

Addendum 1
Questions & Answers
For
20RFP027 Internet & Social Media Screening Services

1. **QUESTION:** Please clarify whether flash drive copies should include required forms:

Front page of RFP:

- **Please submit the following:**

Required

- o One (1) hard copy marked “original” – include signed “required” forms

- **Requested**

- o Thirteen (13) digital copies on individual flash drives – do not include “required” forms
- o Five (5) hard copies marked “copy”

III. PROPOSAL FORMAT

C. Required Forms

Forms are required with **Original response & flash drive only;** they can be excluded from additional requested copies.

ANSWER: Do not include signed ‘required’ forms on flash drives.

2. **QUESTION:** We would like to request clarification regarding the CIQ form being required for all bidders.

Section III, C. Required Forms lists the Conflict of Interest Questionnaire (CIQ) as one of the forms contractors are required to execute and return with their proposal; however, the form applies only to vendors who have a business relationship with a local governmental entity. Instructions on page 2 of the CIQ form state:

A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

If a bidder does not have such a relationship, it cannot execute this form. The form does not include a question asking whether such a relationship exists; it starts by asking for the name of the vendor with a business relationship with local governmental entity. Please clarify whether the CIQ form is in fact required for bidders without a relationship with a governmental entity.



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ANSWER: An individual or business entity that contracts or seeks to contract for the sale or purchase of property, goods, or services with Austin ISD **must file** a Conflict of Interest Questionnaire. This includes individuals and entities that seek to purchase goods and services from Austin ISD, as well as those who seek to sell goods and services to the District. An "agent" of a vendor in the vendor's business with the District must also file a CIQ.

The CIQ must be filed with Austin ISD's business and procurement office within seven (7) days of beginning contract negotiations, or submitting an application, bid, response to a request for proposal, correspondence, or other writing related to a potential agreement with Austin ISD. The forms must be updated annually.

3. **QUESTION:** are you able to share with me who AISD's traditional background screen provider is?

ANSWER: Texas Department of Public Safety

4. **QUESTION:** Out of the 18,000 annual candidates that are screened how many would require Social Media checks?

ANSWER: Only those that are recommended for employment, approximately 5,000 but will vary from year to year.

5. **QUESTION:** There are many different types of Social Media screening options. Are you looking for an automated solution- meaning we would only check specific databases (I.E. Facebook, Instagram, Twitter, etc.) or are you looking for the more executive level social media screening where we would have a Social Media Analyst conduct a full web based internet Social Media search?

ANSWER: Executive level Social Media screening with a Social Media Analyst conducting full web based internet Social Media searches.

6. **QUESTION:** The RFP mentioned 10,000 employees and 18,000 applicants, does AISD currently have the social media profiles of the individuals?

ANSWER: No

7. **QUESTION:** How often would AISD want to monitor 10,000 employees?

ANSWER: 2 times per year

8. **QUESTION:** Would a social media collection be done on all 18,000 applicants?

ANSWER: No

9. **QUESTION:** Is AISD staff going to be doing the analysis and collecting? i.e. We offer a system to conduct the work and AISD staff collects and analyzes.

ANSWER: No, we want this to be part of the scope of work conducted by the firm and provided to the district for review.



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10. **QUESTION:** Would AISD staff be available to assist in developing search criteria specific to the requirements?
ANSWER: Yes
11. **QUESTION:** The Forms listed on the "Checklist and Submission Guidelines" match the Forms available on the [Required Forms Link](#), however, there is a discrepancy on the Forms listed under section III.C of the RFP. Under that section "Strategic Partner Profile" is omitted, while "Software Vendor Certification Form" is added. I am assuming the "Strategic Partner Profile" is a Form that needs to be filled out as it is available for print while the "Software Vendor Certification Form" is not, but I would like to make sure.
ANSWER: Submit the Strategic Partner Profile with your packet. Only submit the Software Vendor Certification if proposing a software component.
12. **QUESTION:** Under section VI of the RFP, "real-time" screenings and notifications are mentioned a couple of times. Are you able to provide some insight into what the expectations of "real-time" are?
ANSWER: "Real-time-" automated alerts on an applicant or employee with a completed initial screening that would indicate concerning behaviors that match the screening criteria.
13. **QUESTION:** Under section VII of the RFP there are "Appendencies" and "Attachments". I see the Appendix but I do not see anything under "Attachments". Am I missing something?
ANSWER: There are no attachments available to download.