

BEND-LA PINE SCHOOLS
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RFP 23-0505-01
BACKGROUND SCREENING SERVICES

ADDENDUM #1

The purpose of this addendum is to answer questions that were raised during the clarification process. Listed below are the questions that were asked along with the District's responses. Answers are in bold type underneath each corresponding question.

1. Would you be able to use the OMNIA Cooperative for this award?
For the purposes of this RFP, please submit your full proposal. At this time, we are conducting our own process and not using the OMNIA Cooperative.
2. Is the District looking to perform a screen on each previous name or alias ("AKAs"), or is the identification of any previous name—without an actual *screen* of the name—be sufficient? Which methodology is currently in use? **We would want a screen for the previous name or alias/AKA as well.**
3. It would be helpful if the District could outline the different background screening packages required for each different category of volunteer or employee. Otherwise, shall the offeror put together a few "standard" groupings of screening for common types, such as driver, executive, volunteer, volunteer plus (deeper specificity)? **Yes, the offeror shall put together what services are offered to the District. We would want all of our volunteers, employees, contractors screened to the same package. If the vendor has multiple packages, we would like to see their options.**
4. Will the District provide a rubric to be used for determination of full approval, decisional, or denial of candidates? **The rubric used for scoring is explained in Section V.**
5. How long are previously approved volunteers cleared to work before needed a new screen? **Volunteers are cleared to work for two years, before needing a new screening. Employees are currently valid for the life of their employment, and contractors are currently valid for one year before needing a new screening.**
6. Please identify the specific systems we'll need to integrate with. **Raptor Technologies Visitor and Volunteer software, and the Oregon Department of Education's Sexual Misconduct Verification System.**
7. Please give more detail on the requirement to "provide a function to hold, review and approve COVID-19 vaccination or OHA exception forms as required". Does that entail verification and/or storage of vaccine cards? **Yes, we need to have a function that**

allows for our staff to hold the background check from being completed, until the uploading of COVID documentation (covid vaccination card, Oregon Health Authority exception letter for religious/medical reasons) is manually cleared by staff before releasing the background check approval (the check can take place at the same time, but the notification to the applicant cannot go out until verification of the covid requirement is completed by district staff.

8. Please give more detail on this requirement and a correct link (it currently leads to COVID-19 information). ODE Sexual Misconduct Verification System Information. **This is a state database of sexual misconduct of harassment for the Oregon Department of Education. Anyone that is under investigation or convicted of sexual misconduct/harassment it is required by the state of Oregon to be inputted into this database. We need the offeror to be able to complete this check as part of our automated background check process. ODE has a procedure to allow third party vendors complete this process for school districts.**
9. Will in-person product demonstrations be required? **The committee will decide if this is needed after the initial review of proposals.**
10. Please provide your current vendor contract and pricing information, if able. **The appropriate process to request this information is through a public records request.**
11. Are there any pain points the District is looking to address with the sourcing of a new vendor? **The covid requirements by Oregon law has been a source of frustration, due to the manual verification required by our staff. The export of approved volunteers is currently a manual process between our current background check vendor and Raptor Technologies.**
12. Would the following changes be acceptable in General Provision, Section 8. C-D: COMMERCIAL GENERAL LIABILITY to include premises operations, independent Vendors, products/completed operations, and blanket contractual: \$1,000,000.00 Combined Single Limit Bodily Injury, Property Damage, and personal injury-any one occurrence and with an annual aggregate limit of \$3,000,000.00. PROFESSIONAL LIABILITY INSURANCE covering errors and omissions of Vendor and employees with a limit of \$1,000,000.00 per occurrence with an annual aggregate limit of \$3,000,000.00. **No. At this time, we would like to follow the requirements as stated in the RFP.**
13. Is the following change acceptable in General Provision, Sec. 14.: The District may terminate a contract, in whole or in part without showing cause **upon giving 15 days written notice to the Vendor.** The District shall pay all reasonable costs incurred by the Vendor up to the date of termination. The Vendor will not be reimbursed for any anticipatory profits, which have not been earned up to the date of termination. **Yes.**

14. What pain points is your organization experiencing with the current vendor? **None, our current vendor has been exceptional in helping us with their overall product and providing custom solutions to our needs (covid documentation process, ODE Sexual Misconduct Verification System checks).**
15. Is your organization able to readily provide any pricing from the previous vendor or a similar scope of work? **The scope of work we are looking for is outlined in Section III of the RFP. Previous pricing is irrelevant to this RFP, Scope or clarification. This process is for clarifying issues in the RFP. The appropriate process to obtain a current BLS contract is through a public records request.**
16. Will all companies be notified of developments made during the RFP decision making process or only the selected response? **The timeline of events is posted in the RFP. Once the RFP Committee has scored and determined if interviews/ demonstrations are necessary, top scoring proposals will be notified to advance to the next round. The companies who have not advanced to the next round will be notified as well. Once we are ready to announce a Notice of Intent to Award, all companies are notified.**
17. Are you experiencing any pain points with current vendor? **No**
18. I see in the RFP that you included your standard terms and conditions. Our industry is highly regulated, and we do not see any of our industry regulations included in your terms. Can we include our sample T&C's with our response? **Yes**
19. Your organization is a member of the E & I Higher Ed Group Purchasing Association. Would you be interested in using this contract that is already negotiated T&C's? **At this time, we are conducting our own procurement process. For the purposes of responding to this RFP, we are looking for full proposals.**
20. Section C 10 under specifications. Is the interface with a visitor management system a must have? **Yes, this is a requirement for us, as we need to transfer the volunteers from the background check system to our visitor/volunteer management system with Raptor Technologies.**
21. Section D. Is the COVID vaccination questionnaire a part of the background check workflow and must the candidate complete the Covid Questionnaire at the point of completing the background portion? **Yes, the questionnaire must be acknowledged by the applicant (check box is current system) before moving on to the background portion of the application.**
22. Section E. Can you explain further how the background check system is currently facilitating the Oregon Dept of Education Sex Misconduct Verification System? **Our current vendor is given authorization by the Oregon Department of Education to have access to the Oregon Department of Education Sexual Misconduct**

Verification System, and runs the checks for us as an addition to their normal background check process. There would be an authorization between Bend-La Pine Schools, ODE, and the new vendor to allow access into the SMVS.

23. Section E. Do you require any other proof of vaccinations besides COVID? **No, the COVID vaccination is a state law for K-12. We must first manually verify the applicant's COVID vaccination card, or the OHA form for religious or medical exception. Our current vendor provides a function for the applicant to send in those documents, we manually approve them or reach back out to the applicant for corrections, while the background application sits in a queue waiting for approval of the COVID documentation before releasing the background check.**
24. What are you looking to accomplish by issuing an RFP? **We are looking to review proposals to offer fair and competitive review, learn about proposer's offerings, and to find the best vendor to support our District for this need.**
25. Who is current vendor? **Background Investigation Bureau**