

Charleston County School District  
 Request for Proposals  
 Human Resources Department

Solicitation Number: P2229  
 Description: Employee Criminal Background Checks  
 AMENDMENT #1  
 Date: March 11, 2022

**SUBMIT OFFER BY: April 5, 2022, BY 2:00 PM ET**

**QUESTIONS MUST BE RECEIVED BY: March 9, 2022 by 2:00 PM**

**NUMBER OF COPIES TO BE SUBMITTED: One (1) Original Copy, Five (5) Hard Copies and One (1) USB Flash Drive (See page 2 for details)**

**PROCUREMENT OFFICIAL CONTACT:** Procurement Services  
 Attention: Debra Coen, NIGP-CPP, CPPO,  
 CPPB  
 3999 Bridge View Drive  
 North Charleston, SC 29405  
 Phone: 843-566-1982  
 Email: [debra\\_coen@charleston.k12.sc.us](mailto:debra_coen@charleston.k12.sc.us)

The term "Offer" means your "Bid" or "Proposal".

**Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.**

You must submit a signed copy of this form with your offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold your offer open for a minimum of ninety (90) calendar days after the Opening date.		
Print Name of Offeror (Full legal name of business submitting the offer)		Date Signed
Authorized Signature (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		Taxpayer Identification No.
Title (Business title of person signing above)		Telephone Number
Printed Name (of person signing above)		Facsimile Number
Company Address (Street, City, State & Zip Code)		
Contact Person(if different than authorized signature)		Email Address
Telephone Number	Facsimile Number	

Cover Page

AWARDS & AMENDMENTS: Awards will be posted at the Physical Address stated above. The award will be posted on or before 5/30/2022. The award, this solicitation, and any amendments will be posted at the following website URL: <https://www.ccsdschools.com/Page/432>

ACKNOWLEDGEMENT OF AMENDMENTS: Offerors: Acknowledges receipt of amendments by indicating amendment number and its date of issue. See “Amendments to Solicitation” in Section II Instructions to Offerors.

Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.
1	2	3	4	5	6	7
Initial	Initial	Initial	Initial	Initial	Initial	Initial

OFFEROR’S TYPE OF ENTITY: See Section VII Signing Your Offer & SWMBE Participation.

Small Women Minority Business Enterprise (Please Check appropriate boxes)

- |  |  |
|--|--|
| <input type="checkbox"/> MBE – Native American Owned                 | <input type="checkbox"/> Minority Owned Small Business Certified     |
| <input type="checkbox"/> MBE – African American Owned                | <input type="checkbox"/> Minority Owned Small Business Non-Certified |
| <input type="checkbox"/> MBE – Asian American Owned                  | <input type="checkbox"/> HUB Zone Small Business                     |
| <input type="checkbox"/> MBE – Hispanic Owned                        | <input type="checkbox"/> Small Business Certified                    |
| <input type="checkbox"/> Women Owned Small Business Certified        | <input type="checkbox"/> Small Business Non-Certified                |
| <input type="checkbox"/> Women Owned Small Business Non-Certified    | <input type="checkbox"/> Corporation                                 |
| <input type="checkbox"/> Minority Owned Small Business Certified     | <input type="checkbox"/> Partnership                                 |
| <input type="checkbox"/> Minority Owned Small Business Non-Certified | <input type="checkbox"/> Sole Proprietor                             |
| <input type="checkbox"/> Other _____                                 |  |

The District shall receive all bids by **no later than 2:00 P.M. on the date shown on the Cover Page.**  
 Important: **Clearly mark the outside of the envelope, box, or package with the following information.**

**Request for Proposal #P2229  
 Employee Criminal Background Checks**

Proposals should be sent via United States Postal Service/hand delivered or courier service to:

**Procurement Services  
 Attn: Debra Coen  
 3999 Bridge View Drive  
 North Charleston, SC 29405**

NUMBER OF COPIES TO BE SUBMITTED: When submitting your proposal provide, one (1) Original hard copy, five (5) hard copies of original, one (1) flash drive electronic copy with original and redacted document. The redacted document will be used for FOIA purposes. The redacted document should not disclose any confidential or company trade secrets & etc.

The above numbered Request for Proposals is amended as set forth below.

**Reference and acknowledge this Addendum on the offer submitted.** Failure to acknowledge addendum may result in rejection of your offer.

If by virtue of this addendum you desire to change an offer already submitted, such change may be made by submitting an amended bid prior to the closing date and hour specified.

### AMENDMENTS TO SOLICITATION

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments:

<https://www.ccsdschools.com/Page/432>

(b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

### Questions received are addressed below:

1. Will you consider accepting electronic submission versus paper? We have seen an increase in delivery issues over the past couple years since the pandemic, as well as the occasional freak weather delays.  
**No, we are not currently set up to accept electronic submissions.**
2. The RFP does not provide a table for actual background Screening Services Pricing. How do you prefer to receive that?  
**Please see pages 25-27 of the RFP.**
3. Can you confirm the exact services you are requesting? E.g. -: SSN Trace, 7 year County Criminal Search based off of 7 years address history and minimum 7 years deep, Department of Justice 50 State Sex Offender ((not a 3<sup>rd</sup> party database) **7 year nationwide trace based on ssn and dob**
4. What was your previous fiscal years background screening volume? **Approx 1900**
5. You mention International searches. What are you running specifically? E.g. - Comprehensive Criminal, Education, Global Sanctions **Criminal**
6. Any specific countries that candidates generally come from? **Varies**
7. In the RFP you state "all legal processes not yet resolved and all types of offenses extending as far back as possible.": Are you wanting us to conduct a county criminal search for all records regardless of age (very expensive), or do you want us to follow industry standard which is minimum of 7 years of record depth and also report older stuff as it may be uncovered? **7 year nationwide trace based on ssn and dob**

8. Can we provide pricing and descriptions for additional services that are common among similar clients and would be beneficial to this program, but not specifically asked for in the RFP? **Yes, if listed as options.**
9. Do you want pricing for us to manage Adverse Action on your behalf? **Yes.**
10. Do you want pricing for us to manage the application of your scoring standards to the final reports (Clear/Review)? **no**
11. Can we submit exceptions to the T&C's electronically? **Yes, however, they must be submitted with your response as well.**
12. Who is the current vendor? **Background Investigative Bureau**
13. Does current vendor integrate with Frontline? **Yes**
14. What is the current pricing?  
**Option 1 - \$7.50 per request/each**  
**Option 2 - \$13.95 per request/each**
15. What are the areas of improvement that you are looking to address with this RFP? **n/a**
16. What is the annual estimated volume of checks? If there are multiple check types (i.e., service packages) can the District please identify those, what they are comprised of and how many of each will be required each year? **Approx 1900 – criminal and national sex offender registry**
17. Due to the ongoing pandemic situation, many of us continue to work remotely and do not have access to our company's copying and shipping supplies and/or faxing equipment. May vendors submit responses to this bid electronically via email (or a portal system designated by the District)? **No, we are not currently set up to accept electronic submissions.**
18. Who is your current provider for employee criminal background check services?  
**Background Investigative Bureau**
19. Please provide your current pricing for employee criminal background check services, if possible.  
**Option 1 - \$7.50 per request/each**  
**Option 2 - \$13.95 per request/each**
20. What is your estimated annual volume? **Approx 1900**
21. What is your estimated budget for this project? **There is no estimated budget.**
22. What do you like about your current provider relationship and their services? **n/a**
23. Are there any pain points/challenges with your current provider? **n/a**

24. Why are you evaluating new providers for employee criminal background check services? **Contract expired and required by state procurement to advertise**
25. Will preference be given to providers that are accredited by (not just a member of) the Professional Background Screening Association (PBSA) **no**
26. As the District is reading bid submissions, aside from the evaluation criteria, what are the top 3 most important areas to you in vendor responses, from a procurement perspective? **Existing interface with frontline, current relationship with employers with 5,000 or more employees, cost**
27. There seems to be a discrepancy regarding references. Attachment C and other sections, state that three are required. However, the evaluation criteria state five are required. Please clarify the number of client references required for submission. **Three (3)**
28. Are vendors permitted to include package recommendations and a la carte suggestions they believe will benefit the District, in addition to the services requested in the RFP? **Only if it is listed as an option**
29. Regarding international criminal checks, are there any countries specifically that you would need to search? **Varies so this should be all inclusive**
30. Will the District accept the option to conduct training remotely? **yes**
31. Our invoices do not include our Federal Tax Identification Number. Would it be acceptable to the District for vendors to provide a Form W9 upon award? **Yes.**
32. Is your current provider already integrated with Frontline Recruitment and Hiring ATS? **yes**
33. Which version of Frontline Recruitment and Hiring are you looking to integrate with? **N/A...there isn't a version, it's simply R&H**
34. Is your ATS hosted or on premise? **hosted**
35. How many full-time employees work at the District? **6289**
36. What features/functionality are you expecting with an ATS integration? **Current integration pulls data from the ATS and imports into the background platform...sso and no additional url needed to pull results.**
37. Is the expectation that the vendor is already integrated with Frontline? or will there be an opportunity to integrate post award? **Must already have an integration**
38. What information does the school district anticipate/expect to be hosted by the vendor? **Not known at this time.**