

# Background Screening

## Invitation for Bids 2019-02

### Amendment One

#### Questions and Answers

IFB No. 2019-02 RFX: 3160002876

**Question Submission Deadline:** April 26, 2019

**Response Issue Date:** May 3, 2019

No.	Date Received	Question	IFB Reference	Response
1.	4/12/2019	Can you please provide me with the current contract number for this RFX?	Section 2-Purpose, Page 1	<p>This is a statewide procurement for services throughout the state. This is a new solicitation and it is anticipated that no contracts will be awarded until after July 10, 2019. So currently there are no contract numbers for RFX3160002876.</p> <p>However, sample contract numbers from our prior Background Screening Preapproved Vendor List include 8200039786 and 8200039973.</p>
2.	4/12/2019	I would like to know the current contract holder along with supporting pricing data.	Section 22- MS Dept. of Finance & Admin., Page 12	<p>Previous vendors on the Background Screening PVL are American Databank, Inquiries, Inc., and Scott Roberts &amp; Associates, LLC.</p> <p>The previous Preapproved Vendor List and pricing data can be found at: <a href="http://www.dfa.ms.gov/media/6417/background-screening-services-pvl-exp-6302018pdf.pdf">http://www.dfa.ms.gov/media/6417/background-screening-services-pvl-exp-6302018pdf.pdf</a></p>

3.	4/16/2019	What is your current pricing for these services?	Section 22- MS Dept. of Finance & Admin.,, Page 12	<p>The previous Preapproved Vendor List for Background Screening Services expired June 30, 2018.</p> <p>The previous Preapproved Vendor List and pricing data can be found at: <a href="http://www.dfa.ms.gov/media/6417/background-screening-services-pvl-exp-6302018pdf.pdf">http://www.dfa.ms.gov/media/6417/background-screening-services-pvl-exp-6302018pdf.pdf</a></p>
4.	4/16/2019	What is the annual expenditure?	Section 5-Scope of Service, Page 2	This data is not currently available. Please see question no. 1 for examples of expenditures.
5.	4/16/2019	Who are the current contractors on the list to perform the Background Screening Services?	Section 22- MS Dept. of Finance & Admin.,, Page 12	<p>Previous vendors on the Background Screening PVL are American Databank, Inquiries, Inc., and Scott Roberts &amp; Associates, LLC.</p> <p>The previous Preapproved Vendor List and pricing data can be found at: <a href="http://www.dfa.ms.gov/media/6417/background-screening-services-pvl-exp-6302018pdf.pdf">http://www.dfa.ms.gov/media/6417/background-screening-services-pvl-exp-6302018pdf.pdf</a></p>
6.	4/17/2019	Would you still require us to provide 8 separate and identical submissions? Or may we submit one proposal for all locations?	Section 5.5- Scope of Service, Page 2	<p>Yes, bidders placing bids in more than one region should submit <b>a complete and separate bid package for each region</b> and mail or deliver in a <b>separate sealed envelope</b> for each region bid.</p> <p>Each region bid will be read aloud individually and failure to adhere to the request to submit individual bids for each region may result in additional bids in other regions being rejected as non-responsive.</p>
7.	4/22/2019	Please let me know what I need to return to you at this time. I have read the Invitation for Bids, and I want to make sure that I return the correct items....	Section 11.1 – Submission Format, Page 6 and Section 11.2 – Submission Requirements	This is an Invitation For Bid for Background Screening Services. The bid package must be sealed and must contain: Bid Cover Sheet (Attachment C); Bid Form (Attachment D); and References (Attachment E).

8.	4/24/2019	How will the request for background searches be submitted?	Section 5.6 – Scope of Service, Page 2	<p>The request for background searches will be submitted by the Contracting Agency <b>upon</b> entering into a contract with an awarded vendor.</p> <p>Detailed scope and specific requirements of the work required will be provided by the Contracting Agency when a Vendor on the PVL is selected for consideration with respect to a specific project or need.</p>
9.	4/24/2019	How should invoices be submitted?	Section 5.6 – Scope of Service, Page 2	<p>Invoices will be submitted to the Contracting Agency <b>upon</b> entering into a contract.</p> <p>Detailed scope and specific requirements of the work required will be provided by the Contracting Agency when a Vendor on the PVL is selected for consideration with respect to a specific project or need.</p>
10.	4/24/2019	What are the payment terms?	Section 7.1.5, E-Payment clause, Page27	<p>See Section 7.1.5 for payment terms regarding the Contractor’s employees.</p> <p>The Contractor agrees to accept all payments in United States currency via the State of Mississippi’s electronic payment and remittance vehicle (MAGIC). The agency agrees to make payment in accordance with Mississippi law on “Timely Payments for Purchases by Public Bodies,” which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-301 <i>et seq.</i></p>
11.	4/22/2019	Please send me the Bid Package for the Background Screening.	Section 4 – Request	<p>The solicitation and all amendments can be found at: <a href="http://www.dfa.ms.gov/dfa-offices/personal-service-contract-review/invitations-for-bids/">http://www.dfa.ms.gov/dfa-offices/personal-service-contract-review/invitations-for-bids/</a></p>

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**Corrections to the Solicitation**  
**Acknowledgement of Amendments**

**Corrections to Solicitation: May 3, 2019**

**Section 11.2.11 of IFB No. 2019-02 and Attachment C (BID COVER SHEET)** are hereby modified to reflect the corrections below:

**Section 11.2.11** All bid packages must be received by DFA OPSCR no later than **11:00 AM CST, Wednesday, May 15, 2019.**

**Attachment C BID COVER SHEET** “Bids are to be submitted to the address as listed in Section 11.2.12 of this IFB, on or before **Wednesday, May 15, 2019, 11:00 AM CST.**”

No other changes are made to the Invitation for Bids (IFB).

Please acknowledge receipt of this amendment by returning it, along with your original bid, by **Wednesday, May 15, 2019 at 11:00 AM CST.** This acknowledgment should be enclosed in your **bid packet** following the submission instructions located in the IFB.

**Failure to submit this acknowledgment may result in rejection of the bid.**

Signed by: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_