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**Addendum #1**

**Date: August 17, 2017**

**Rockwood School District - RFPCEBCKGRDCK0817 - Services to Perform Criminal Background Checks**

*Questions and Answers*

1. What form of evidence is considered acceptable for financial stability? (Reference Section 2, Sub-Paragraph E) Examples include a company’s balance sheet, annual report or 10K report.
2. Currently Rockwood School District is also using a direct volunteer link that is branded to your organization, which allows volunteers to submit their information electronically in the system and allows them to pay for their own background check. The results are then returned to the appropriate individual at your organization. Is this a feature you would like to continue with in the future? The District would prefer the option of allowing the volunteers to submit their information electronically; however, we prefer the vendor bill the District monthly, rather than requiring the volunteers to pay directly online.
3. Will you continue to use the batch upload capability when your organization has large groups of volunteers? Yes
4. Would you like pricing provided to you in a package format or a la carte? Package pricing is preferred.
5. Should pricing for additional court fees be included as part of Exhibit A? Yes
6. For criminal reporting, per the Fair Credit Reporting Act, vendors cannot provide arrest data if the information didn’t result in a conviction. Can you clarify? Article 8a in the Specifications section of RFPCEBCKGRDCK0817 has been amended. Only conviction records shall be included in the background checks, arrest records are no longer required. The amended RFP is attached.
7. In reference to indemnity, if it is the result of our error in reporting, we would indemnify the school district. If it is the result of an error on the district’s behalf, this would not fall under our CRA indemnifying you. Can you provide clarification? The Indemnity Clause in Section III, Contract Terms and Conditions, currently stands as written. Bidder’s exception to the indemnification requirement should be noted in their proposal.
8. Is it mandatory that the contract be governed under Missouri law? Yes Is this negotiable? No
9. Regarding the scope of the searches, will the Criminal Searches be requested in only the individual’s current county/state/district of residence? Or for any county/state/district the individual has resided in for a specified period of time? Criminal Background checks should be inclusive of all previous convictions associated with the volunteers, regardless of residency or time frame. Currently, the District receives reports from the Federal Criminal Records Search, National Criminal Supplemental Database Search, Sex Offender Records Search and the Individual’s Driving Record.
10. Regarding the scope of the searches, will the Criminal Searches be requested for places of residence only or places where an individual may have attended school during a specific period of time? Criminal Background checks should be inclusive of all previous convictions associated with the volunteers, regardless of residency or time frame. Currently, the District receives reports from the Federal Criminal Records Search, National Criminal Supplemental Database Search, Sex Offender Records Search and the Individual’s Driving Record.
11. Regarding the pricing, are you requesting a firm fixed price that includes third party pass through fees, or should the third party pass through fees be listed separately? Third party pass through fees should be listed as a separate line item on your proposal.
12. Who is your incumbent? AAIM
13. What is the current package rate? $20.88 per volunteer
14. What searches are conducted at that rate? Federal Criminal Records Search, National Criminal Supplemental Database Search, Sex Offender Record Search and Driving Record History.
15. Can we submit pass thru fees that may be encountered in certain areas?  Third party pass through fees should be listed as a separate line item on your proposal.
16. What are the specific searches that you would like conducted on each applicant? Background checks should include Conviction Records, Driving and Traffic Violations and Sexual Predator Databases. Criminal Background checks should be inclusive of all previous convictions associated with the volunteers, regardless of residency or time frame. Currently, the District receives reports from the Federal Criminal Records Search, National Criminal Supplemental Database Search, Sex Offender Records Search and the individual’s driving record.
17. What is the District’s anticipated budget for criminal background checks? The District anticipates approximately 250 background checks annually.
18. Please list the specific searches the District is receiving? Federal Criminal Records Search, National Criminal Supplemental Database Search, Sex Offender Records Search and the Individual’s Driving Record.
19. Is the District currently performing a motor vehicle record search by searching state agencies, such as a state Bureau of Motor Vehicles? Yes, the driver records are searched with the State Department of Motor Vehicles.