



FULTON COUNTY PURCHASING DEPARTMENT

Winner 2000- 2005 Achievement of Excellence in Procurement Award
National Purchasing Institute

Jerome Noble, Director



ADDENDUM NO. 1 REQUEST FOR QUOTATION – 08DM58054YC BACKGROUND CHECK

September 26, 2007

This **ADDENDUM NO. 1** forms a part of the contract documents and modifies the original quote documents as noted. In response to questions submitted in reference to this quote, Fulton County's official responses are herewith provided:

Submitted by: Keith Dukes
Enterprise solutions

QUESTION: In reviewing your published bid for criminal background employee checks, have you put together additional information to provide additional details on the scope of the checks that you would like to run? This would include information such as names to be searched (e.g. name provided only, name provided plus all AKA's developed) timeframes of searches (e.g. – 7 year, 10 year), locations to search (county only, statewide, national). Are other items under consideration (for example, use of credit reports to develop additional names used and residences, sexual offenders lists)?

RESPONSE: **In response to the questions below, we are asking for name only search (with the name provided) and search by the last known address. If the participants have not lived within the State of Georgia less than one year, we may request a seven year search.**

Submitted by: Felicia Denman
Full Disclosure, Inc.

QUESTION: We have a question concerning the type of criminal background check you are looking for. Are you requesting county criminal searches based on the applicants address history, or are you requesting a statewide search of the state repository and/or database?

RESPONSE: **We are requesting statewide criminal records based upon the last known address.**

Submitted by: Steve Terhune
VanElla



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QUESTION: Is the “name search” describes on page 4, Section 3 of the service specifications, the only background screening service desired by Fulton County? Does Fulton County require any other searches to be conducted... criminal search, employment verification, social security verification, education, etc.....?

RESPONSE: **The vendor must provide “name search” for an individual criminal arrest record.**

Submitted by: Mrs. Robin Martinelli
Martinelli Investigations Inc.

QUESTION: In response to your inquiry, could you please explain how extensive of background information would you like us to provide you with?

RESPONSE: **I am unsure as to how to answer this question. We need criminal background check for our customers indicating their criminal history. Can they explain what is considered to be an extensive background?**

QUESTION: Most private investigator’s can get out of state criminal but Georgia does not allow to get someone’s criminal history unless they sign for it. If we know what address they live we can go to that county but otherwise it is against the law. They can get it themselves for about 15.00. Why not make the applicant obtain it themselves which is done in most counties to save Fulton money?

RESPONSE: **The program that the participant are enrolled in requires that we (Fulton County) as the employee obtain the background check. Secondly, the participants at the time of entrance into the program are unemployed, thereby not allowing them to pay for the background checks.**

QUESTION: Would be if they are going to sign a waiver so we can include that in the bid?

RESPONSE: **Every participant signs a waiver from Fulton County in order to conduct a background check. The waiver is kept in the participant’s file. When the bid is awarded, we can send a copy of the signed waiver when requesting a background check.**



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Submitted by: Susan Williamson
Government & Education Employer Services

QUESTION: 1. Request for individual in-state & out-of-state checks:
When running a criminal history report most felonies and misdemeanors will populate on the county level, this may make the statewide searches irrelevant however we can include them in your pricing as per your request.
2. Would you not also want federal checks? E.g. kidnapping or drugs Transported across state lines?
3. Who are you currently using to provide this service to the County?

RESPONSE: 1. Please include the countywide search in response.
2. (Question) What's the difference in the results of a statewide check versus a federal check?
3. Inquiries, Inc.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1 BACKGROUND CHECK- 08DM58054YC

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the quote package to the Purchasing Department, Fulton County Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the quote due date and time **October 5, 2007 @ 2:00 P.M.**

Legal Name of Bidder

Signature of Authorized Representative

Title



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