



January 29, 2025

AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Agency*

*Congestion Management
Agency*

*Service Authority for
Abandoned Vehicles*

**SUBJECT: Request for Proposals (RFP) 4-2691
“Pre-Employment Background Investigation Services”**

Offerors:

This letter shall serve as Addendum No. 1 to the above RFP issued by the Orange County Transportation Authority (OCTA). Offerors are reminded that the proposal submittal date is at or before **2:00 p.m., February 11, 2025**.

The following questions were submitted by the deadline:

Question 1:

I am reviewing the RFP, and I don't see a section where it states the volume of background checks annually. Do you have this or can you direct me to where I can find this at?

Response 1:

The estimated volume of background checks for this RFP is estimated to be six hundred (600) annually.

Question 2:

What's the anticipated annual volume of checks, or historically, what's been the annual volume?

Response 2:

Please refer to the response for Question 1.

Question 3:

Who's the current provider?

Response 3:

AccuSourceHR, Inc.

Question 4:

What improvements are you seeking in a new provider, e.g., Customer Support Turnaround Time, compliance and Platform functionality?

Response 4:

Dedicated customer service support. The selected vendor also should demonstrate how they can work with both Workday & iCIMS Prime systems to facilitate a seamless transition and integration process.

Question 5:

Please share the current price table in place.

Response 5:

To obtain the current price table in place, please submit a public records request by visiting <https://www.octa.net/>.

Question 6:

What is the approximate percentage breakdown between DOT and Administrative background checks?

Response 6:

60% Department of Transportation (DOT)/40% Administrative

Question 7:

Are there any specific jurisdictions outside California that are frequently needed for checks? eg New York, TX etc.

Response 7:

No specific jurisdictions as each background check is based on the candidate's previous work experience and previous residences.

Question 8:

How does OCTA currently handle conditional offers under California's Fair Chance Law?

Response 8:

OCTA utilized adverse action through its current background check company who drafts/sends the letter(s) to the candidates.

Question 9:

Can you indicate the volume – number of applicants/background checks per year?

Response 9:

Please refer to the response for Question 1.

Question 10:

For the 3/6 Interview, will this be an onsite meeting or meeting invite?

Response 10:

The interviews scheduled for March 6th will be virtual Microsoft Team's Meetings, invites will be sent via email.

Question 11:

Will you require continuous Motor Vehicle Record Monitoring for current employees?

Response 11:

No.

Offerors are reminded to acknowledge receipt of this Addendum No. 1 in their transmittal letter and Exhibit B, "Price Summary Sheet." All changes addressed in this Addendum No. 1 shall be incorporated into the final Agreement.

Questions regarding this Addendum No. 1 should be directed to the undersigned at ehoskin@octa.net.

Sincerely,



Ellis Hoskin
Contract Administrator
Contracts Administration and Materials Management