

Housing Authority of the City of Pittsburgh

Contracting Officer
100 Ross Street
2nd Floor Suite 200
Pittsburgh, PA 15219
(412) 456-5116
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www.hacp.org

October 25, 2012

Criminal Background Checks Rebid RFP#450-27-12 Rebid

ADDENDUM NO.1

This addendum issued October 25, 2012 becomes in its entirety a part of the Request for Proposal RFP#450-27-12 Rebid as is fully set forth herein:

Item 1: Q: We understand that there was a firm performing these services prior to this solicitation being released and that the contract is being recompeted early without all options being exercised. Who is the incumbent and what is the reason for the early recompete of the contract?

A: On line Rental Exchange is the current vendor.

Item 2: Q: As part of the Minority and Woman Business Participation Plan, must the minimum utilization thresholds indicated be met monthly, quarterly or annually?

A: The goals are throughout the entire contract. Quarterly letters are sent to the M/WBE participants requesting pay and usage information.

Item 3: Q: Can you confirm that you are looking for a single price under "State Search" that is only for a single Pennsylvania Statewide Criminal Search (to include the current \$10 state fee)?

A: Yes, a single price, which should include all applicable fees.

Item 4: Q: Due to mailing timelines and the letters/MBE/Section 3 areas that need to be completed, would the authority consider a slight extension to ensure all necessary documentation can be completed in time?

A: Please refer to Item 11.

Item 5: Q: For out of state searches, would it be acceptable to include an additional price sheet giving the authority other search options to include statewide searches outside of Pennsylvania?

A: Please refer to revised fee sheet, which is included as Attachment B to this addendum.

Item 6: Q: As the authority has stated that it would be allowing state costs to be passed through (excluding Pennsylvania), we have often used a single rate for statewide searches plus pass thru fees necessary to access the information without additional markup to the state fee. We then would attach a list of current pass through fees for the client. Would this be acceptable?

A: Please refer to revised fee sheet, which is included as Attachment B to this addendum.

Item 7: Q: Housing authorities are entitled to receive FBI fingerprint checks on their tenants. FBI Channelers are able to provide this service, giving the authority a full FBI rapsheet in a matter of minutes. Would this be something the authority would be interested in receiving additional information?

A: No.

Item 8: Q: County searches occasionally entail a pass through fee as well. Would it be acceptable to pass those fees on to the authority as well without additional markup to the fee for counties outside of Pennsylvania if necessary?

A: Please refer to revised fee sheet, which is included as Attachment B to this addendum.

Item 9: Q: Can you confirm that on the pricing page, all prices are by item and as requested by the authority?

A: Yes

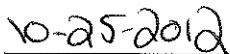
Item 10: Pre-Bid sign in sheet **Attachment A** to this addendum

Item 11: The proposal due date, is revised to Thursday, November 1, 2012. The time and location remain unchanged at 1:00 PM at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 1



Kim Detrick
Procurement Director



Date

Attachment A
Pre-Bid Sign in Sheet
RFP#450-27-12 Criminal Background Check

PRE-BID SIGN IN SHEET

Project Name and Number

RFP 450-27-12 Criminal Background Checks REBID

Date Issued

September 29, 2012

Due Date:

October 29, 2012

Pre Bid Meeting

October 19, 2012

Company Name	Company Address	Phone Number	Fax Number	E-Mail	Representative
HR Screening 521 Cedar Way Ox Run, PA 15135		412-517-1211	412-517-1248	mike@hrscreening.com	mike Fitzgerald
You Check pre-employment Screening	1505 Wimpole St Altoona, PA 15201	724-378-8105	724-398-1021	ad.pierro@ verichkscreeing.com	Fatty DiAero owner
HACP	100 Ross St WPA Florio Pittsburgh, PA 15219	412-456-5030	412-456-5182	Gary.Marks@hacp.org	Gary Marks
Inquiries	Jennifer Kumar				on phone
Enquiries FAC	129 N. West St Easton, MD 21601	410-819-3711		JACK.ROBERTSON @ECG-LLC.COM	JACK ROBERTSON

PRE-BID SIGN IN SHEET

Project Name and Number: RFP 450-27-12 Criminal Background Checks REBID
 Date Issued: September 29, 2012
 Due Date: October 29, 2012
 Pre Bid Meeting: October 19, 2012

Company Name	Company Address	Phone Number	Fax Number	E-Mail	Representative
HACP	100 Ross St	412-456-5030	412-456-5182	LA-VEENE, WAGNER Wagner @ HACP, OH	
E-Merging Technologies Group, Inc.	22021 Brookpark Rd. Suite 130 Fairview Park, OH 44126	440-779-5680	440-779-5682	sheestand@ etg1.com	Stephen Heestand Jackie Huron
HACP	100 Ross	412 456-5110			Heestand

Attachment B
Revised Fee Sheet
RFP#450-27-12 Criminal Background Check

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ATTACHMENT K REVISED

Criminal Background Checks
RFP#450-27-12
FEE SHEET

PRICE IS TO BE LISTED PER THE FOLLOWING:

3 year cost Criminal Background Checks:

Type	Estimated checks per month	Price	Number of Months (36)	Total
Federal Search	55	\$	36	\$
National Search	55	\$	36	\$
PA State Search	55	\$	36	\$
County Level State Search*	55	\$	36	\$
National Sex Offender Search	55	\$	36	\$
Out of State Searches**	55	\$	36	\$

3 year cost Evictions Data Report:

Type	Estimated checks per month	Price	Number of months	Total
National Search	55	\$	36	\$
PA State Search	55	\$	36	\$

3 year cost Social Security Trace Search:

Type	Estimated checks per month	Price	Number of months (36)	Total
Social Security Trace Search	55	\$	36	\$

Initial Term Total (add all the totals): \$ _____

*County charges exclude all county fees, which will be reimbursed at cost

**Costs for our of the Commonwealth of PA Searches exclude State fees, which will be reimbursed at cost

Extension Option 1 (one year) cost Criminal Background Checks:

Type	Estimated checks per month	Price	Number of Months (12)	Total
Federal Search	55	\$	12	\$
National Search	55	\$	12	\$
PA State Search	55	\$	12	\$
County Level State Search*	55	\$	12	\$
National Sex Offender Search	55	\$	12	\$
Out of State Searches**	55	\$	36	\$

Extension Option 1 (one year) cost Evictions Data Report:

Type	Estimated checks per month	Price	Number of Months (12)	Total
National Search	55	\$	12	\$
PA State Search	55	\$	12	\$

Extension Option 1 (one year) cost Social Security Trace Search:

Type	Estimated checks per month	Price	Number of Months (12)	Total
Social Security Trace Search	55	\$	12	\$

Extension Option 1 Total (add all the totals): \$ _____

*County charges exclude all county fees, which will be reimbursed at cost

**Costs for our of the Commonwealth of PA Searches exclude State fees, which will be reimbursed at cost

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Extension Option 2 (one year) cost Criminal Background Checks:

Type	Estimated checks per month	Price	Number of Months (12)	Total
Federal Search	55	\$	12	\$
National Search	55	\$	12	\$
PA State Search	55	\$	12	\$
County Level State Search*	55	\$	12	\$
National Sex Offender Search	55	\$	12	\$
Out of State Searches**	55	\$	36	\$

Extension Option 2 (one year) cost Evictions Data Report:

Type	Estimated checks per month	Price	Number of Months (12)	Total
National Search	55	\$	12	\$
PA State Search	55	\$	12	\$

Extension Option 2 (one year) cost Social Security Trace Search:

Type	Estimated checks per month	Price	Number of Months (12)	Total
Social Security Trace Search	55	\$	12	\$

Extension Option 2 Total (add all the totals): \$ _____

*County charges exclude all county fees, which will be reimbursed at cost

**Costs for our of the Commonwealth of PA Searches exclude State fees, which will be reimbursed at cost

Total Bid amount: _____
(Add Total for Initial Term, Extension Option 1, Extension Option 2)

Total Bid amount: _____
(In Words)

Company Name (Printed): _____

Name (Printed): _____

Title: _____

Address: _____

Phone/Fax: _____

Email Address: _____

Signature: _____

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Plus Reimbursement of any fees for county searches and out of the Commonwealth of Pennsylvania searches