



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

604 N. Main, Suite F : Wichita, KS 67203 : Telephone (316) 660-7255 : Fax (316) 383-7055

**Request for Proposal
07-0189
On Call Services for Background Checks**

Addendum #1

September 19, 2007

The following is to ensure that vendors have complete information prior to submitting a proposal; here are some clarifications for the On Call Services for Background Checks proposal.

Questions are in bold font, answers are italicized.

- 1. On the first page of the RFP, you are requesting we submit the “entire document”. What does this mean?**

This means your proposal. Be sure to include one original and five copies of your proposal. Please provide details how you will meet Mandatory Requirements 11 and 12.1 – 12.6.

- 2. Is it acceptable to include additional information to support our qualifications and capabilities?**

You may include additional information described in section 5 (Selection Criteria).

- 3. Under Mandatory Requirements (12.1 and 12.2), are you requesting that we provide on site searches at the appropriate municipal and district courts where the applicant has resided or a literal “nationwide” database search?**

We need to have municipal court record information from the areas where the housing applicant currently resides or has resided in the past.

- 4. What is Sedgwick County’s problem/issue related to their background check program?**

The company we currently have a transactional agreement with, cannot provide Kansas municipal court record information.

- 5. Why is that a problem? How has this affected the program?**

We simply need those municipal court records; otherwise a proper check cannot be done.

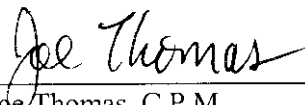
6. **What objectives does Sedgwick County have in mind for their background check program? What are the outcomes you seek? How do you measure success? Which objective is the most important to the key decision makers?**

We do not offer housing assistance to individuals with criminal convictions within the last three (3) years for violent and/or drug-related crimes, as well as individuals on the Kansas or National Sex Offender's lists.

Success is measured by accuracy, thoroughness, and quick service delivery. All objectives are of equal importance.

Firms interested in submitting a proposal, must respond with six (6) signed copies of the attached Response Forms and deliver **on or before 1:45 p.m. (CDT), Tuesday, October 2, 2007 to Sedgwick County Purchasing Department, 604 N. Main, Suite F, Wichita, KS 67203.** Late bids will not be accepted and will not receive consideration for final award.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE.



Joe Thomas, C.P.M.
Senior Purchasing Agent