



## SOLICITATION ADDENDUM

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**CITY OF PHOENIX  
Water Services Department  
200 W. Washington Street  
9th Floor  
Phoenix, AZ 85003**

Solicitation Number: IFB-2425-WSU-670  
Addendum # 1  
Solicitation Title: Background Screening Services  
Solicitation Due Date: 12/4/2024, 2:00 p.m., Phoenix Local Time

This addendum incorporates the following changes into the subject solicitation:

I. This addendum answers the following questions, which the City of Phoenix received (before, during or after) the subject solicitation's pre-proposal conference:

1. **Question:** HireRight would like to participate but we would need to make some edits to your terms, there are also some indemnification clauses throughout the document. Is the City flexible on these topics?

**Answer:** Please refer to Section 2 Instructions, Paragraph 2.6 Exceptions.

2. **Question:** In section 3 Scope of Work, 3.3A, it mentioned several databases such as National Criminal Database Search, OFAC, Terrorist Watch List, and 50 State Sex Offender Registry. Is the City looking to have these mentioned in a background check report as separate searches types or can they be combined into one search type? For example, we offer a Multi-Jurisdictional Criminal Database Search which includes all of those independent databases into one search

**Answer:** Please refer to section 3. Scope of Work and section 2. Instructions, paragraph 2.3 (E-F) Preparation of Offer.

3. **Question:** Regarding SSN validation and verification, do you mean by searching the "Consent Based Social Security Number Verification" government service?

**Answer:** Please refer to section 3. Scope of Work and section 2. Instructions, paragraph 2.3 (E-F) Preparation of Offer.

4. **Question:** I noticed fingerprinting was mentioned outside of the normal scope of work. Is this a requirement to be awarded?

**Answer:** Please refer to section 5. Special Terms and Conditions, paragraphs 5.38 – 5.51.



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All other terms and conditions remain unchanged.

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**Offeror is required to sign and return addendum with their offer.**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_