ADDENDUM ONE TO ALL FIRMS:

Reference: Request for Proposal (RFP) #FF100507

Commodity: Pre-Employment Background Screening Services

Dated: October 23, 2007

Proposal Due: November 1, 2007

Please reference the following changes to the RFP #FF100507 issued on October 23, 2007 for Pre-Employment Background Screening Services:

In Section II., Scope of Services, sub-section A., change item 3. to read as follows:

3. Educational degree validation with the ability to present follow up information for negative checks

Add item 13. to read as follows:

13. Civil litigation search

In Section II., Scope of Services, sub-section B., Additional Required Capabilities, item 5, change to read as follows:

The Selected Firm must demonstrate the ability to integrate with applicant tracking systems (the University currently utilizes the PeopleAdmin Position Management Module and the Applicant Tracking Module; as manufactured by PeopleAdmin, Inc. [http://www.peopleadmin.com/index.html]). It is critical for the Selected Firm(s) to demonstrate the ability to integrate with applicant tracking systems (preferably the University’s PeopleAdmin system) in order to automate the pre-employment screening process.

Please reference the following clarifications to RFP #FF100507 issued on October 23, 2007 for Pre-Employment Background Screening Services:

1. The University runs a baseline, package background check on all potential employees, consisting of criminal background search and sexual offender background search. Additional checks are performed on an as needed basis depending on the actual position for which the applicant is being considered. The University requests that Firms present pricing for the baseline, package background check and a la carte pricing for additional checks.

2. The following are projected annual numbers for background checks (based on current history), in order to assist Firms in the formulation of pricing. Please note that these numbers are estimates, and actual numbers may vary.

- Criminal state/county checks: 3,000
- Sexual offender checks: 3,000
- Education checks: 600
- International checks: 100
If you have any questions concerning this Addendum or the RFP, please contact me at fff3x@virginia.edu. Thank you for your participation in this RFP Process. I look forward to receiving your proposal.

Sincerely,

Frank F. Fountain
Buyer Specialist

Please sign below, acknowledging receipt of this Addendum and return this document with your response to the RFP.

__________________________________________________________  ____________________________
Signature                                                   Name of Firm

__________________________________________________________  ____________________________
Please Print Name of Person Signing Above                  Date