

BACKGROUND CHECK SERVICES

Amendment 1

June 25, 2024

1. Is the RFQQ is limited to small business in the State of Washington only?
 - a. No. There are no geography or firm size limitations for Offerors.
2. For diverse suppliers, will the WSIB accept certification that are not provided by the Washington State Office of Women and Minority Business Enterprises (OWMBE)?
 - a. As indicated in Section 7.5 of the RFQQ, supplier diversity is not the basis of points or a preference under the RFQQ. While Offerors are free to provide OMWBE or non-OMWBE certifications, those will not be considered in making award decisions.
3. What's the anticipated annual volume of checks, including the number of engagements, number of subjects (individual or entity) per engagement, for all groups that will be using the pool of providers? Or historically, what's been the annual volume?
 - a. Currently, the Real Estate staff within the WSIB anticipate 1 to 2 searches a year, with each search covering 1 to 5 Subjects. However, the pool contracts resulting from this RFQQ will be available to the other four asset classes within WSIB, so the actual number of searches may be higher.
4. Who's the current provider?
 - a. There is currently a single service provider for the Real Estate asset class, but the WSIB is declining to provide the name of that provider. This RFQQ is to establish a pool of contractors serving the entire agency.
5. Please share the current price table in place.
 - a. The WSIB is declining to share current pricing.
6. Will awarded Offerors be compensated or reimbursed for travel to meet with WSIB personnel?
 - a. WSIB does not anticipate Offerors needing to meet with us in person. However, if that is necessary, Offerors will be reimbursed for such travel.
7. Would the WSIB provide geographical areas or jurisdictions where WSIB business activities are focused (by country and/or continent) and the estimated number of checks in each area/jurisdiction?
 - a. The primary focus will be on the US. However, there will be needs for international background checks but the exact number is unknown. Please refer to the answer in question 3 for overall estimated volume.

8. Can information from credit header database reviews be provided by way of bankruptcy records available in the applicable jurisdiction instead of reports from a credit agency(-ies)?
 - a. The goal of these particular services is for the WSIB to be informed of a Subject's credit and bankruptcy history. If Offerors can provide this information by checking sources other than those listed in the RFQQ, please describe in the Response.
9. With respect to the family members, social media reporting, will WSIB be identifying and providing names for said family members? Also, what is the anticipated volume of these requests?
 - a. The WSIB will provide specific search parameters as part of the process of engaging individual pool contractors to perform a specific search, or how often family members will be included as Subjects. Therefore, the WSIB cannot answer this question for all potential future engagements.
10. What does the WSIB mean by "commercial employment databases"? If an Offeror is not able to search such database(s), will it be disqualified?
 - a. Examples of "commercial employment databases include ZoomInfo, Dun & Bradstreet, and LinkedIn. No, they will not be disqualified.
11. Which Administrative and Occupational boards/Industries is the WSIB interested in a provider searching?
 - a. It will depend on the WSIB asset class doing the search as well as the Subject, but examples are CFA Institute and Real Broker boards.
12. The fee table included in Exhibit C, *General Information and Questionnaire*, shows a flat fee for domestic and international background check services. Can Offerors propose fee tables that include fee differences based on other factors (e.g., volume)?
 - a. Yes. Offerors are free to include in their Responses cost proposals that include terms other than those listed in Exhibit C. Those terms can either be added in Exhibit C or as a separate attachment. Nonetheless, the inclusion of additional terms does not excuse Offerors from completing in the fee table

included in Exhibit C. In other words, in all cases, Offerors should complete the tables included in Exhibit C.

13. Will the WSIB negotiate with the awardee concerning pricing on difficult searches, or checks that are requested for developing or high-risk countries?
 - a. Yes. As in the response to similar questions above, the WSIB will work as needed with awarded contractors depending on the nature of the specific search being conducted.
14. Will the WSIB provide examples of the types or scope of international background checks for Offerors to develop appropriate pricing?
 - a. The WSIB will provide specific search parameters as part of the process of engaging individual pool contractors to perform a specific search. Therefore, the WSIB cannot answer this question for potential future engagements.
15. Will personal interviews be required with background checks?
 - a. The WSIB will provide specific search parameters as part of the process of engaging individual pool contractors to perform a specific search. Therefore, the WSIB cannot answer this question for potential future engagements.
16. Should the fixed fees or hourly rates listed in the fee table include costs for acquiring copies of documents necessary to perform these services? Or can this be negotiated at the time of contract award or engagement for background check services for specified Subjects?
 - a. Yes, the rates proposed should include those costs. As in the response to similar questions above, the WSIB will work as needed with awarded contractors depending on the nature of the specific search being conducted.
17. For Question 2.3 of Exhibit C, is the WSIB requesting relevant licenses, certifications training and education for Offeror employees? Or for the Offeror as an entity?
 - a. The WSIB is requesting such information on a few key people and on the entity.
18. What improvements are you seeking in the provision of these services (e.g., customer support turnaround time or platform functionality)?
 - a. Primarily, the WSIB is looking for links to the source material be provided by the awarded Offeror when possible. In addition, the WSIB is now requiring a summary of substantial finds at the beginning of the report (see, RFQQ Section 2.1).
19. Will the WSIB require copies of background check documents to be provided?
 - a. The WSIB will provide specific search parameters as part of the process of engaging individual pool contractors to perform a specific search. Therefore, the WSIB cannot answer this question for potential future engagements.
20. Are there any plans to integrate with an HRIS system? If so, which one?
 - a. No. The requested background check services are intended for WSIB contractors and not employees. Accordingly, there is no integration into any WSIB system.



21. Exhibit D, *Contract*, is hereby added to the RFQQ.
22. Any capitalized terms used in this Amendment and not defined herein shall have the meaning given to them in the RFQQ.
23. All other terms and conditions of the RFQQ remain in full force and effect.