



**WASHTENAW COUNTY
FINANCE DEPARTMENT**

Purchasing Division

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www.purchasing.ewashtenaw.org

July 23, 2010

Addendum #1

RFP No. 6552

Title: Background Check Services for Washtenaw
County

Opening Date: Friday, August 13, 2010 at 3:00 pm

Please add under Proposal Terms page 2:

F. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County vendors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County vendor. For purposes of this section, Washtenaw County vendor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box, is not, in and of itself, sufficient to establish a company as a Washtenaw County vendor. The County shall have sole discretion under this section to determine if a company qualifies as a Washtenaw County vendor and if two or more bids are substantially equal.

Please replace Bid Sheets (pages 12-14) with the attached Bid Sheets.

The opening date remains the same as previously indicated as Friday, August 13, 2010 at 3:00 PM.

Anne Strieter, B.S., C.P.M.
Senior Buyer

cc: RFP6552

BID SHEETS

***THIS FORM IS FOR 3 YEAR PRICING.**

Description

1. **Social Security trace:** To include name, social security number, current and former addresses.

*Price: _____

2. **County Criminal History:** County Misdemeanor and felony arrest / conviction information to include:

- Date of charge or arrest
- Change Information
- Degree of Charge
- Date of Disposition
- Disposition

^Search area determined by applicants residential and employment location

*Price: _____

3. **State Criminal History:** State Misdemeanor and felony arrest / conviction information to include:

- Date of charge or arrest
- Change Information
- Degree of Charge
- Date of Disposition
- Disposition

^Search area determined by applicants residential and employment location

*Price: _____

4. **Education:** A customized education verification profile that meets Washtenaw County's needs and includes: (for each level of education)

- Dates of education
- Date of graduation
- Degree earned
- Major and minor course of study

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5. **Employment Verification:**

- Dates of attendance
- Position
- Salary
- Performance overview
- Reason for termination
- Rehire eligibility
- Any additional information they can provide

^Vendor will call “900” phone numbers for employment verification as required. Vender will be responsible for cost of calls to 900 numbers.

*Price: _____

^Source providing employment verification / history must be identified by name and title with a contact phone number.

*Price: _____

6. **Motor Vehicle Record:** To include current driving and complete driving history on all licenses held with in the past 5 years include specific information on violations, suspensions and convictions

*Price: _____

Management and Executive Level (Optional Items)

7. **Credit History:** This report provides valuable insight to the candidate’s financial well being, while satisfying the requirements of the state and federal fair Credit Reporting Act.

*Price: _____

8. **Professional License Verification:** Verifies the candidate has been issued a professional license, and may include the current status of license, issue date, expiration date and disciplinary action.

*Price: _____

9. **Professional Organization Affiliation:**

*Price: _____

10. **Developed Reference & Interviews:**

*Price: _____

11. **Sex offender Registry Query (National):** The sex offender Register Query contains information on convicted sex offenders.

*Price: _____

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PACKAGE PRICING:

Present the services in “packages” comprised from the above individualized list. The following are the minimal packages request:

Package”	Services Included (use numbers from above list):	Package Price:
A.	Includes 1. – 6. above for Human Resources	\$ _____
B.	Includes 1. – 10. above for Human Resources	\$ _____
C.	Includes 2 & 3 above for Facilities Management	\$ _____

(Attach separate sheet with package rates, if necessary).