



ROANOKE COUNTY

Purchasing Division

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March 6, 2023

ADDENDUM NO. 1 TO ALL BIDDERS/OFFERRORS:

Reference – RFP 2023-073

Description: Background Screening Services

Issue Date: February 28, 2023

Proposal Due: March 15, 2023

The above Project is hereby changed as addressed below:

1. Vendor Questions Submitted: below is a list of inquiries submitted by prospective Offerors, and the answers provided by Roanoke County as we are able.
 - A. How many background checks do you expect to submit annually?
The County averages about 21-22 checks per month. We anticipate 250-300 background checks annually.
 - B. What are your requirements for how far back you require to be searched?
Or how far back you require residency searched?
Our current process searches any criminal history at any time.
This RFP does not require residency searches; however, Roanoke County would be interested in reviewing a standard lookback period as a potential a la carte option.
 - C. The RFP mentions an integration with the Global HR system. Can you provide what integration is required?
Ideally, Offeror would have the ability to incorporate a web service into our system that could automatically send employee data (SSN, Name, birthdate, etc.) to the vendor's system, which would then return a result (either pass/clear, or more info needed).

Note: A signed acknowledgment of this addendum must be received at the location indicated on the original solicitation either prior to the proposal due date or attached to your proposal.

Signature on this addendum does not substitute for your signature on the original proposal/bid document. The original proposal/bid document must be signed.

Thank you,

Kate Hoyt
Phone: (540) 283-8149
KHoyt@roanokecountyva.gov

Sign Name:

Print Name:

Name of Firm:

Date: