

January 8, 2025

To: All Potential Respondents
From: Katelyn Howells, Purchasing Agent
Subject: 005-RFP-1412-2025 Security Guard Services

Addendum One

PART 1: QUESTION & ANSWER

Please amend the subject RFP to include answers to the following timely received questions:

- Q1. Does the CPR/First Aid/AED certification need to be from American Red Cross, or can it be from another accredited CPR/First Aid/AED training organization?
A1. Yes, it needs to come from the American Red Cross due to the accreditation.
- Q2. Do you have any suggested processes that would qualify to reduce the Net 60 term process?
A2. Per Iowa Code 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Contractor. The State can agree to pay in less than sixty (60) days if an incentive for earlier payment is offered.
- Q3. Is Taser training required or is that optional?
A3. If guard carries a Taser they must be trained on its use. A Taser is not required.
- Q4. Is the security company responsible for the HSPD-12 Tier 2 background check cost/payment, if yes what is the cost?
A4. No, there is no cost for the company.
- Q5. If a regular security guard can't make it to their shift or if there's an emergency does a replacement guard need to have the HSPD-12 Tier 2 background check processed and/or completed before another guard is permitted to cover open shifts?
A5. Yes, all guards must have completed background suitability and credentialing.
- Q6. Is there a limit on how many guards the security company can have go through the HSPD-12 Tier 2 background check process; if yes, how many guards?
A6. It is requested that only one additional employee of the company outside of the guards assigned to the DDS go thru the HSPD-12 Tier 2 background investigation. DDS must be immediately notified if this employee is no longer employed by the company.
- Q7. Do you accept the security company background check for the guard until the HSPD-12 Tier 2 background check is approved?
A7. No, all contactors must complete HSPD-12 Tier 2 background investigation for suitability and credentialing.
- Q8. Can a guard start working at right away or do they need to wait until the HSPD-12 Tier 2 background check is processed and approved? If so, how long is that process?
A8. They cannot start until they receive an initial favorable decision from the Federal Office of Personnel Management and are sponsored by the DDS. Typical turn-around time is less than 15 business days. This

could be a shorter time period if the applicant responds and completes the application sooner than time provided.

Q9. What is the process for the HSPD-12 Tier 2 background check and how long does it take to be approved?

A9. Fingerprinting at DDS, application submitted to US Department of Personnel Management, Department of Defense reviews and approves/denies. If approved by DOD, sponsored at the DDS. Generally 15 days.

Q10. How is it determined for what qualifies for billing for a guard's additional time spent onsite which creates overtime hours; if a guard stays past their shift due to an incident will DDS pay for the additional time/payroll created?

A10. It is determined thru communication between the guard, LSO, Administration and contacting company. Yes additional pay will be paid with justification.

Q11. Will Iowa Disability Determination Services Division pay for overtime created due to the required manning hours?

A11. No.

Q12. Is there a policy or provision allowing officers to begin work under an interim security clearance while the full HSPD-12 Tier 2 process is completed?

A12. After the initial favorable screening and sponsorship, the contractor is working under an interim clearance while the federal background investigation continues. The full background investigation could take up to a year to complete. However, no contractor or employee is able to start working prior to 2 days after sponsorship.

Q13. Given the extended timeline for obtaining HSPD-12 Tier 2 clearance, how does DDS plan to mitigate staffing shortages, especially when many candidates cannot wait several months to begin employment?

A13. Proper staffing is the responsibility of the contracting company. The HSPD-12 Tier 2 initial background investigation process is typically completed within 15 business days.

Q14. Over the last 12 months, how many background checks were requested?

A14. All DDS employee and contractors are required to have a HSPD-12 Tier 2 background investigation.

Q15. Of those background checks requested, how many were completed successfully?

A15. Successful completion is based on the individuals background history, accurate completion of the application and timely actions.

Q16. Is the overtime associated with covering during these staffing shortfalls, which are caused as a direct result of the background check process, billable as overtime?

A16. No.

PART 2: EVALUATION CRITERIA AND POINTS BREAKDOWN

A. Further breakdown of the evaluation criteria and points for this RFP include:

Technical (Required) Scored Points -	700
Cost Points -	300
TOTAL POINTS AVAILABLE –	1,000

B. Minimum Technical Score required - 350

Technical Criteria	RFP Section	Possible Points
Experience	Exhibit 3	250
Transition of Services	Exhibit 6	150
Staffing Strategy	Exhibit 8	150
Guard Supervision	Exhibit 9	150
Total Possible Technical Scored Points		700

Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your proposal (do not send back separately).

I hereby acknowledge receipt of this addendum.

Signature

Date

Typed or Printed Name