NOTICE TO ALL BIDDERS

ADDENDUM NO. 1

INVITATION FOR BID: B003961 for Background Checks, Drug Testing and Immunization Tracking

This addendum is to provide all potential respondents the questions raised and the College’s response to each question.

Q1 I wanted to ask for clarification on Section 1 - Background Check Services. Parts I and IV both state they are the scope for human resources but have different services listed. Was one part intended for a different department/job? Are each of those scopes what you'd like shown for the sample new hire packets itemized for the new Section 1 #13 question?

A1 Parts I and IV, both are required services for the contract. However, Section IV, is a function required by two additional departments that are not listed in the bid. Human Resources will be the primary user and the liaison for the other departments. For the new hire packets, the focus should be on the scope listed in Section I.

Q2 We have found that legally only the certified end user organization could place the required MO searchers listed in the bid. Day care providers, senior care center providers, etc.) This means a 3rd party company cannot legally pull these searchers or gain access to them. How will this be addressed?

A2 The College has a designated person that will addresses this.

Q3 When sharing certain confidential information, it is our internal policy to secure an executed MNDA. Could the College please review, sign and return our attached MNDA?

A3 St. Louis Community College does not want to sign any additional non-disclosure agreements.

Q4 (Section I: Scope of Services Needed for Human Resources) Can the College please clarify if this section is in reference to screening service requirements for Human Resources or students?

A4 Section I, is for Human resources. Though as mentioned in the opening statement, “The successful bidder will be required to comply with the following approved Regional Guidelines for Human Resources and other relevant departments.” There is a student component that’s vital to the other unlisted departments.

Q5 (Section IV: Scope of Services Needed for Human Resources – c. Fingerprinting) Can the College please provide vendors the purpose for fingerprinting and the volume for this service from 2019?

A5 Childcare (CDLC), Clinical Partners (MO Dept of Health and Human Services)

Q6 (Description of Required Background Check Services: 3. County Criminal): Is the College seeking AKA-inclusive searches for country criminal record checks only or for all applicable searches? Are AKA-inclusive searches required for both student and HR populations?

A6 Yes, the college is seeking AKA inclusive searches, this is applicable for both student and Human Resources.

Q7 Who is the current provider?

A7 CastleBranch

Q8 Why are you evaluating new providers?

A8 Costs, centralization.
Q9  What is the current pricing?
A9  Varies of services used based on department needs and responsibilities.
Q10 What are the current collection sites? Has there been any issues?
A10 See location sites below and no issues.

Lab Locations:

Successful contractor’s drug testing lab locations must be within a reasonable travel area from each St. Louis Community College campus. By separate cover, please list your lab locations for each of our campuses.

St. Louis Community College at Forest Park
5600 Oakland Avenue
St. Louis, MO 63110

St. Louis Community College at Florissant Valley
3400 Pershall Road
St. Louis, MO 63135

St. Louis Community College at Meramec
11333 Big Bend Blvd.
St. Louis, MO 63122

St. Louis Community College at Wildwood
2645 Generations Drive
Wildwood, MO 63040

Where to get a TB test:
• Free Testing for St. Louis City Residents:
  City of St. Louis Department of Health
  1714 Olive Street
  Mondays, Tuesdays, Wednesdays and Fridays
  8 a.m. – 4:45 p.m.

  $24 Testing for St. Louis County Residents
  6121 North Hanley Road
  4000 Jennings Station Road
  4580 S. Lindbergh
  Mondays, Tuesdays, Wednesdays and Fridays
  8 a.m. - 3 p.m.

  $55-64 Testing at Walgreens or CVS clinic locations
  Testing is also available through your private physician (Costs vary and may be covered by your insurance)

Q11  Can we bid on just one aspect of the RFP, such as drug testing? Or does the “all or nothing” bid evaluation apply here?
A11 You can bid on what’s applicable, however the College reserves the right to award the contract on a section by section basis or all or nothing, whichever is deemed to be in the best interest of the college.
Q12 Page 6 & Page 7 state that this is to be a three (3) year contract. However, Page 6 lists the start date as November 1, 2020, and the end date as November 2, 2021. Can you confirm that the end date should be 2023? Or that the contract is a one (1) year contract with the possibility of two, one (1) year extensions?

A12 The Contract is a (3) three-year contract. The correct end date is November 2, 2023.

Q13 Page 7. "Prepared to present an oral presentation". Can these oral presentations be done via phone or virtually?

A13 The College prefers a virtual presentation.

Q14 Page 15. “The 5-Panel, 9-Panel or 10-Panel urinalysis drug test must screen for the presence of: THC, Cocaine, Opiate, Amphetamine and PCP etc.” While page 16 lists the “etc” for the 10-Panel and a bonus 11-panel, can you specify what the 4 additional drugs would be in the 9-panel so we can provide appropriate pricing?

A14 Marijuana (THC), Cocaine, Amphetamines, Opioids, Phencyclidine

Except as amended in Addendum NO. 1, all components of this Invitation for Bid remain unchanged.

Please include a signed copy of this addendum with your bid submission.

Sincerely,

KeJuan Torrence
Buyer

Signature

Company

Telephone Number

Fax Number