



ALASKA RAILROAD CORPORATION  
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March 9, 2023

**Addendum Number 2**  
**RFP 23-16-210610**  
**Background Check Services**  
**Bid Closing: March 17, 2023**

**This addendum is issued to provide information as follows:**

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Bidder Questions:

1. The RFP states that the Alaska Railroad Corporation has around 650 year-round employees with an additional 100 summer seasonal hires. Can you please tell us approximately how many background checks per year would be anticipated? Would the background checks be limited to only the summer seasonal hires or would year-round employees be subject to the checks, too?  
**Please refer to RFP Section A and Addendum 1- Additionally, ARRC will need background check year-round.**
2. Section E *Fee Schedule* describes 14 specific services and asks for a per-unit cost for each. It also requests pricing for “packages” that would include bundled services. Would it be acceptable for a proposer to provide a flat-rate price only for the bundled services, rather than for each type of background check separately?  
**Please refer to RFP Section D- Item 4**
3. Section E *Fee Schedule* requests 4 different types of international background checks (felony, misdemeanor, academic and employment). To the best of our knowledge and experience, international background information is only available to international law enforcement agencies. Can you please elaborate on where or how this information is to be obtained?  
**The where and how of all background check services are the responsibility of the contractor. Additional information on international background check services may be found on RFP Addendum 1.**
4. Can you please elaborate on what is intended by “DOT Compliant Services” (Item 13)?  
**Please refer to RFP Addendum 1**
5. Can you please elaborate on what is intended by “IT / Cyber Security Verification” (Item 14)?  
**Please refer to RFP Addendum 1**

6. Could you please provide a sample of a current background check report?  
Background Check Reports that are being provided by our current contractor are proprietary and cannot be shared.
  7. Are these background check services currently being provided in-house or by a contractor? If provided by a contractor, could you please provide a copy of the current contract?  
Please refer to RFP Addendum 1- Additionally, ARRC will not be providing these documents during the bidding process.
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Please acknowledge receipt of this and all addendums via email. **All other dates, terms and conditions remain unchanged.**

Please direct all responses and/or questions concerning this solicitation to Candice Humphrey, via email [HumphreyC@akrr.com](mailto:HumphreyC@akrr.com).

Respectfully,

Candice Humphrey  
*Contract Administration Specialist*