

October 26, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 2
BID # 24-024, Employment Background Screening Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Website revisions, questions and answers.

Polk County has just updated its website. The new links that were referenced in the bid are listed below.

Procurement Main Page/Bid/CS/Bid Status - <https://www.polk-county.net/business/procurement/>
Vendor Registration - <https://www.polk-county.net/business/procurement/vendor-information/>
Protest Procedures - <https://www.polk-county.net/business/procurement/protest-procedures/>

Respectfully,

Ken Brush

Ken Brush
Procurement Contracts Manager
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature

Printed Name:

Title:

Company:

Bid # 24-024, Employment Background Screening Services Addendum # 2

Question 1: Can you confirm if you have a specific format for submitting a bid?

Answer: There is not a required format, but all requested documents should be submitted with the bid.

Question 2: I have a question about Package question on page 38. In the Basic Package you indicate that you need "employment verification". Can the county advise on how many previous employers that the awarded vendor should verify? For instance, all employers for last 7 years...or all employers for last 7 years up to 3 former employers?

Answer: All employers for the last 7 years up to 3 former employers.

Question 3: As for the county and federal criminal searches in the package list on page 38, are we to assume that the county wants a search of all county and federal courts where a person has lived for the last 7 years including alias names?

Answer: The County is requesting a search of all county and federal courts where a person has lived for the last 10 years including alias names.

Question 4: Who is the current vendor?

Answer: The County currently uses Universal Background Screening.

Question 5: How do we indicate in the pricing section an integration fee for Oracle?

Answer: The bidder should include the integration fee in their unit pricing for all items.

Question 6: Is there a need to integrate pre-employment drug testing with the Oracle integration? If so, can we add row items for the various NDOT and DOT drug testing that we can support with the integration?

Answer: No, there is no integration with Oracle for pre-employment drug testing. Additionally, any additions, revisions or deletions to the general conditions, specifications or bid price sheets that change the intent of the bid will cause the bid to be non-responsive and the bid will not be considered. The Procurement Director shall be the sole judge as to whether or not any addition, revision or deletion changes the intent of the bid.

Question 7: Has the county invested funding for Oracle Onboarding Cloud?

Answer: No.

Question 8: Is there an interest for the Oracle I-9 and E-Verify integration with Oracle Onboarding Cloud? If so, can we add row items for I-9 and E-Verify costs.

Answer: Not at this time.

Question 9: On the pricing page 39, how is USA Criminal different from USA Offender from what's included in the Nationwide criminal check/discovery, which from the description on page 37 already includes USA Criminal and USA Offender?

Answer: There is not a difference between the screenings.

Question 10: For MVR quotes, are we quoting based on State of Florida? Are you looking for a 3-year MVR or 7-year MVR?

Answer: Yes, based on the State of Florida for 7 years.

Question 11: Is the "Office of Foreign Assets Control" search the same as a National Security Data Search (just phrased differently)? Could you describe this search?

Answer: Office of Foreign Assets Control is governed by U.S. Department of Treasury. The Office of Foreign Assets Control ("OFAC") of the US Department of the Treasury administers and enforces economic and trade sanctions based on US foreign policy and national security goals against targeted foreign countries and regimes, terrorists, international narcotics traffickers, those engaged in activities related to the proliferation of weapons of mass destruction, and other threats to the national security, foreign policy or economy of the United States.

National Security Data Search is governed by Homeland Security.

Question 12: How is FACIS Level III screening different from OIG/GSA Healthcare exclusion search? Are you looking for State level sanctions, or monitoring of employee's vendors/providers on a monthly basis, and to verify any hits?

Answer: Due to some of our positions handling patients, their safety is important. Also, some departments receive state funding therefore, we need to be sure candidates are properly credentialed and qualified.

Question 13: Although it is not indicated on the pricing sheet, if there were associated integration costs & ongoing monitoring for the ORC connection, where can we quote this figure?

Answer: See answer to question 5 above

Question 14: Regarding the ORC integration, our firm does not have a reference with this integration within the last 5 years, however, is certified to integrate with Oracle. Would that be acceptable to still bid on this opportunity?

Answer: No, the County is seeking a vendor that has experience in the ORC integration environment.