



Beaufort County School District

Addendum 2

Solicitation Number: 20-032
Date Printed: February 18, 2020
Date Issued: March 11, 2020
Procurement Officer: Kaylee Yinger, CPPB
Phone: 843-322-2349
Email: Kaylee.Yinger@beaufort.k12.sc.us

Request for Proposal (RFP)

DESCRIPTION: **Employee and Volunteer Screening Solution(s)**
SUBMIT OFFER BY (Opening Date & Time): **March 19, 2020 2:00 PM EST**
QUESTIONS MUST BE RECEIVED BY: **March 12, 2020**
NUMBER OF COPIES TO BE SUBMITTED: **Seven (6) Original Signed Copies and One (1) Redacted Version on CD**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after March 12, 2020 . The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: _____ (Full legal name of business submitting the offer) ENTITY TYPE: _____

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

PRINTED NAME TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

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(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business):	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):
PHONE NUMBER:	
EMAIL ADDRESS:	

PAYMENT ADDRESS (Address to which payments will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (check one only)	ORDER ADDRESS (Address to which all purchase orders will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check one only)
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ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.

Questions and Answers:

1. How does the current badge system work? How does the schools get the photo from each applicant and then distribute the badge only after they have passed, if it is not electronic?
Volunteers and vendors both access the background check website through a portal. The person applying for a background check is responsible for entering in their information on the website. After volunteer back ground checks are completed, and if the volunteer is approved, the vendor sends a badge via USPS to the volunteer. We do not currently have a photo of the volunteer on the badge, but would like to in the future.
2. Can the continuous monitoring be done monthly across the US?
Please supply quotes according to your firm's abilities.
3. Credit Check is listed under the "Employment Package", does this mean all applicants go through a Credit Check and we need to price the Employment check including the Credit Check, correct?
No, only those in Finance positions. These checks would be minimal.
4. The bid requires 1 original and 6 copy sets and two electronic.
"Each proposal set shall include a bound technical and a sealed envelope....." You want 6 individual sets that consists of 6 individual envelopes with matching tech proposal?
The technical and cost proposal need to be submitted in separately in independent envelopes as per section 1.0.2 of the solicitation.
5. Yes 6 copies and 1 on a CD? Will USB be allowed in place of a CD?
Yes, a USB are an appropriate substitute.
6. For the Pricing Page for both the Employment, Volunteer and Vendor Solution, is the price suppose to "FLAT" fee per solution? Ex. Employment Price is for one applicant and it must include all items listed in one FLAT FEE price? Or should the 3rd party fees, access fees, etc be removed from the price?
The fees should be all inclusive of costs to BCSD. See section 8.0 of the solicitation.
7. 3.2 – Employee Screening
 - a. Does the state of SC charge the district \$25/\$26 for the SLED search when performing a new hire's pre-employment criminal check?
 - i. If so, is this extendable to background screening firms when performing searches on behalf of a school district?
The BCSD does not utilize SLED checks only nationwide background checks.
 - b. 3.2.12 – Continuous Arrest Monitoring
 - i. What is referred to when it states it is looking for 'continuous criminal monitoring'? Is this a monthly batch upload or an alert is triggered to the district if an employee is arrested?
Please quote this section based on your firm's capabilities.
7. 3.3 – Volunteer Screening

- a. 3.3.6
 - i. Is the district seeking to have a laminated ID card or printable/stickable ID card to a volunteer's clothes during the duration of their volunteering for a day?
Currently our volunteer background checks are good for two (2) years. Volunteer's are mailed a plastic ID card from the vendor.
 - b. 3.3.7
 - i. What is needed to form a 'joint venture' as described in section 2.0.24?
 - 1. For example, on the offer, if JDP were to utilize a 3rd party Volunteer Management System, would the offer include the JDP signatures, along with the 3rd party partners signatures?
If it is a Joint Venture then yes, all parties would need to sign the offer.
 - c. 3.3.9
 - i. Does Beaufort have a list/outline of what potential offenses constitute the need for adverse selection on a volunteer?
 - 1. If there is no list, will the Beaufort team be monitoring cases to be the adjudicator of potential offenses and those cases requiring adverse selection?
BCSD currently approves and rejects all background checks. The criteria for vendors and volunteers is set by the Risk Manager.
 - d. Does the state reduce/waive the SLED access fee for volunteers of a school district?
Currently, BCSD absorbs the cost for nationwide volunteer background checks. Vendors are responsible for the costs.
8. 3.4 – Vendor Screening
- a. 3.4.1
 - i. Is there a specific form/application vendors are required to complete in order to become a vendor for Beaufort County School District?
Vendors and volunteers use a portal through our current firm.
 - b. 3.6.1
 - i. Is the district seeking to have a laminated ID card or printable/stickable ID card to a vendor's during the duration of their volunteering for a day?
Currently our vendor background checks are good for two (2) years. Vendor's receive a badge from our current firm.
9. Volumes?
- a. What are the annual expected volumes for employees?
See addendum #1
 - b. What are the annual expected volumes for volunteers?
See addendum #1
 - c. What are the annual expected volumes for vendors?
See addendum #1

10. ID Badge - Can the ID be online, example majority of major apps you will have your own profile? Flight app, hotel app, dating app....a hard badge would be a lot of turnover, lost, etc...everyone has a smart device on them 24/7. An individual could show their Beaufort ID via device.

Physical badge. Staff need to be able to identify volunteers visually. The badge is very popular with volunteers and staff.