

# HOUSING AUTHORITY OF COOK COUNTY

**ADDENDUM NUMBER:** One (1)

**DATE:** October 18, 2017

**PROJECT DESCRIPTION:** Background Screening Services

**RFP NUMBER:** 2017-100-044

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For the proposals that were received in the office of the Executive Director of the Housing Authority of the Cook County, Suite 350, 175 West Jackson Boulevard, Chicago, Illinois 60604-2615, at 2:00 p.m. on November 3, 2017.

The following changes and clarifications shall be incorporated into the Contract Documents. All other provisions and requirements as originally set forth, in the bid documents, remain in force and are binding. Any additional work required by this Addendum shall conform to the applicable provisions of the original documents.

**Upon submitting the Proposal, the Respondent shall acknowledge receipt of the Addendum by signing, dating and submitting with the Proposal. Failure to do so may render the proposal non-responsive.**

Respondent acknowledges receipt of Addendum: \_\_\_\_\_  
Respondent Signature                      Date

Note: Proposals are received and not publicly opened.

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## **CLARIFICATION**

### **Questions & Answers:**

- Q1. Who is your current provider for background screening services? Please provide their current pricing, if possible.  
**Career Builder Employment Screening is the current vendor. Pricing: HVC \$15.50 & LIPH \$21.50.**
- Q2. Is current pricing inclusive of all fees (county, state, federal)  
**Yes, please note that we are tax exempt with the State of Illinois.**
- Q3. What is your estimated budget for this project?  
**The budget for this project is \$85,000.00.**
- Q4. Are there any pain points with your current provider?  
**No**
- Q5. What is your anticipated award date?  
**January 2018**
- Q6. What is your anticipated start date?  
**January 2018**
- Q7. Why are you evaluating new providers for background screening services?  
**Contract is expiring.**

# HOUSING AUTHORITY OF COOK COUNTY

- Q8. Will Preference be given to provider that are accredited (not just a member) by the National Association of Professional Background Screeners (NAPBS)?  
**It will be considered as part of your qualifications.**
- Q9. The following 6 counties do not report to nationwide database: DuPage, Lake, Will, Kane, McHenry IL, and Lake IN. Given this information, is a nationwide database search acceptable, or would you prefer the vendor to conduct county searches for all seven counties listed in Section II – Scope of Services, Criminal Background Report Requirements (HCV & LIPH)?  
**HACC prefer the vendor to conduct county searches for all seven counties.**
- Q10. In reference to Attachment M, HCV and LIPH pricing: Is HACC requesting all-inclusive pricing, which would include all state/county/federal fees?  
**Yes, please note that we are tax exempt with the State of Illinois.**
- Q11. Or is HACC expecting that these government fees will be included in a different sheet, and excluded from the fee proposal in Attachment M?  
**See Answer to Question 10.**
- Q12. Are vendors required to submit 1 original and 3 copies of the separately sealed fee proposal, in addition to 1 original and 3 copies of the technical proposal?  
**Yes**
- Q13. In reference to Section III – General Requirements & Qualifications, item A.6: As a privately held company, financial information is considered highly confidential in nature, and it is our preference not to include this type of data during the RFP process. May we submit letters from our banking institution and certified public accountant attesting to our financial strength in lieu of the requested 3 years of audited financial statements? If selected as a finalist, we would be happy to provide you with the requested financial information upon the completion of a mutual nondisclosure agreement.  
**Yes, this would be acceptable.**
- Q14. In reference to Section III – General Requirements & Qualifications, item F – MBE/WBE Participation: Does HACC expect good faith efforts for MBE/WBE utilization to be with certified MBE/WBE firms in Cook County, found through the Cook County M/W/VBE Directory? Or does HACC expect good faith efforts to include the City of Chicago's MWDBE Directory as well? If including the City of Chicago's directory, please supply commodity code(s).  
**HACC will accept a good faith effort.**
- Q15. In reference to Section III – General Requirements & Qualifications, item G – Section 3 Compliance: Our firm is not located in Cook County, IL, and our Software as a Service solution allows us to complete all contract obligations from our out-of-state headquarters. As such, we do not anticipate a need to hire any Cook County residents. May we be exempt from completing the forms contained in the Section 3 Utilization Plan? If not, please provide guidance on how out-of-state providers should complete these forms.  
**In the event the proposer does not hire Section 3 hires, the proposer can invest into the HACC Section 3 Fund in the amount of 3% of the contract value.**
- Q16. In Section I – Introduction & Background, the RFP states: "Proposers are not required to sign the Agreement but are required to return it to HACC as part of their proposal." However, in Section IV – Content of Response Documents, the RFP states: "The entire solicitation document MUST be completed signed...and the entire RFP returned with the proposal, including the Professional Services Agreement." Are vendors required to sign and return the Professional Services Agreement with their bid responses? If so, are vendors allowed to redline the Professional Services Agreement and/or propose additions/exceptions?

# HOUSING AUTHORITY OF COOK COUNTY

**The Professional agreement does not signed, but if your firm has any exceptions to it they should be redlined.**

Q17. In reference to Attachment E – Disclosure of Lobbying Activities: If the reporting entity did not engage in lobbying activities with respect to the contract, does it still have to complete and sign this form? If yes, may the reporting entity simply mark "N/A" in each space on the form?  
**Yes, please mark N/A is not applicable.**

Q18. In reference to Attachment L – Nature of Disclosing Party Form, item E: If the disclosing party is a corporation, can the entity disclose either the names of its Executive Officers OR the names of its directors on its board?  
**Yes, the entity would disclose the names of its Executive Officers.**

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**END OF ADDENDUM**