



OFFICE OF PROCUREMENT SERVICES
335 FOUR MILE ROAD
CONWAY, SC 29526-6005

AMENDMENT No. 1

Posting Date: Thursday, October 22, 2020

Solicitation Number: 2021-19RF

Description: Comprehensive Background Screening and Verification Services

AMENDMENTS TO SOLICITATION: (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e> (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

QUESTIONS FROM OFFERORS - AMENDMENT (JUN 2017): The solicitation is amended as provided herein. Information or changes resulting from questions will be shown in a question-and-answer format. All questions received have been reprinted below. The "District's Response" should be read without reference to the questions. The questions are included solely to provide a cross-reference to the potential offeror that submitted the question. Questions do not form a part of the contract. The "District's Response" does. Any restatement of part or all of an existing provision of the solicitation in an answer does not modify the original provision except as follows: underline text is added to the original provision. Stricken text is deleted. [02-2A097-1]

SUBMIT OFFER BY (OPENING DATE) AND TIME REMAINS THE SAME.

The Purpose of this Amendment is to answer the below questions and address a modification to the Bidding Schedule/Price-Business Proposal.

Question Number	Section Reference	Page #	Question	Response
1	General	N/A	Does Horry County Schools currently utilize an Applicant Tracking System (ATS)? If so, would you be interested in an integration with the ATS?	Yes , we are currently using AppliTrack. If an integration is applicable.
2	General	N/A	What is your current spend annually with your current vendor? Do you have a breakdown of how many of each service are ordered in terms of volume annually?	Approximately \$250,000. No change. In Solicitation Section III. Scope of Work/Specifications a. Volunteer Verification Screening provides "The annual number of volunteer applicants screened is approximately 4,000 per year. Refer to excel attachment Lot 1 and Lot 2 quantity column.
3	General	N/A	Are you interested in packages which perform residence history searches and alias name searches for utilization in criminal research?	No , please bid per bid schedule
4	General	N/A	Who are your current vendors?	Information is irrelevant to the solicitation. Submit your offer based on the current specifications published in the solicitation.
5	General	N/A	What is your current pricing for these services?	Information is irrelevant to the solicitation. Submit your offer based on the current specifications published in the solicitation.
6	AWARD CRITERIA –	20	Is this a low bid award?	No. Solicitation Section VI. AWARD CRITERIA – PROPOSALS (RFP): Award

	PROPOSALS (RFP):			will be made to the highest ranked, responsive and responsible offerors; whose offers are determined to be the most advantageous to the District. [06-6030-1]
7	General	N/A	Are there any pain points with your current providers?	Information is irrelevant to the solicitation. Submit your offer based on the current specifications published in the solicitation.
8	General	N/A	Will preference be given to providers that are accredited by (not just a member of) the Professional Background Screening Association (PBSA, formerly NAPBS)?	No.
9	VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL	37	You require criminal checks to go back up to 10 years. The standard scope is 7 years per the Federal Credit Reporting Act; you must have a permissible purpose for a 10-year scope. Will you be able to give a permissible purpose as required for a 10year scope under the FCRA? If not, are you looking for the vendor to comply with standard FCRA requirements and report 7 years of convictions/pending charges and indefinite reporting of convictions (as allowed by superseding state laws) OR are you looking for the vendor to search 10 years of residences?	No , we are not looking for the vendor to exceed the Federal Credit Reporting Act, 7 years is adequate.
10	VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL	37	Please confirm on the pricing spreadsheet for statewide criminal search you would like to see a base cost and an attachment of all state fees.	Yes , please provide an attachment listing state fees.
11	VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL	37	Please confirm for county criminal searches you are looking for a flat rate price with no hidden county access fee	Yes , for county criminal searches we are looking for a flat rate price with no hidden access fees.
12	VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL	37	You indicate you would like maiden and alias names for statewide criminal searches. Are you currently paying per name?	Information is irrelevant to the solicitation. Submit your offer based on the specifications published in the solicitation.
13	VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL	37	Do you want maiden and alias names searched for County Criminal, Federal Criminal, and Sexual Offender registry searches?	Yes
14	VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL	37	Your pricing spreadsheet has a line item for Interpol/International Criminal Conviction. Can you confirm if you are looking for an Interpol Most Wanted/Interpol Incident Alert search or an international search for countries outside the US lived in by the applicant?	We are looking for International search of countries outside the United States that applicants worked and or lived.
15	IX. Attachments	39	You have requested five pre-K-12 references, but the reference sheet provided on page 39 only allows for three. Are you in fact seeking five, and if so, should we add an additional page for the last two references	Yes , we require a total of five references.
16	QUALIFICATION-MANDATORY MINIMUM	20	You have requested five references of Pre-k-12 clients who have been clients for five or more years. While we can meet this requirement, we find that when you are looking at possibly switching vendors, checking with references that made the change within the past year are crucial, as they can talk about the	No , please comply with mandatory requirements, as indicated in the published solicitation.

			onboarding process. Would the district be open to seeing references from newer k-12 clients that can discuss this? If so, should we swap with one or two of the required five references or add additional new clients on top of the other five?	
17	PROPOSAL FORMAT	18	You have indicated that responses must be limited to 60 pages. Does that page limit include required forms, pages such as the cover page, cover letter and table of contents and items in the appendix such as the requested sample reports and invoices?	Yes, everything should be included in the sixty (60) maximum pages.
18	PROPOSAL CONTENTS	18	Given that bids will be delivered electronically, are original signatures required or can documents be signed electronically?	Yes, documents can be signed electronically.
19.	Contractor's Liability Insurance – Information Security and Privacy	26- 27	Are the insurance coverage limits listed in this section mandatory? (Five million per occurrence, ten million aggregate)	Yes, no change.

Revision Unrelated to Questions, refer to attached revised VIII. Bidding Schedule/Price Proposal Modification.

HORRY COUNTY SCHOOLS

BY: _____

Robin B. Strickland

Robin B. Strickland, CPPB
Procurement Officer

VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL MODIFICATION

VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL

Name of Offeror as identified on the cover page: _____
 (Full legal name of business submitting the offer)

PRICE AND BUSINESS PROPOSAL (RFP): Notwithstanding any other instructions herein, you shall submit the following price information as a separate document in the original online submission of your offer from the Technical Proposal: [08-8015-1]

Offerors must complete the Price proposal AND the attached spreadsheet in accordance with the instructions on the Vendor Instructions tab of the spreadsheet. There is one tab for each lot of the solicitation and offerors **must** bid on all lots to be responsive.

You **MUST** carefully read and follow the instructions on completing the spreadsheet. If you modify the spreadsheet in anyway, your bid for that tab will be considered non-responsive. You **MUST** use the spreadsheet that is attached to this solicitation and you may **NOT** substitute one of your own design in lieu of the attached spreadsheet. If you do **NOT** submit the proper spreadsheet with your offer your bid will be deemed non-responsive.

The offeror will complete the Excel spreadsheet with unit and extended price for each lot. There are tabs on the bottom of the spreadsheet for each lot/area. The "Total Extended Price for Lot X" shown on each lot tab is the Total Price for that lot only.

There will be a total to add to each lot. You will enter the total lot amount for each tab. You **MUST** upload this entire spreadsheet along with cover page one and two.

Pass-through fees apply to some tests-depending on federal/state/county records being accessed. These fees are actual fees (if applicable) charged per State in addition to fees stated below.

Quantities indicated below are estimates and are subject to change based on actual requirements.

Line Number	Quantity	Unit of Measure	Total Extended Price
1	1	LOT	\$
Item Description: Lot 1- Volunteer Verification Screening			

Line Number	Quantity	Unit of Measure	Total Extended Price
2	1	LOT	\$
Item Description: Lot 2- Pre-Employment Applicants Criminal Background Checks			