposal such as, but not limited to, County or Federal.
- Q2. On the pricing file, for Education and Employment Verifications, are you looking for all credentials held / previous employers listed, or do you want the highest level of credential verified, and most previous employers?
- A2. All educational credentials and previous employers.
- Q3. Where could we obtain current pricing for this contract?
- A3. Unavailable. The City of Fairfax and RFXPremier does not have a contract for Background Screening Services. The solicitation is to establish an initial contract(s).

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.



Patricia Innocenti, CPPO
Procurement Director / Purchasing Agent