



October 15, 2021
ADDENDUM NO. 1
REQUEST FOR PROPOSALS (RFP) #MWJ2109
BACKGROUND CHECKS AND PRE-EMPLOYMENT SCREENING SERVICES

ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USBs OF THE PROPOSAL TO BE SUBMITTED TO:

City Colleges of Chicago
Dawson Technical Institute
Business and Procurement Services
3901 S. State Street, Room 102
Chicago, IL 60609
Attn: Marietta Williams-Johnson, Contract Administrator

All proposals are due Tuesday, October 26, 2021, no later than 12:00 p.m. local Chicago CDT

Part I – Questions, Answers and Clarification of Information

- Q1. Does the college currently have any pain points with current vendor? If so can they be addressed in the addendum?
A. CCC has no pain points with current vendor.
- Q2. Will the college sign a mutual NDA as some of the IT related security questions (EXHIBIT A – TECHNOLOGICAL INTERROGATORIES) are confidential to our organization and our competitive advantage against our competitors?
A. CCC will not execute Non-Disclosure Agreements. Proposers should comply with the instructions set forth in Section V- General Instructions (see Subsection – O. Transparency Website) to designate trade secrets or other proprietary data it desires to remain confidential.
- Q3. If respondents have additional related services they feel would benefit CCC based on best practice experience:
Q3.1 Can respondents propose additional services or resources for consideration?
A. Proposers should offer those services that are specifically requested in the RFP.
Q3.2 How would CCC like those additional/optional services presented or demarcated from the Core requirements?
A. Proposers should offer those services that are specifically requested in the RFP.
- Q4. The Submittal Requirements and the slides on the pre-bid call note the requirement for an “original signature” and a “wet signature” on responses. To protect the health of their staff in the current pandemic environment, many businesses have adopted a remote work policy which makes the production and wet signature document process more challenging, as the required senior signatory may not be on-site for health safety policy reasons. Alternative electronic signature options such as DocuSign and Adobe Signature present the same levels of security and commitment as traditional wet ink, and many public sector agencies

have shifted to accepting these alternative signatures as binding. Will CCC also accept e-signature for this RFP?

A. No, we require one (1) original (wet) signature hard copy and two (2) USBs of your entire proposal response as stated in the RFP. We do not accept electronic signatures.

Q5. Can CCC either provide a copy of the MBE/WBE certified businesses for the City or provide direction on how that list can be obtained for possible subcontractor outreach?

A. <https://www.chicago.gov/city/en/depts/dps/provdrs/cert/svcs/certdirectory.html>;
<https://www.cookcountyil.gov/service/search-certified-vendors>
<https://cms.diversitycompliance.com/>

Q6. Can a copy of the pre-bid call slides be provided to attendees?

A. The slide presentation is posted on our website.

Q7. Section VIII (p.25) specifically states “CCC currently has no analysis nor have specific countries to include for international pricing. It would be helpful to provide your top 10 countries.” Can CCC please clarify/elaborate:

Q7.1 Does CCC do any international candidate investigation or screening today?

A. Yes, it is on the lighter side (less than 25 per year).

Q7.2 If CCC anticipates needing international services through this solicitation, can CCC provide any clarifying details of possible need or scope?

A. Scope is education, work history and criminal background.

Q7.3 Re: “top 10 countries”: Does CCC want respondents to list the top 10 foreign countries from which they process investigations (by volume)?

A. If available.

Q7.4 Does CCC require proposed services pricing for those 10 countries with this bid submittal?

A. Yes.

Q8. Section VIII – Fee Cost/Proposal, can CCC please indicate if all criminal searches should be conducted as AKA-inclusive?

A. Yes, criminal searches should be conducted to include alias name or AKA (also known as).

Q9. Section VIII – Fee Cost/Proposal, questions in the RFP reference DOT, 7-panel and 10-panel drug screens; however, only a 5-panel is included as a line item on the pricing table. Is CCC seeking pricing for all of the aforementioned panel and drug test types or only the 5-panel listed in the pricing table?

A. CCC is seeking pricing for all aforementioned panel and drug test types.

Q10. Section VIII – Fee Cost/Proposal, there appear to be two listing types for SSN Traces (“Social Security Number Trace” and “Social Security Number Trace+”). Can CCC please clarify what the difference is between the two service items?

A. Sorry that was a mistype and it is only one trace: Social Security Number Trace

- Q11. Exhibit A – Technical Interrogatories, as this document is a supplement to the RFP and contains questions requesting information of a security-related nature, are vendors permitted to request that a completed version of Exhibit A be held confidential in its entirety?
- A. Proposers should comply with the instructions set forth in Section V- General Instructions (see Subsection – O. Transparency Website) to designate trade secrets or other proprietary data it desires to remain confidential.
- Q12. Under Section C. 1.
- Q12.1 What drugs are screened in the “7-Panel Pre-Employment Drug Screen”?
- A. 7-Panel Pre-Employment Drug Screen tests for marijuana, opiates, PCP, cocaine, amphetamines, benzodiazepines, and barbiturates. We need testing tiers for certain populations. For example Group A gets all 7-panel tests, while Group B gets only 6 tests.
- Q12.2 The 7-panel as it is not listed as an item on the price sheet, should it also be included on the price sheet?
- A. The price should be included on the sheet.
- B. Pricing should also include testing via hair samples.
- Q13. Pricings
- Q13.1 “Criminal: 7-Years from SSN Trace” is this based on all names and addresses based upon the Social Security Trace?
- A. Name variations or AKAs found under the SSN trace should be part of the criminal search.
- Q13.2 “Criminal: 7-Years from SSN Trace” is this just a County Direct Record Search for the package or should it also include any of the following:
- i. County Criminal
 - ii. County Criminal and Federal Criminal
 - iii. County Criminal, Federal Criminal & Statewide Database
 - iv. County Criminal and Statewide Database
- A. Search should also include County Criminal, Federal Criminal & Statewide Database. If possible, list pricing for each.

END OF ADDENDUM