



ALASKA RAILROAD CORPORATION
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March 14, 2023

Addendum Number 3
RFP 23-16-210610
Background Check Services
Bid Closing: March 17, 2023

This addendum is issued to provide information as follows:

RFP Section B, SCOPE OF SERVICES / PROPOSAL CONTENT:

Please see updated Section B below. 12.0 was inadvertently cut off from the original RFP.

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.

Respectfully,

Candice Humphrey
Contract Administration Specialist

SECTION B

SCOPE OF SERVICES / PROPOSAL CONTENT

Experience and Qualifications of the Firm

- 1.0 Brief summary with general information on your organization's history
- 2.0 Describe your ownership structure
- 3.0 Explain any significant shifts in your organization within the last three years
- 4.0 Identify the number of clients that have begun using your company's services in the past three years. Identify any clients that stopped using your company's services in the past three years. Explain why.
- 5.0 Identify if your firm uses the services of a subcontractor. If so, provide details on whom and describe which portions or services.
- 6.0 Location of the office from which management of the project would be accomplished

Company Name:
Address:
Main Phone:
Website URL:
- 7.0 Signature and title of a person authorized to obligate the firm

Contact Name:
Title:
Email:
Phone:
Fax:
Signature:
- 8.0 Provide an organizational chart showing all key personnel, identifying their area of expertise, and their roles and relationships and how they will interact with ARRC personnel and among themselves.

Proposed Key Personnel

- 9.0 Identify and describe the number of key personnel
- 10.0 Include resumes and work experience of the key personnel

Methodology, Reporting and Ease of Use

- 11.0 Describe your firm's methodology and resources in fulfilling this contract.
- 12.0 Describe the processes you have in place to stay current with State and Federal laws regarding background investigations.
- 13.0 Describe your firm's mechanism for requesting information, receiving and reporting data.
- 14.0 How do you communicate the status of the verification request to the ARRC?
- 15.0 Describe the accuracy rate of the information provided, procedures in place to ensure accuracy and consequences of providing inaccurate information.
- 16.0 Explain how your firm handles erroneous or misinformation.
- 17.0 Describe any additional services that your firm offers, include any processes and/or features that set your firm apart from the competition.

Fee Proposal

- 18.0 Appendix C (Cost Schedule)
- 19.0 Details of all Background services offered along with their fee structure.