



**ADDENDUM #2**

**06/27/2024**

**TO: ALL POTENTIAL SUBMITTERS**

**FROM: NINA ALEXANDER, BUNCOMBE COUNTY PROCUREMENT AGENT**

**SUBJECT: ADDENDUM #2 FOR RFP Background Check and Drug Testing**

The following changes, revisions, additions, and/or clarifications to the plans and/or specifications are hereby made a part of the original documents.

### **Addendum # 2**

The following questions were asked by prospective bidders:

#### **1.0 PURPOSE AND BACKGROUND**

1. Can you provide which vendor you're currently using?

Wolfe & Associates

2. Is the county a member of the GPO Omnia Partners?

Yes.

#### **5.0 SCOPE OF WORK:**

3. Does the county need other drug screen panel options other than the two mentioned?

Our current vendor provides a 7-panel test for Amphetamines, Benzodiazepines, Opiates, Marijuana metabolites, Barbiturates, Cocaine and Phencyclidine. We would be interested to

know which 5-panel tests vendors offer, or if they offer a 'buffet-style' test which allows the client to pick which drugs are included.

4. Vendor is to provide concise detail of procedures in place to ensure HIPAA compliance. What specific documentation would the county like to see to ensure HIPAA compliance?

Buncombe County would like all information that the vendors have regarding their current policies and practices to ensure HIPAA compliance. Since the vendors are in the business of providing medical drug screening services, we expect the vendors to have a good understanding of their own legal responsibilities.

5. "Risk Management, scan for inconsistencies in candidates' history to help identify potential fraudulent or misrepresented information." Can you clarify what you are looking for here?

Buncombe County would like to know if vendors have the ability to do cross-referencing to determine if candidates have provided false information or misrepresented information (legal name doesn't match SSN, candidate stated they graduated from a school with a degree but they did not, etc.)

6. Why is Buncombe County currently going to Bid?

Buncombe County is seeking information to ensure that we are receiving the highest quality of service at the best price. We are also very interested in moving to a system which integrates with Workday so that our HR staff are not manually entering data for background checks/drug screens/employment verifications.

7. Are there any specific opportunities for improvement a new vendor will be able to improve that your current background screening program is not being offered today? (i.e. Integration capabilities, manual processes, TAT, customer care, pricing)

Yes, Buncombe County is interested in integration with our HRIS system Workday and reducing all manual processing. Vendors should explain in detail how their system can integrate (or if it cannot) and what their companies' workflows look like.

8. What does Buncombe Counties current background screening workflow look like today for the user and candidate experience?

Currently, candidates sign a digital Release of Information which allows HR Staff to initiate their background/drug/employment/education verifications. HR Staff manually type information in that is on the digital release into our current vendor's online system. If any discrepancies are found, our current vendor relies on our HR staff to individually verify any missing information, which is time consuming for our staff.

9. When does your current background screening contract come to an end?

Buncombe County does not have a contract in place for this service.

**END OF ADDENDUM # 2**  
**RFP Background Check and Drug Testing**