



QUESTIONS & ANSWERS

RFP 20-38 – Personnel Investigation Services

	QUESTION	ANSWER	RESPONSE
1.	Do you currently have a list of approved and/or previously awarded vendors for these services?	The current vendor is Diane Davis Investigations.	Via email and posted to Public Purchase and County website on 03/20/2020.
2.	What are the current prices you pay for these services? (hourly and/or per investigation)	The current hourly rate is \$50/hour, \$45/hour if County provides secretarial services.	Via email and posted to Public Purchase and County website on 03/20/2020.
3.	How many investigations do you anticipate annually?	Approximately 50, it varies from year to year.	Via email and posted to Public Purchase and County website on 03/20/2020.
4.	Regarding the requirement that “Within two (2) business days of assignment, unless otherwise agreed, investigator shall meet with the Director and/or County Counsel, or their designees, as necessary to discuss allegations to be investigated.” Does this have to be an in person meeting, or is email/phone acceptable?	In most circumstances phone or email will be appropriate. On occasion for larger investigations we will meet in person to strategize.	Via email and posted to Public Purchase and County website on 03/20/2020.
5.	<p>Could you please help me to understand what is expected in the “[KEYBOARD]” portion of Attachment C?</p> <p>For example, Section 5. TERM OF AGREEMENT. This agreement shall commence as of the last date it has been signed by both [all] Parties and shall end [KEYBOARD].</p>	The [Keyboard] references are placeholders that will be filled in upon execution of a contract. For example, in that particular case, that would be filled with the end date of the initial term. It’s likely that will be replaced with one year from date of signing, but it at least gives you the framework of our standard contract to review and consider. If there are any other areas with [Keyboard] references that you have questions about	Via email and posted to Public Purchase and County website on 03/26/2020.

		specifically, please let me know and I'm happy to address it.	
6.	Due to the recent conditions of the COVID-19 outbreak and California's Shelter-In-Place order, we would like to ask if your agency is willing to accept electronic submissions exclusively, as organizations are complying with CDC recommendations to practice social distancing and have employees telework as much as possible to keep everyone safe.	Yes, please refer to Addendum 1, and the revised RFQ posted on our competitive procurements webpage: https://www.co.shasta.ca.us/index/support-services/purchasing/competitive-procurements	Via email and posted to Public Purchase and County website on 03/27/2020.