



**PURCHASING DIVISION
ROOM 210 CITY HALL
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**NOTICE TO PROPOSERS
ADDENDUM #001**

TO THE RFP FOR: RFP017-21 Administration of Background Checks

FOR: City of Meriden

RFP DUE DATE: **November 3, 2016 at 4:00 PM**

Please acknowledge receipt of all addenda on the Proposal Pages.

The purpose of this addendum is to:

Answer RFIs.

1. Can you please define the scope of the background check that you are asking prospective bidders to quote on?

A. We are seeking employment history, educational background, criminal history – both in and out of state, social media search and driving history. We would also like to know what other searches are available.

2. Why are you switching vendors?

A. We are exploring other options.

3. Would you like this done Al La Carte or in a package?

A. All available fee structures.

4. What is your current cost per background check?

A. N/A

5. What is your current hit ratio?

A. *N/A*

Who is your incumbent for this contract?

A. *Combination of City and State Police*

6. What are the current searches that you complete on your applicants?

A. *Employment history and Criminal history – CT only and Motor Vehicle records.*

7. Is there an estimate of the volume of background check requests for this RFP?

A. *Per the RFP document- approximately 3 per month with more for summer hiring.*

Wilma C. Petro, CPPB, C.P.M.
Purchasing Officer

Dated: October 19 , 2016