



Beaufort County School District

Addendum 1

Solicitation Number: 21-033
Date Printed: March 30, 2021
Date Issued: April 20, 2021
Procurement Officer: Kaylee Yinger, CPPB
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Request for Proposal (RFP)

DESCRIPTION: **Employee and Volunteer Screening Solution(s)**
SUBMIT OFFER BY (Opening Date & Time): **April 28, 2021 at 4:00 PM EST**
QUESTIONS MUST BE RECEIVED BY: **April 21, 2021**
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 April 28, 2021. 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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| 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> |
| <p>Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.</p> | | |

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| 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. |
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Questions and Answers:

1. Section 3.3.7 On-line volunteer management system with the ability to manage/screen volunteers on-line at each school site. Can you please elaborate on the main features the district is looking for in an on-line management system? What does manage/screen volunteers on-line at each school site entail?

Similar to what we have now with our current vendor BIB. Submit and manage volunteer background screening 100% online. Initialization of volunteer submitted application started by each school. Volunteer credentials (i.e. ID badge), auto renewal notifications, adverse actions, and reports to track volunteers' background status. On-line database of volunteers that can be accessed by authorized users.

2. Section 3.4.7 On-line vendor management system with the ability to manage/screen vendors online. Can you please elaborate on the main features the district is looking for in an on-line? management system? Besides completing the background check online, what else is the district looking for to manage the vendors online?

Same as above, but a pay portal for vendors.

3. Section 8.0 asks for total cost of screening per grouping of employees, volunteers, and vendors. In order to do this we would ask for more detail on the exact searches within each category along with volume averages from the last 2 – 3 years. Additionally, would every employee be screened using the exact same package?

- What are the annual expected volumes for employees? 500
- What are the annual expected volumes for volunteers? 3,500
- What are the annual expected volumes for vendors? 200- vendors pay for their own

4. Section 3.3.4 -Under volunteer screening you are requesting to run aliases. Are you looking to run all aliases on employees and contractors as well?

Yes

5. Section 3.2.3/3.3.3/3.4.3 Are you looking to rely on a Nationwide database, or are you looking to search every county and state found on a SSN trace? Are you also asking to search every alias against all the jurisdictions that surface from the SSN trace?

We do not rely solely on a nationwide database. Yes, we want to look in county and state and aliases.

6. Section 3.3.11 Requests a solution without SSN. However the package that is being requested both address history and alias to be searched. In order to properly do that and SSN trace is needed to find that information. Can you expand on what your thought process is around this?

Some of our parents do not have social security #s, but would like to volunteer.

7. Section 3.3.5 Sex Offender Registry – Are you accepted sex offender databases that aren't live, or are you requiring vendors to search the only live national sex offender registry found at www.nsopw.gov?

You may propose it, but please explain why you think a non-live database is as good as the live NSOPW database.

8. Section 3.2.1 - Is an Applitrack integration required?

No, but vendors it is highly preferred.

9. Section 3.2.1 - If a pre-built integration isn't available is Applitrack willing to do a custom integration?

This would have to be discussed with Applitrack.

10. Section 3.2.12 – For Continuous arrest monitoring are you doing this on all employees, volunteers, and vendors on a monthly basis? Can you be more specific with what checks are being done for monitoring?

None at the moment. We are looking to add this service.

11. Do you require a vendor to integrate with Ident-A-kid for the volunteer screening?

No.

12. I see there are 100 points for technical and 50 points for cost proposal. What value would you put on turnaround times; the time it takes for a background check to be completed?

Please reference section 6.0 of the solicitation where the award criteria is broken down into categories.

13. Will you require educational/employment verifications on candidates?

No.

14. Due to COVID and not being in the offices will you accept electronic bids?

Not at this time. All bids must be sealed and sent to the address listed in the RFP.

15. What are you looking to improve in your current process?

A dedicated customer/account representative that we can speak with directly.

16. What is your current annual spend for this program?

Approximately \$100,000 (Pre-Covid-19)

17. How many background checks, for all types, do you anticipate annually?

See #3 above.

18. What is your current annual budget for these services?

The current budget is approximately \$100,000 but may be adjusted based on the School District needs.

19. Are there any pain points or issues with the current vendor(s)?

See #15 above.