

	SOLICITATION ADDENDUM	CITY OF PHOENIX Human Resources Dept. 251 W. Washington Street 7th Floor Phoenix, AZ 85003 Phone: (602) 859-2934
	Solicitation Number: RFP HR 22-008 (LJ) Addendum #1 Page 1 of 3	
Solicitation Due Date: September 9, 2022, 2:00 p.m. Local AZ Time		

Background Screening Services

CHANGE

1. **Change** Section II, Professional Services Consulting Agreement, Exhibit A, Scope of Work, Paragraph 2.1.1 to read: **Social Security Number trace**
2. **Change** Section III, Evaluation Requirements, Tab 3 - Pricing, B to read: **B. Unbundled Pricing for Services.**

QUESTIONS AND ANSWERS

The following are questions submitted and are represented as they were received:

Item No.	Question	Answer
1	Does the City of Phoenix Human Resources Department have an Applicant tracking System or Human Resources Information System? A. If so, what are the brands?	The Human Resources Department uses PeopleSoft for their applicant tracking system and also for their human resources information system.
2	Is it possible the award will be shared or utilized by other departments?	The contract that results from this solicitation process will be used by the Human Resources Department staff supporting all city departments.
3	Section III, 1. Evaluation Criteria, Tab 3 #18 Social media check. Does the city have set criteria for this verification?	There is not set criterion, but these searches are only for high level executive candidates to identify if they have exhibited risky behaviors on social media that would be potentially embarrassing to the organization if it was released after the hire was announced. Proposers are encouraged to present their methods of obtaining this information.
4	Section III, 1. Evaluation Criteria, Tab 3 #17. Personal/Professional reference verification. Does the city provide and can share a list of reference questions?	The city would establish a standard set of reference check questions to work from. The Human Resources Department must remain flexible in choosing questions appropriate to the particular job. Proposers are encouraged to identify different methods to complete the reference checks (online portal, email, phone call, etc.).
5	Does the human resources department have many locations that require separate invoicing?	We have many locations, but invoicing is currently achieved with a single monthly invoice. The departments are delineated by billing codes so that the charges can be appropriately handled on our end.
6	TAB 1 – QUALIFICATIONS AND EXPERIENCE and SECTION IV - SUBMITTALS AFFIDAVIT 4. References. Both sections require references, please confirm references are required in both sections.	Please list the three references in both sections.
7	Which system are you wanting to integrate with?	The Human Resources Department has not considered integrating with our systems and we currently initiate all transactions through the vendor's



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		website. The city is very protective of Personally Identifiable Information (PII) and the integration with external systems requires additional consideration with other city departments. The city reserves the right to integrate in the future. Proposers are encouraged to address the possibility of integration with our applicant tracking system and human resources information system.
8	We do not do FMCSA Clearinghouse or annual post-employment verifications. We only offer DOT employment verifications. Is this acceptable?	Please refer to Exhibit A – Scope of Work for the specific requirements.
9	RFP page 37 under 2. Background Screening Services, 2.1.1 Social Security Number Validation. On the pre-bid conference call, the City clarified that the SSN related service is SSN TRACE and not SSN Validation. Can you please confirm that here in the Q&A?	As it relates to background screening services, the city requires a Social Security Number (SSN) trace. Exhibit B – Fee Schedule has also been updated to reflect the change to SSN trace.
10	Who is the current contractor performing the Background Screening Services?	The information is readily available from the city website (Public Records Search). Contract 146656 can be found at: https://www.phoenix.gov/cityclerk/services/public-records-search
11	What is the annual volume for this contract?	During 2021, the following volume was as follows: Background Activity totaled 2,693 with the following breakdown. <ul style="list-style-type: none">➤ A La Carte...9➤ Existing General Employee...1,217➤ Existing Management Employee...69➤ New General Employee...1,381➤ New Management Employee...17 Form I-9/E-Verify Services totaled 1,329
12	What is the current pricing for the Background Screening Services?	Refer to the response to question 10.
13	Is the City of Phoenix currently integrated with an ATS for the processing for the Background Screening Services?	Refer to the response to question 7.



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The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____