



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT OR TASK ORDER

1. Amendment Modification No. A003	2. Effective Date July 30, 2012	3. REQUISITION/PURCHASE REQ. NO. PR490-118-12
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4. ISSUED BY Norfolk Redevelopment and Housing Authority Purchasing Services Office 201 Granby Street, 7th Floor Norfolk, VA 23510	5. ADDRESS OFFER TO (If other than Item 6)
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6. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)	7A. AMENDMENT OF SOLICITATION/CONTRACT NO. PR490-118-12
	7B. DATED (SEE ITEM 8) April 26, 2012

8. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 10. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 6 and 11, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

9. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 10.

CHECK ONE <input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 10 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 7A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 10, PURSUANT TO THE AUTHORITY OF VPPA § 2.2-4309.
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 copies to the issuing office.

10. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by section headings, including solicitation/contract subject matter where feasible.)

The Housing Authority's requirements for background check services have changed. Accordingly, the bids previously received have not been opened and the solicitation is amended, as follows:

1. Remove the existing pages 7 and 8 from the solicitation and replace with the attached, revised pages 7 and 8.
2. Remove the existing Attachment A, Pricing Schedule and replace with the attached, revised Attachment A, Pricing Schedule.

Previously received bid packages can be picked up at the address listed in Block 4 of this amendment, if desired, or bidders may submit only this amendment with the revised Attachment A, Pricing Schedule.

Bid Opening is changed to August 14, 2012 at 3:00 PM, bids must be received by not later than that date and time. Late bids will not be opened.

Except as provided herein, all terms and conditions of the document referenced in Item 7A, as heretofore changed, remain unchanged and in full force and effect.

11A. NAME AND TITLE OF CONTRACTOR (Type or print)		12A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kathleen Mosley, VCO	
11B. CONTRACTOR/OFFEROR	11C. DATE SIGNED	12B. NRHA CONTRACTING OFFICER <i>Kathleen Mosley</i>	12C. DATE SIGNED 7/30/12
(Signature of person authorized to sign)		(Signature of person authorized to sign)	

- d) Any business entity described in subsection A that enters into a contract with NRHA pursuant to this law shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract.
- e) NRHA may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section. (2010, c. 634.)

10. The following documents are available for download at the NRHA website:

- a. The Commonwealth of Virginia Vendors Manual

<http://www.eva.virginia.gov/learn-about-eva/vendors-manual.htm>

- b. NRHA's Terms and Conditions

<http://www.nrha.us/opportunities>

IV. STATEMENT OF NEED / SPECIFICATIONS

NRHA is a political subdivision, created under the laws of the State of Virginia to provide public and other affordable housing and related services to eligible low-income families of Norfolk, Virginia. NRHA, primarily funded by the U.S. Department of Housing and Urban Development ("HUD"), develops, maintains and manages low-rent public housing and other low-income housing. NRHA currently manages over 3,229 units of public housing.

In order to properly administer the duties associated with the above, certain operations of the Authority require background checks to be conducted. In light of eroding budgets, NRHA is seeking to streamline the process of requesting and receiving background checks to save both time and cost. Accordingly, the following needs and specified requirements shall be provided:

1. The bidder shall provide background checks of public housing applicants, residents, employees, and others, as requested by authorized NRHA individuals.
2. Report requests and instant results for Public Housing program and Housing Choice Voucher requirements shall be via on-line services accessed through NRHA's current housing management software, Emphasys Elite, contact information attached as **Attachment G**.
3. Report requests and instant results requested by other users shall be via on-line services accessed via a website provided by the vendor.
3. The bidder shall provide instant reporting turnaround time to NRHA. Bidder shall ensure appropriate controls and safeguards are in place to assure reporting accuracy and confidentiality with regard to records, reports, and documents.
4. The bidder shall have the capability of providing to NRHA (at a minimum) the following background investigation services:
 - a. Instant national criminal background check, including data from the state of Virginia, data from the city/county of Norfolk, VA, OFAC and sex offender database search.

- b. Instant credit report, including social security number search and verification traces.
 - c. Instant national evictions data report.
 - d. Instant tri-merge credit report, including social security number search and verification
5. The bidder shall provide comprehensive, quality results that deliver the required reports on an incremental basis. If the initial check (criminal background) includes negative data, no further checks will be performed without approval of NRHA.
6. The bidder shall ensure that a dedicated account manager for personalized customer service via email and/or telephone is assigned to NRHA's account.
7. The bidder shall report to the designated NRHA contract administrator, any national and/or state changes to legislation applicable to background check services.

IV.2 GREEN ADHERENCE STANDARDS

The awardees of contracts under this solicitation will be required to supply products that adhere to and comply with the Commonwealth of Virginia' Executive Order 19. EO 19 requires conservation and efficiency in the operation of state government. Information on EO 19 can be found at:

<http://www.governor.virginia.gov/Issues/ExecutiveOrders/2010/EO-19.cfm>

Awardees must have comprehensive understanding of available green materials and energy efficient products. All products provided under this solicitation must be earth-friendly, sustainable products that not only save significant amounts of water and power but also allow for a more energy efficient living environment. Products provided under this contract, shall whenever possible, adhere to Green Seal criteria for "green products" compliance. Vendors shall offer energy efficient light bulbs, fixtures including but not limited to: CFL, Cold Cathode, LED and Solar LED whenever possible. All products must meet or exceed green cleaning criteria such as being biodegradable and hypoallergenic, using recycled packaging, and containing no phosphates. Information on Green Seal may be found at:

<http://www.greenseal.org>

V. PRICING SCHEDULE

The Bidder agrees to provide all material, equipment, transportation and incidentals in accordance with the conditions of the bid and specifications for items (see Attachment A).

ALL DEVIATIONS FROM THE SPECIFICATIONS ARE TO BE NOTED IN THE BID RESPONSE.

If no equals or substitutes are submitted, the bidder assures NRHA of full compliance with the specifications and conditions contained herein.

VI. BILLING SPECIFICATIONS

a. The contractor shall provide monthly invoices in electronic format; both in PDF and/or Excel. Invoices shall be in accordance to the requirements listed in this RFP. Electronic format shall be emailed to:

Pricing Schedule
PR490-118-12; Amendment A003
Background Checks

Company Name: _____

In accordance with Section V, Pricing Schedule, the following costs are hereby submitted:

CLIN	Service	Base Year	Option Year One	Option Year Two	Option Year Three	Option Year Four
A001	National Criminal Background Report					
A002	Credit Report					
A003	National Evictions Data Report					
A004	Tri-Merge Credit Report					

Pricing shall be all inclusive of labor, travel, overhead, G&A, and fee. No other charges are applicable to the resultant contract and thus disapproved on all invoices.

The Offeror hereby agrees to provide all material, equipment, transportation and incidentals in accordance with the conditions of the bid and specifications for location listed below.

ALL DEVIATIONS FROM THE SPECIFICATIONS ARE TO BE NOTED IN THE BID RESPONSE.

(*CASH DISCOUNT FOR PROMPT PAYMENT _____% 10 DAYS/ NET _____ DAYS)
 (*See Section VII. Evaluation Factors and Award)

Offeror Name: _____ Date: _____

Offeror Signature: _____

In order to fully meet the changed requirements, as set forth in Amendment A003 to the solicitation, vendors will need to offer system integration with Emphasys Software, contact information is as follows:

Delia Niswonger
Emphasys Software
(800) 968-6884 Ext. 3038
dniswonger@emphasys-software.com