DESCRIPTION OF ADDENDUM - QUESTIONS & ANSWERS

Description of amendment:  Q & A

Q1. Is the North Carolina State Criminal an instant statewide database or is this a real-time Statewide Criminal search from North Carolina Court System?

   A1. Real time is preferred but database is acceptable depending on the frequency of updates at least within the past 30 days.

Q2. Prior Employment Verification, our team calls employment contact to validate employment?

   A2. No Tenant Screening Services wants prior employment listed on the actual credit report for but Pre-Employment Screening may want this service.

Q3. International Degree Verification, our team submits a transcript request to obtain degree information from school. Sometimes there are $5.00 to $20.00 for obtaining the transcripts, how can I offer a $5.50 plus fee if it applies on the bid form?

   A3. Please attach additional pricing on a separate page as needed/applicable.

Q4. Out of State Criminal Background - All names/ all Counties Real-time Statewide Criminal Search, Some states have a high fee to obtain data and can range from $5.00 to 65.00 CIC Credit usually bids one price such as $6.00 Plus State fee when it applies. To ensure you receive the lowest cost possible. How can I enter that on the bid form?

   A4. Please see A3.

Q5. Insurance Questions, CIC Credit offers Errors and Omission Insurance which is standard for a Consumer Reporting Agency we don’t carry General Liability insurance or auto insurance. Will that disqualify us from being awarded the bid?

   A5. No it will not disqualify you as long as you have E and O coverage (minimum).

Q6. What is your anticipated start date?

   A6. Immediately after the current agreement with First Point Recourses is discontinued (based on terms of contract termination notification). TBA as it depends when the quotes are finalized.

Q7. Why are you evaluating new providers for background screening services?

   A7. HUD requirement and to assess and evaluate services and costs that will best suit our current business needs. This includes but not limited to competitive pricing.

Q8. In reference to Scope of Work, Part 1, Section I: When the option is available, would you like for maiden an alias names to be included in your searches?
A8. Yes, when available for pre-employment and tenant screening services.

Q9. In reference to Scope of Work, Part 2, Section II, (1) (a): Please confirm you are requesting a Social Security trace and residency history.

A9. Confirmed, if electronic I-9 or E-Verify services are not available for pre-employment screening services. Yes.

Q10. In reference to Scope of Work, Part 2, Section II, (1) (a): Are you seeking electronic I-9 and/or E-Verify services in addition to the Social Security trace and residency history?

A10. No, I-9 and/or E-Verify services will be sufficient for pre-employment and tenant screening services.

Q11. Are vendors permitted to attach a separate cost sheet to elaborate on requested services?

A10. Yes (highly encouraged).

Q12. Are vendors permitted to attach a separate cost sheet to suggest additional, supplemental services we believe may benefit the HA?

A11. Yes (highly encouraged).

Q13. How many copies of the response should vendors submit to the HA?

A13. One copy is all that is needed.

Q14. Please confirm the address to which vendors should submit their responses.

A14. (Housing Authority of Winston-Salem. Attn: Melanie Williams Procurement Department. 500 West 4th Street, Suite 300, Winston-Salem, NC 27101)

Q15. Would the HA like to see a sample background check included in the response?

A15. Yes.

Q16. Would the HA like to see a sample of our client acknowledgments form, which requires clients to read and acknowledge receipt of FTC-mandated and FCRA documents?

A16. Yes.

Q17. SOW Part 1 - Tenant Screening: Please define the Nationwide Criminal Report you are requesting. Is this a search of the National Criminal Database?

A17. Yes, a national search of the criminal database in all states.

Q18. A SSN Search is not listed as part of the Tenant Screening services you are requesting. This search would be needed if we were asked to check any local jurisdictions for criminal records. Will you require an SSN Trace as part of this package? If so, will you revise the pricing template to reflect this change?

A18. Yes, we need to do a SSN search for local criminal records. Please include this in your quote sheet.
Q19. Court Fees vary depending on the jurisdiction being searched. May we include a schedule of these fees along with the product pricing, to be billed separately per usage?

A19. No, we want a flat fee all inclusive for running our national criminal reports, state reports and credit reports. We do not pay various fees with our current contractor and budgeting purposes we cannot pay fluctuating fees. We currently do not pay variances in pricing jurisdiction.

Q20. Please describe how you are currently verifying I9’s.

A20. We use FirstPoint to verify our I-9’s

Q21. May we provide separate pricing for Additional Names / AKA’s?

Q21. I was under the impression that this was currently, included in our agreement with FirstPoint. However, if another company does this for an additional fee, then yes. Please list those fees.

Thank you for your interest in doing business with our Agency and we look forward to receiving a Quotation submittal from your firm.

Warmest Regards,

Melanie M. Williams
Procurement Officer
(336) 917-6085
mwilliams@haws.org

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It is the responsibility of all Quoters to acknowledge addendums. Failure on the part of any quoter to acknowledge this addendum by the deadline may, at the HA’s discretion, deem that proposer as non-responsive and may eliminate such proposer from consideration for award.

ACKNOWLEDGED BY:

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<tr>
<th>Signature</th>
<th>Date</th>
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HOUSING AUTHORITY OF WINSTON-SALEM