



ROANOKE COUNTY

Purchasing Division

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Roanoke, Virginia 24018-0798
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March 13, 2023

ADDENDUM NO. 2 TO ALL BIDDERS/OFFERRORS:

Reference – RFP 2023-073

Description: Background Screening Services

Issue Date: February 28, 2023

Proposal Due: March 17, 2023

The above Project is hereby changed as addressed below:

Updated Due Date and Time: Please note that the due date has been extended to March 17, 2023. Proposals are due to the Purchasing office no later than 2:00 PM EST.

Vendor Questions Submitted: below is a list of inquiries submitted by prospective Offerors, and the answers provided by Roanoke County as we are able.

1. Who is the incumbent?
Current services are provided by the Virginia State Police.
2. What length of contract are you seeking?
The County's standard process is to award a contract for an initial term of one year, with the option for annual renewals up to a maximum contract term of five years.
3. Can you share existing screening package(s) & pricing?
\$15 per State Criminal Background Check.
4. What is your current Turn Around Time?
No Record: instant response; with Records: up to 10 business days, delivered by US Mail.
5. What are your current challenges/pain points?
Current challenges include extended response time, and obtaining records from other states.
6. Please identify your HRIS platform.
The County currently uses the Global HR system.
7. Can you clarify if your Global HR system is your ATS or HRIS or both?
It is currently our HRIS System however we are in process of building the ATS component of our Global HR System.
8. For the below, can you please provide an example of what you are currently receiving or clarify what the expectations are for the county city/county vs. criminal -city/county?
*Court-City/County, Statewide, Federal records Nationwide
Criminal-City/County, Statewide, Federal records Nationwide*
We are currently receiving criminal charges and convictions for any City/County in the

State of VA. We would like to expand our search to include any criminal history from any location in the US.

9. What is the annual volume?

The County averages 21-22 checks per month. We anticipate an estimated 250-300 background checks annually.

10. How many departments are utilizing the background screening service?

Background checks are performed for potential hires throughout all County departments.

a. How many users?

The Human Resources department manages background screenings for all departments. There will be approximately 5 - 7 users.

b. Listing of departments?

Roanoke County Departments are listed as follows: County Administration, Board of Supervisors, Clerk of Circuit Court, County Attorney, Commonwealth Attorney, Development Services, Economic Development, Finance & Management Services, Fire & Rescue, General Services, Human Resources, Communications and IT, Library, Planning, Police, Parks Recreation & Tourism, Regional Center for Animal Care & Protection, Real Estate Assessment, Registrar, Commissioner of Revenue, Roanoke Valley Resource Authority, RVTVA, Sheriff, Social Services, Treasurer.

11. Are you doing any Drug Testing? DOT?

a. If so, when & what panels do you use?

12. Do you do any Drug/Alcohol testing for reasonable suspicion or post accident?

13. Do you do any Occupational Health?

a. Physicals/Lift Testing?

b. Random Drug Testing?

In response to questions 10-12: The scope of services of this RFP does not include drug, alcohol, or physical testing services. These are not being considered for review at this time.

14. What type of ongoing monitoring are you doing?

No ongoing monitoring is being completed at this time.

a. Criminal?

Yes

i. If so, how often?

We currently screen at hire, and are looking to re-screen employees upon position change within the organization.

ii. Monthly, quarterly or annually? N/A

b. Motor Vehicle Records?

i. If so, how often?

ii. Monthly, quarterly or annually?

Motor Vehicle Records are not included in the scope of services of this RFP.

Currently, our Risk Management vendor checks MVRs.

7. Will there be a mutual NDA agreement signed prior to RFP?

The County can agree to an NDA which meets FOIA requirements, if necessary.

8. Is there an estimated timeline for award decision and implementation?

Projected time line for implementation would be roughly October 2023.

9. Is there an anticipated budget for this project?
The County cannot offer budget details at this time.
10. I-9 information can be verified through a free service offered by the Federal government (<https://www.e-verify.gov/about-e-verify>). Would Roanoke be open to using this source for I-9 verifications after pre-screening the other background resources?
The County is open to giving this option consideration.
11. How does Roanoke County currently run credit checks?
Credit checks are run only for Executive/financially sensitive positions.
12. Does Roanoke County have an established process regarding disputes or adverse actions resulting from background screen results?
The County redirects the individual back to the vendor for inquiry and resolution.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the original solicitation either prior to the proposal due date or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal/bid document. The original proposal/bid document must be signed.

Thank you,

Kate Hoyt
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Sign Name:

Name of Firm:

Print Name:

Date: