

**HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO
PROCUREMENT AND CONTRACTS DEPARTMENT
715 E. BRIER DRIVE, SAN BERNARDINO, CA 92408
(909) 890-0644 FAX (909) 890-2349
<http://ww2.hacsb.com/business>**

ADDENDUM #1 FOR RFP PC#1086 – TENANT SCREENING SERVICES

The following addendum to this Request for Proposal is hereby incorporated into the bid process.

PLEASE NOTE:

Questions and Answers: The following questions and answers were asked. Please review the responses and include them in your proposals.

1. Is there a need or want for the selected partner to provide a recommendation tool?
 - Recommendations are welcome.
2. Page 7, Scope of Work, 1. Report Content, Section a. – Landlord Verification. Is HACSB looking for the selected provider to call previous landlords and verify history?
 - No. The landlord verification is completed by the management office.
 - Page 7, Scope of Work, 1. Report Content, Section c. - Is the HACSB looking for a tri-merged credit report or simply access to all 3 bureaus with the intent to request a report from a single bureau at the time of application?
 - One single bureau at the time of application. We currently use Experian.
3. Page 7, Scope of Work, 1. Report Content, Section I – ‘lifetime Sex Offender Registry’. Will the landlords in HACSB use this information to potentially deny housing? We ask this question because state laws do not allow denial of housing for being on a Sex Offender Registry?
 - The Housing Authority must deny any individual who is subject to a lifetime registration as a sex offender per HUD regulations.
4. Page 11, item 6, ‘Handling of Level Three (3) Sex Offender Information’. Will HACSB please define what is meant by ‘handling’?
 - Ensuring all 3 levels are accessible by the vendor.
5. Page 9, Item 1, ‘Consultants should provide a temporary user name and password...purpose of evaluating the Consultant’s ability to comply with the stated Scope of Work. Would HACSB please clarify the type of access they are looking for prior to awarding the RFP?
 - HACSB will need to process reports through the vendor’s website in order to see the results, reports, and information provided to ensure all information required is available.

- 6. Section 168(b) prohibits a consumer reporting agency from rendering a consumer report without a permissible purpose. Evaluation of consumer reporting agency services is not listed as a permissible purpose under the law.**

Due to the law in place would HACSB agree to a “trial run”? This would involve the signing of an agreement which would then give HACSB access to the system and data for the purposes listed in the RFP. If a ‘trial run’ is not acceptable, would HACSB have another acceptable alternative?

- A trial run should be ok. The HACSB will have permission from our applicants to request criminal background and credit reporting information. This is in line with the response to question #6. HACSB will need to view the reports provided, data, etc., to ensure we receive the necessary information.**