

**Addendum 1**  
**To RFP 24-1029 Background Check Services**  
**Questions and Answers**  
*Issued on August 21, 2023*

RFI #	Question/RFI	Answer/Clarification
1.	Is not having an assigned Account Manager a disqualifier?	No.
2.	Does Corporation qualify for cooperative contracts with companies such as Core Trust or OMNIA?	Corporation qualifies for local government cooperative contract pricing. Company shall indicate if cooperative contract pricing is being used under Section 3 - Bid Form: "EXCLUSIONS AND CLARIFICATIONS".
3.	Will Corporation require electronic I-9/ E-Verify services? Social Media?	No.
4.	Is there leniency to the insurance requirements?	Corporation standard contract insurance amounts are as posted in the RFP. If Company is requesting a change in insurance requirements, please include the requested changes under section 3 – Bid Form: "EXCLUSIONS AND CLARIFICATIONS".
5.	What is the intended start date with the selected company integrated with UKG?	Anticipated Contract commencement date shall be late September 2023. UKG integration shall be no later than two weeks after Contract is fully executed.
6.	Are the following criteria a "deal breaker"?  Corporation must be able to customize reference check questions.  Military Employment Verification.  Ongoing Monitoring and Alerts.	No.
7.	Will Corporation require both County and Federal Civil checks (County Civil: Upper and/ or lower courts)?	No.
8.	Does Corporation require "alias" included in the criminal checks?	Yes.

9.	<b>Section 2.1 - Reference Checks:</b> "Contact provided references to gather insights into the applicant's character, work ethic, and performance". Will San Diego Convention Center Corporation be providing specific questions to implement?	Corporation may provide specific questions in addition to selected Company's questions.
10.	<b>Section 2.1 - Reference Checks:</b> "Verify the accuracy of reference contact information and establish the credibility of the references". Please define the data needed to validate accuracy.	Company must confirm: name, contact information, company reference contact was employed at the same work place as the candidate, and the title candidate held while there.
11.	<b>Section 2.1 - Reference Checks:</b> "At minimum, Company must reach two (2) previous managers and one (1) peer professional for each reference check." What is acceptable if there is only 1 or none of the 2 previous managers or peers available?	If no prior work experience is available, Corporation will accept no references. If candidate has obtained one position, Corporation shall accept one manager.
12.	<b>Section 2.2 - Background Checks:</b> Regarding County criminal checks, is Corporation requesting to go back the standard 7 yrs., or 10 yrs.?	Corporation prefers 10 yrs., if legally permitted.
13.	<b>Section 2.2 - Background Checks:</b> Regarding Education Verification, does Corporation require the highest degree obtained? Highest enrolled? Does Corporation require High School to be included?	Specific education verification requirements shall be determined by position obtained by selected candidate.
14.	<b>Section 2.2 - Background Checks:</b> "Certification Verification." Please define these searches.	Corporation requires verification for professional certifications. Example: verifying a HRBP is SHRM certified; An accountant is CPA-certified; etc.
15.	<b>Section 2.2 - Background Checks:</b> "Identity Check." Please define these searches.	Corporation is requesting Identity checks to confirm the candidate is who they claim to be, including but not limited to, confirming name/alias used, date of birth, social security, etc.

16.	<b>Section 3.0 - Expected Outcomes:</b> "Company must make multiple verification attempts, not exceeding two days of attempts." Please define the number of attempts expected.	Corporation's expectation is: the selected Company will make multiple attempts (five (5) attempts over five business days) to verify provided piece(s) of information. Corporation prefers background checks be cleared in less than two weeks (when possible).
17.	<b>Section 4.0 - Optional Services:</b> What type of monitoring is the Corporation requesting?	Corporation requires monitoring for criminal and drivers record.
18.	<b>Section 4.0 - Optional Services:</b> What type of drug screening panel is Corporation requesting? Oral fluid (Lab based or instant)?	Corporation requires standard 5-panel urine without marijuana. Oral fluid option will not be required.
19.	<b>Section 4.0 - Optional Services:</b> Will Corporation require both County and Federal Civil Records checks (County Civil: Upper and/ or lower courts)?	No.

RFP documents are available for download at: <https://www.visitsandiego.com/procurement/2206606-rfp-24-1029-background-check-services>