



Department of Procurement and Contract Compliance

RFP R39558

Addendum #1

Pre-Employment Background Checks

Release Date: April 22, 2024

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Department of Procurement and Contract Compliance

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ADDENDUM #1

RFP R39558

Pre-Employment Background Checks

Please be advised of the following changes/clarifications to subject solicitation. Answers to Questions.

Question:

In reading the attached documents we found a discrepancy regarding how to submit the bid and wanted to get clarification. On page 20, Article VII, it states proposals and materials should be mailed. In the following section 7.02 (page 21) it states that we “may” submit the bid electronically.

Do we need to mail the bid, or can we just submit it electronically? Please advise.

Answer:

Please submit a hard copy to our Clerks Office as well as a flash drive in .PDF format or instead of a flash drive you may submit an electronic copy on our Website at; <https://purchasing.wycokck.org/eProcurement>.

Question:

Page 20 is requesting both hard copies and a flash drive be sent. Due to IT security parameters from my corporate office, I would not be able to submit a proposal using a flash drive. In lieu of this, can I submit using a CD-rom in place of the flash drive?

Answer:

No, but you may submit an electronic copy on our website at; <https://purchasing.wycokck.org/eProcurement>.

Question:

I see on page 5 the anticipated start date is TBD, but ideally, when would you like/expect this contract to commence?

Answer:

September 1, 2024 or sooner.

Question:

In reference to Section 6.01 Scope of Work, can you clarify “DOT Checks”? Does this refer to running queries through the FMCSA Clearinghouse?

Answer:

Yes

Question:

In reference to Section 6.01 Scope of Work, it asks for “Nationwide” Driving Record Checks. These checks are typically done “per State”, as there is no flat Nationwide price. And each state fee to pull them is different. I wanted to make sure Wyandotte County understands this, so we can quote a “per State” rate.

Answer:

Yes, this is understood. Our policy is to complete driver's license checks (if applicable and pertaining to the job classification) for an applicant that reviews their driving history for the last 3 years therefore a driver's license check in each State pertaining to their history is what would be desired.

Question:

In reference to Section 7.02 Electronic Filing Requirements, if we decide to submit a bid through the website listed, will this replace the need to mail in hard copy proposals and flash drive/CD-rom?

Answer:

We will still need a hard copy of your proposal submitted to our Clerks Office but if you submit on our website you will not need to include a flash drive/CD-rom .

Question:

What is the anticipated annual expenditure for this contract? Or if unable to predict, what have historical yearly expenditures been averaging?

Answer:

This varies.

Question:

Where can we obtain information regarding this current contract: vendor, pricing, etc?

Answer:

There is currently not a contract in place. Criminal history checks are performed through Kansas Bureau of Investigation and driver's license checks through Kansas Motor Vehicle Records. We are invoiced monthly and pay the State's fee per record check.

Question:

Will there be any need for drug testing to be completed, or is this on a separate RFP?

Answer:

Possibly.

Question:

What are all of the positions the winning bid would conduct backgrounds for?

Answer:

We have many positions. Background checks are conducted for all new hires.

Question:

Is the department looking the same process/scope for all positions?

Answer:

Not necessarily. Different checks are required for different positions. It will vary.

Question:

Can the background process be done virtually?

Answer:

We are open to learning about all possibilities.

Question:

Kansas State Law requires a fingerprint check on backgrounds; will the department be conducting this process?

Answer:

We comply with all laws.

Question:

How is the department currently processing public safety candidates today? In house, outside firm?

Answer:

Both internally and externally.

Question

What areas within the current process is the department looking to improve on?

Answer:

To complete more in-depth background checks.

Question:

Is there an expected “turnaround time” per background check?

Answer:

Yes, 24-48 hours.

Question:

Can you please confirm how many screens you would before in 12 months?

Answer:

This will be our first contract, so we don’t have anything to refer to. I can’t give a number on that as it is subject to budget and approvals and varies from year to year.

Question:

What's the anticipated annual volume of checks, or historically, what's been the annual volume?

Answer:

Varies. Approximately 200

Question:

Who's the current provider?

Answer:

Kansas Bureau of Investigation and Kansas Motor Vehicle Records

Question:

What improvements are you seeking in a new provider, e.g., Customer Support Turnaround Time and Platform functionality?

Answer:

More thorough background checks.

Question:

Are there any plans to integrate with an HRIS system? If so, which one?

Answer:

Unknown at this time.

Question:

Please share the current price table in place.

Answer:

Standard state costs. DL is \$16.70. KBI \$20.00

Question:

Is there an established budget for this RFP?

Answer:

Is this relevant?

Question:

Approximately how many background checks are anticipated per week/month?

Answer:

10-20 per week, approximately

Question:

What is the expected TAT for results (from initiation to completion)?

Answer:

24 – 48 hours

Question:

Is there an established SLA?

Answer:

Not sure what this stands for?

Question:

Will requests for background screens be initiated by more than one person and or more than one department?

Answer:

None, other than HR staff

Question:

How would you like results to be returned to or accessed by the submitter?

Answer:

In report form

Question:

On page 19 & 20 of the RFP R39558 For “Pre-Employment Background Checks” under Project Scope you mentioned “DOT checks”. Can you explain what you are wanting to be searched? Is this an MVR (Motor Vehicle Report)?

Answer:

This is in addition to the MVR. This would be a check within the Drug & Alcohol Clearinghouse for any drug, alcohol and/or accident violations.

Question:

What was the total spend during the last calendar year for these similar services?

Answer:

\$5292.70

Question:

Does your department have an anticipated volume of caseload?

Answer:

Unknown

Question:

Do you intend to award this contract to a single provider? If not, how many awards are anticipated?

Answer:

Unknown

THE ATTACHED SIGNATURE PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.

In other respects, except as specifically stated above, the subject Request for Proposal remains unchanged.

SIGNATURE PAGE

Proposers are asked to acknowledge receipt of this Addendum Number One (1), by completing the information requested below and submitting this information with their proposal. Failure to do so may subject the proposer to disqualification.

ALL OTHER SPECIFICATIONS AND CONDITIONS REMAIN UNCHANGED.

RECEIPT OF THIS ADDENDUM IS HEREBY ACKNOWLEDGED

NAME/BUSINESS: _____

ADDRESS: _____

MAILINGADDRESS: _____

CITY: _____, STATE: _____, ZIP CODE: _____

PHONE: () _____ FAX NO: _____

E-MAIL ADDRESS: _____

ATTENTION OF: _____

TITLE: _____

SIGNED: _____

DATE: _____

All questions should be directed to the Purchasing Department at (913) 573-5440