

January 30, 2025

TO: ALL PROPOSERS UNDER RFP NO. 2024-100009

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 2

Request for Proposal (RFP) No. 2024-100009 Background Screening Services (Annual Contract with Four (4) Options to Renew), is hereby modified as follows:

1. The Proposal Deadline has been extended to Tuesday, February 11, 2025.
2. We have received the following questions pertaining to this RFP. The questions and the responses are below:

- A. Question: Your organization is asking for “flat fee” pricing, and we’re not able to add variable fees – such as government fees for state and county criminal searches, automated service fees – such as the Work Number, National Student Clearinghouse, etc. Can you confirm that we’re not able to add on these variable fees – and that we can only quote flat fee pricing?

Answer: DeKalb County HR understands additional services may be needed to complete background checks. Fees associated with these additional services should be listed separately from flat fees in vendor proposals.

- B. Question: Please elaborate on integration with Oracle Cloud?

Answer: DeKalb County HR prefers a background check vendor to have the capability to integrate with Oracle systems. This is a preference, not a requirement. The preference would be for the vendor to have the ability send/receive data that we provide through a secure server via SFTP site or utilizing a connector/adaptor.

- C. Question: Integration Timeline: How soon does the county expect the Oracle integration to be completed? Specifically, what is the timeline between the award of the contract and the start of work, including full implementation of the integration?

Answer: DeKalb County HR prefers a background check vendor that is able to integrate with DeKalb County Oracle systems. The ability to integrate with Oracle is a preference, not a requirement. If the selected vendor is able to integrate with Oracle, the configure of integration should begin after the execution of contract and should not exceed a 6-week period unless otherwise noted in the contract. The expectation is that DeKalb County HR would utilize the vendor to perform background checks at the start of the contract, and that background checks would continue to be requested and completed throughout the integration plan.

D. Question: IT Specifications: What are the IT specifications or requirements for the Oracle integration, if any?

Answer: DeKalb County HR prefers a background check vendor that is able to integrate with DeKalb County systems. The ability to integrate with Oracle is a preference, not a requirement. The preference would be for the vendor to have the ability send/receive data that we provide through a secure server via SFTP site or utilizing a connector/adaptor. Any Oracle related requirements are determined by Oracle and will not be provided by Dekalb County.

E. Question: User Information: How many users will need to be integrated into the platform? Will these users be from the same department, or will they come from different departments within the county?

Answer: DeKalb County Human Resources will be the primary users of background check services. There are approximately twenty (20) staff members who will need access. However, there may be a need for other departments to have access.

F. Question: Background Check Categories: What is the percentage breakdown of background checks by category (e.g., criminal, employment, education, etc.) on average?

Answer: 100% of DeKalb County's background check requests include a criminal check. Approximately 81% include education and employment. Approximately 9% overall include CDL verification. Approximately 11% overall include Credit Checks.

G. Question: Implementation Timeline: How soon after the award of the contract does the county expect the project to be implemented and operational?

Answer: Once the contract is fully executed, a Notice to Proceed meeting will be held. The awarded Contractor shall commence the work under this contract within ten (10) days of acknowledging receipt of the Notice to Proceed.

H. Question: Payment Terms: What are the payment terms for billing? For example, is the payment schedule net 30, net 15, or something else?

Answer: DeKalb County's official payment terms are Net 30.

3. All other conditions remain in full force and effect.

4. Any question(s) received by the question deadline that has not been addressed in this addendum will receive a response in a subsequent addendum, prior to the proposal due date.

5. It is the responsibility of each proposer to ensure that he/she is aware of all addenda issued under this RFP. Please sign and return this addendum. You may contact Kyheem Bristol, Procurement Agent, at kbristol@dekalbcountyga.gov before the proposals are due to confirm the number of addenda issued.

Kyheem Bristol
Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGEMENT

Date

The above Addendum No. 2 to RFP No. 2024-100009 is hereby acknowledged:

(Name of Proposer)

(Signature)

(Title)