



REQUEST FOR PROPOSALS
Employment Background Screening Services
DULUTH TRANSIT AUTHORITY

Addendum #1

March 3, 2023

1. Clarifications to Date:

- a. There is no particular font size or format required in the response. Brevity is preferred.
- b. Clarification on the pricing sheet (page 27 of the RFP): The “Follow up license check” is the same as MVR reporting.
- c. The DTA does not have a list of individuals or companies that have accessed the Request for Proposal document. To maximize participation, the RFP is available on a public website.
- d. Historically the DTA has used Samba Safety for MVR reports and Embark Safety for background checks. There has been no issue with their services, the DTA is just conducting a new competitive process that is open to all potential providers.
- e. The reference to the I-9 verification in the Proposal sheet is to be included in an employment history verification upon request from the DTA, and should be for a period of 7 years prior, unless a different period of review is requested by the DTA Project Manager, (but no longer than 7 years.)
- f. Proposers are requested to provide individual pricing for the services noted on the Proposal sheet, but may provide a “bundled rate” for services as a notation on their submittal. Please note that the cost evaluation will be based on the individual rates, since many of the services on the Proposal sheet are optional at the DTA’s discretion.