



SEDGWICK COUNTY, KANSAS  
DIVISION OF FINANCE  
Purchasing Division  
Joseph Thomas, Purchasing Director  
525 N. Main, Suite 823 ~ Wichita, KS 67203  
Phone: 316 660-7255 Fax: 316 383-7055  
<http://sedgwickcounty.org/finance/purchasing.asp>

ADDENDUM #1  
#17-0017  
BACKGROUND SCREENING SERVICES

May 1, 2017

The following is to ensure that vendors have complete information prior to submitting a response. Below are some clarifications regarding Background Screening Services:

Questions and/or statements of clarification are in bold font, and answers to specific questions are italicized.

- 1. Do you require all customer service and all personnel with access to your company's information and/or applicant's information to be US based?**  
*Answer: Yes.*
- 2. What is your monthly/annual volume? You state that your volume for 2016 was 853 background checks, do you foresee an increase or decrease in 2017 and beyond?**  
*Answer: We do not foresee a marked increase or decrease in 2017 and beyond.*
- 3. What is your monthly/annual spend?**  
*Answer: \$17,000.*
- 4. Will you be requiring an ATS integration?**  
*Answer: Yes.*
- 5. Who is your current background check provider?**  
*Answer: Our current background check provider is Liberty Screening.*
- 6. What are your complaints/issues with your current background check provider?**  
*Answer: No major complaints.*
- 7. On page 8, section E, you ask for pricing for Multi-Jurisdictional (Nationwide) criminal and DMV background screenings. Are you seeking US Criminal database searches, county criminal searches, or both? Are you interested in running only the applicants primary name or AKA's as well? Are you wanting the criminal search(es) in a package with the DMV check or separate (A la Carte)?**  
*Answer: We are asking for the criminal search and DMV to be separate. There are times we would only request one or both.*
- 8. Will there be any background checks of existing employees?**  
*Answer: Current county employees who transfer between departments would be subject to a background check.*

9. Under section VIII, Required Response Content subpart E we are required to breakout pricing for both Nationwide criminal and DMV background screening. Is credit report pricing needed, along with being broken out by pricing too?

*Answer: Yes.*

10. Regarding the availability of some of the data being asked for, in Section V. Scope of Work, Regarding Driving Records/MVR's, Regarding Lifetime, Regarding Charges. Information contained in Driving Records/Motor Vehicle Reports (MVR's) , as well as the length of time items are reported, are governed by each individual state. The scope of search requested, 7 year and lifetime, are not always available. Example - KS MVR only contains three (3) years of history. A good source for the length of time data is available can be found at [https://www.sambasafety.com/wp-content/uploads/2017/04/DRM\\_State\\_Data\\_Fees-041817.pdf](https://www.sambasafety.com/wp-content/uploads/2017/04/DRM_State_Data_Fees-041817.pdf)

Through the criminal court, in some states, when MVR information is found it can be reported back for lifetime, however not all states include MVR info in the criminal courts.

Because some information required in the RFP is unavailable to background screening companies, would Sedgwick County be open to changing the report criteria to "reporting all MVR data available"?

*Answer: Yes.*

Firms interested in submitting a *proposal* must respond with complete information and **deliver on or before 1:45 p.m. May 9, 2017**. Late *proposals* will not be accepted and will not receive consideration for final award.

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



---

Kara Kingsley  
Purchasing Agent