

ADDENDUM # 1

To: 2103-961-30-5121

RFP for: Background Investigation Reporting Services

Please make the following changes:

- 1. Delete the Section 3 Individual New Hire Verification Form included in the bid documents and replace with the attached revised form.**
- 2. The opening (due) date and time are changed to May 4, 2021 at 2:00 p.m.**

The following questions were asked:

Question 1: How many employees do you have?

Answer 1: Our staffing level is approximately 500+/- employees.

Question 2: I was reading through the IFB provided and I was not able to see an annual volume added within the area where it shows the tools that you would like a true partner to screen for. May I ask what your anticipated volume would be?

Answer 2: Our anticipated usage would be approximately 175 to 200 queries per year.

Question 3: Is SAHA's permissible purpose of background checks for rental screening and pre-employment screening?

Answer 3: The principal usage will be for employment related background checks. Some SAHA departments may from time to time utilize it for Rental history and/or credit checks.

Question 4: If yes to pre-employment screening, is a bidder disqualified if they only bid for rental screening purposes?

Answer 4: Since the primary purpose is Employment screening bidding only rental screening may result in a non-award.

Question 5: What is the anticipated annual usage?

Answer 5: See answer 2 above.

Question 6: What is the expected volume for this IFB?

Answer 6: See answer 2 above.

Question 6: Where would we find any addendums, if any, for this IFB? Will the answers to the questions be emailed or will they be in the same place as the addendums?

Answer 6: Addendums will be emailed directly to all known and original bidders. They will also be posted on the SAHA, Public Purchase and NAHRO International EProcurement websites. The Questions and answers are part of the addendum.

Question 7: Is there a current vendor and if so, can you provide who this is?

Answer 7: National Credit Reporting (NCR).

Question 8: What is the current vendor pricing for these services?

Answer 8: See attached pricing schedule.

Question 9: Are there any current areas of concern for improvement that you would like addressed in the solution?

Answer 9: No, we are just looking for an online solution.

Question 10: What is the total spend for this RFP or the total yearly amount allotted for the program?

Answer 10: This data is not available as the total spend will depend on the volume of requests.

Question 11: Section 1.1, subsections 1.1.1 to 1.2.7 lists the requirements for the investigation reports. Can the agency please clarify the following:

- a. Can the SAHA confirm the level of criminal history searches that are required for each Level?
 - i. Local – is the SAHA requesting that only one county criminal based on current residence would be searched here? If not, what are they looking for?
 - ii. State of Texas + Local – is the SAHA looking for a statewide Texas criminal history to be run here or for countries/jurisdictions within Texas that the candidate has lived in?
 - iii. National + State+ Local – is the SAHA looking for a national database search to be run here or are they looking for the specific counties of residence anywhere in the country that the candidate has lived in to be run?

Answer 11:

- i. The local level search is a local search and will include any and all reporting entities in either the San Antonio metro area and Bexar County or a similar search in a specified county and shall include felony and misdemeanor criminal convictions, any pending criminal cases, and any history of incarceration as an adult.
- ii. State of Texas + Local includes all of the above plus any available information on a statewide search.
- iii. National + State+ Local includes i & ii above plus a search for available data nationwide.

Question 12: Employment History Verification – can the agency please clarify what information is required?

- i. Is the agency looking for the contractor to provide a list of all employments or is the agency going to provide application data from the candidate with employment history?
- ii. Is the agency looking for the contractor to contact current and previously employers to verify employment?
 1. If so, what information is the SAHA looking for the contract to verify (dates, issues, position, salary, etc).
 2. How many years of employment verification are required?

Answer 12: Verification of employment history. How vendor does this is a business decision on their part. We assume that we would be able to choose the term at the time of the request.

Question 13: Education Verification/Professional Certification Verification: Is the agency looking to verify obtained degrees from universities and colleges as well as from high schools?

Answer 13: Yes.

- Question 14:** Rental History: Can the agency please confirm what information they are looking for?
1. Is the contractor expected to obtain residence history from the candidate, or will the agency be providing application information?
 2. How many years (how far back in time) is the contractor required to verify/confirm rental history?
 3. Is the agencies expectation that the contractor contact rental agencies to determine/confirm rental history?
- Answer 14:** We are looking for the rental history to include, evictions, credit, damages etc. SAHA expects the contractor to research the sources necessary to provide the data. We assume that we would be able to choose the term at the time of the request.
- Question 15:** Workers Compensation Search, what information is the agency looking for under this requirement?
- Answer 15:** SAHA expects reporting on information that is available. If information is restricted by statute, rule or regulation the Contractor shall report that fact and what is required to gain access to the information if possible.
- Question 16:** What information will the agency have/provide to the vendor in order to complete an investigation? Will the vendor be required to obtain all required information from the candidate directly?
- Answer 16:** As this is for new hires, we do not provide any employment history; however, our release form asks for: SSN, DOB, DL and state issued, Name (maiden if applicable) current and former address. If needed a copy of the release form can be provided to the contractor assuming it can be uploaded to their secure portal.
- Question 17:** Can the agency provide estimated annual volume information for each of the requested investigation types? Is there an anticipation of what several of the investigation types to always be ordered together (like as a package)?
- Answer 17:** See answer #2 for volume.
- Question 18:** Attachment E Bidding sheet, under credit reports includes the following statement "(include all 3 reporting agencies)". Is the agency requested a credit report from all 3 agencies, a single agency or are you looking for a tri-merge report?
- Answer 18:** As long as the data is from all three reporting agencies we do not care if it is merged or individual files. SAHA requires the credit scores from all three reporting agencies and any negative findings on any of the three records for both resident and employment screening when requested.
- Question 19:** Due to the potential nature and extent of the question responses, would the SAHA consider extending the submission deadline by two weeks?
- Answer 19:** See change #2 above.
- Question 20:** Are digital signatures permitted on the required forms? Due to Covid-19 authorized signatories are not located in the same space as our printing services?
- Answer 20:** SAHA will accept digital signatures for this solicitation.

By: *Charles R Bode*
Charles Bode, Sr. Contract Specialist

Date: April 19, 2021

San Antonio Housing Authority

Section 3 Individual New Hire Verification Form

NEW HIRES MUST COMPLETE THIS FORM. The Section 3 Program requires that recipients of certain HUD financial assistance, to the greatest extent feasible provide employment, training or education opportunities for low- and very-low income persons in connection with projects and activities in their neighborhood. Completion of this form helps your new employer and SAHA monitor compliance to the Section 3 program and may help in obtaining future business with the Housing Authority. Your information is kept CONFIDENTIAL and will not affect any federal subsidies you currently receive, if any.

CONTACT INFORMATION

First Name:		Last:		M.I.:	Suffix:
Residence Address:				City:	
State:	Zip:	County:		Phone:	
Email Address (required):				DOB:	
Date of Hire:		Company Name:			
Job Title:		Type of job:		Full-Time (32+ hours per week)	Part-Time

INCOME DISCLOSURE (CHECK ONE OPTION BELOW)

In order to be eligible as a Section 3 individual, your household income must meet the income criteria by household size. Individuals are eligible for Section 3 status if their household income is at or below 80% of Area Median Income in Bexar County during the current calendar year or be a resident of public housing or Section 8.

Option 1: I choose to disclose this information

Choose the number of individuals in your household in the chart below to determine your HUD income limit. The dollar amount below the number you indicate is your HUD income limit.

FY 2021 80% Area Median Income Limits (by Household Size)

Number of persons in household	1	2	3	4	5	6	7	8
80% of Area Median Income (FY 2020 HUD Income Limits)	\$41,550	\$47,450	\$53,400	\$59,300	\$64,050	\$68,800	\$73,550	\$78,300

YOU MUST ANSWER THE FOLLOWING QUESTIONS IF YOU ARE CLAIMING SECTION 3 ELIGIBILITY:

Is your household income at or below the HUD income limit for the current year? **Yes** **No**

If your answer is YES and you reside in Bexar County, you are a Section 3 individual, regardless of public housing status.

Are you a resident of public housing or Section 8? **Yes** **No**

If your answer is YES, you are a Section 3 individual regardless of your income.

Option 2: I choose NOT to disclose this information OR I do not qualify as a Section 3 eligible individual.

CERTIFICATION

By signing, I authorize my employer to release relevant information to the San Antonio Housing Authority (SAHA) for contract compliance purposes. I further affirm that the information on this form is to the best of my knowledge and belief true, correct, and complete.

Signature _____

DATE: _____

Cost Analysis 1509-920-02-4411 Data Broker Services	
<u>Vendor</u>	<u>National Credit Reporting</u>
<i>Standard Reports</i>	
Combined Report	\$31.95
Assisted Housing Report	\$49.95
Public Housing Report	\$49.95
NonProfit Housing Report	\$39.95
<i>Individual Reports</i>	
Criminal Search	\$5.95
Criminal History Search	\$9.95
Texas Vehicle Search	\$7.95
Property Search	\$0.00
Telephone Search	\$3.95
SSN Death Index Search	\$3.95
Income Verification	\$0.00
Name Search	\$7.95
Address Search	\$8.95
Neighborhood Search	\$0.00
Driver's License Search	\$7.95
Driving Record, Complete	\$8.95
Credit Header Search	\$3.95
Credit Report	\$6.95
Credit History, Rent Collections	\$6.95
State/National Sex Offender	\$3.95
Rental History	\$6.95
DMV Report	
Employment Verification	