



March 12, 2018

**Amendment Two
Background Screening Services
IFB No. 2018-01**

The Public Procurement Review Board, on behalf of the State of Mississippi, seeks to establish a Preapproved Vendor List for Background Screening Services, and invites your bid.

The advertised closing date and bid opening date for the procurement (March 19, 2018) has been modified. The new bid package submission deadline is **Tuesday, March 20, 2018, 1:00 PM CST**; while the new bid opening date is **Tuesday, March 20, 2018, 2:00 PM CST**. This date change requires amendments to the following:

1. Section 3 has been amended as follows:

Section 3 – Timeline

Invitation for Bid Issue Date:	February 12, 2018
Questions and Requests for Clarification to PPRB Deadline:	February 27, 2018, 5:00 PM CST
Anticipated Posting of Written Answers to Questions:	March 6, 2018, 5:00 PM CST
Bid Package Submission Deadline:	March 19<u>20</u>, 2018, 1:00 PM CST
Bid Opening:	March 19<u>20</u>, 2018, 2:00 PM CST
Anticipated Date of the Notice of Intent to Award:	March 27, 2018, 5:00 PM CST
Anticipated Post-Award Debriefing Request Due Date:	March 30, 2018, 5:00 PM CST
Anticipated Post-Award Debriefing Held By Date:	April 3, 2018, 5:00 PM CST
Anticipated Protest Deadline Date:	April 3, 2018, 1:00 PM CST

2. Section 11.2.2 has been amended as follows:

11.2.2 The original and one copy of the bid package shall be signed and submitted in a sealed envelope or package to 501 North West Street, Suite 1301, Jackson, MS 39201 no later than **1:00 PM CST, ~~Monday~~Tuesday, March ~~19~~20, 2018.** (*Also see, 11.2.4. and 11.2.12.*)

3. Section 11.2.4 has been amended as follows:

11.2.4 The envelope or package shall be marked with the bid opening date and time, and the number of the IFB (2:00 PM CST, **~~Monday~~Tuesday, March ~~19~~20, 2018**; No. 2018-01).

4. Section 11.2.11 has been amended as follows:

11.2.11 All bid packages must be received by PPRB no later than **1:00 PM CST, ~~MondayTuesday~~, March ~~1920~~, 2018**. Bids submitted via facsimile (faxes) **will not** be accepted. It is suggested that if a bid is mailed to PPRB, it should be posted in certified mail with a return receipt requested. The only acceptable evidence to establish the date of mailing is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression, exclusive of a postage meter impression, that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Bidders should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper. PPRB will not be responsible for mail delays or lost mail.

5. Section 11.2.12 has been amended as follows:

11.2.12 Sealed bids should be mailed or hand-delivered to and labeled as follows:

Background Screening Services Preapproved Vendor List
Bid No. 2018-01
Region: _____
Opening Date: 2:00 PM CST, ~~MondayTuesday~~, March ~~1920~~, 2018
Mississippi Department of Finance and Administration
Office of Personal Service Contract Review
Attention: Catoria Martin
501 North West Street, Suite 1301
Jackson, Mississippi 39201
SEALED BID – DO NOT OPEN

6. Attachment C, Bid Cover Sheet has been amended as follows:

Bids are to be submitted to the address as listed in Section 11.2.12 of this IFB, on or before **March ~~1920~~, 2018, 1:00 PM CST**.

The amended Attachment C is attached.

7. Question and Answer #19 has been amended as follows:

19.		2/27/2018 12:07 PM	Can you confirm the dates you anticipate calling references? This information will be provided to our references so they know when to expect your call.	The anticipated dates for reference calls are March 19-21 <u>20-22</u> , 2018.
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Please acknowledge receipt of Amendment Two by returning it, along with your original bid, by **Tuesday, March 20, 2018, 1:00 PM CST**. This acknowledgment should be enclosed in your bid packet following the submission instructions located in the IFB. **Failure to submit this acknowledgment may result in rejection of the bid.**

Company Representative: _____

Company: _____

Date: _____

ATTACHMENT C – Amended 3/12/2018

BID COVER SHEET

The Public Procurement Review Board, on behalf of the State of Mississippi, plans to develop a Preapproved Vendor List of Providers for Background Screening Services, and invites your bid.

Services listed above will be provided by region. *See* map of regions in **Attachment A**.

Bids are to be submitted to the address as listed in Section 11.2.12 of this IFB, on or before **March 20, 2018, 1:00 PM CST**.

Name of Company: _____

Quoted By: _____

Signature: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax Number: _____

E-Mail Address: _____

Name and phone number of Company Representative to be contacted by Agencies seeking to contract for services pursuant to this IFB: _____

FEI/FIN # (if company, corporation, or partnership):	
SS# (if individual):	

In addition to providing the above contact information, please answer the following questions regarding your company:

What year was your company started? _____

How many years and/or months has your company been in the business of performing the services called for in this IFB? _____

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. _____

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms. _____

How many accounts of comparable type and/or size of operation has your company provided these services for in the past three (3) years? _____

Is your company bonded to validate the accuracy of any/all information provided to the Agency and licensed as a Private Investigations Agency? _____

Is your company licensed and/or certified to provide said services as required by any and all applicable federal and state law(s)? _____

List all licenses or permits your company possesses that are applicable to performing the services required in this IFB. _____
