



District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7599

202-535-1000

Nathan E. Bovellet, Interim Executive Director

Addendum

Addendum No. 1

Issued: August 7, 2017

APPLICANT BACKGROUND SCREENING SERVICES 0034-2017

All respondents shall acknowledge receipt of this addendum, sign below and return it with your proposal. **Failure to acknowledge receipt of this addendum may be cause for rejection of your proposal.** Respondents are informed that the above named solicitation is modified as follows:

The District of Columbia Housing Authority submits its responses to all questions received related to the subject solicitation. Please reference "Attachment A".

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED
End of Addendum No. 1

Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

ATTACHMENT "A"
Applicant Background Screening Services 0034-2017
Inquiries/Questions and Responses

QUESTION 1: Under the 'Background' paragraph at the bottom of page 2/ top of page 3, it is annotated that DCHA hires approximately 150-200 new employees per calendar year. However, it says during 2016, a total of 1,000 background screenings and 400 identity verifications were conducted on behalf of DCHA.

My question is, specifically what is the correct number of background screens that DCHA runs a year?

DCHA RESPONSE: The anticipation is that the Agency will request approximately forty (40) to seventy (70) background screenings annually throughout the term of awarded contract.

QUESTION 2: Page 3 under the Qualifications heading- What certifications are required of employees working on this account?

DCHA RESPONSE: Certifications will vary based upon business affiliations with Industry Organization and service provided. Offerors are encouraged to respond based upon knowledge of industry standards.

QUESTION 3: Page 4, Section 2. Name and Address Trace-What is the scope for the address history? 5 years, 7 years...etc.?

DCHA RESPONSE: Ten (10) years.

QUESTION 4: If a fixed price is provided for the scope of services, is there an opportunity to pass on third party fees in regards to the optional service options; Education verification, Employment verification.

DCHA RESPONSE: Price Proposals should be prepared and submitted based upon the proposed price to provide services based upon both the Primary Service Categories and Optional Service Categories; priced by Service Category and Service or Hourly rates. If hourly rates are proposed, Offerors shall include a breakdown showing a fully burdened hourly rate for each personnel classification by nature of the work required to complete the service.

Offerors shall consider all expenses, overhead etc. to propose the best price offered are the lowest discounted (government) rate offered to similar clients.

QUESTION 5: Does the fixed price need to include all names and aliases or is there an option for "per name" searches?

DCHA RESPONSE: Yes, the price proposal should reflect the proposed cost per request for background screening.

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QUESTION 6: In the past, what has been the volume for the optional services used?

DCHA RESPONSE: Available information regarding the volume of services is detailed within the solicitation under Background.

QUESTION 7: Can you provide the previous contract holder?

DCHA RESPONSE: No previous contract.

QUESTION 8: If the contractor is unable to hire any additional staff under the Section 3 Requirements, page 8, it states that a cash donation may be made. What is the amount of the cash donation that needs to be made in order to satisfy the Section 3 requirement?

DCHA RESPONSE: Please refer to "Attachment I" and "Attachment L"; must be completed and submitted with the proposal.

QUESTION 9: Referring to page 15, is Integration a requirement?

DCHA RESPONSE: Yes, please describe your ability to integrate with the listed software as stated in the solicitation.

QUESTION 10: Page 8 of the Contract Compliance section refers to Certified Minority and Women-Owned Banks, it is a requirement for the contract to bank with a CM/WO banking institution?

DCHA RESPONSE: No, not a requirement.