



DEAN C. LOGAN
Registrar-Recorder/County Clerk

October 4, 2017

ADDENDUM NUMBER ONE

REQUEST FOR PROPOSALS (RFP) PHASE 1 #17-008 SOLICITATION FOR VOTING SYSTEMS ASSESSMENT PROJECT (VSAP) IMPLEMENTATION AND SUPPORT SERVICES

Dear Prospective Proposer:

Addendum Number One is released pursuant to RFP #17-008 for the Voting Systems Assessment Project (VSAP) implementation and support services released on September 18, 2017 by the Department of Registrar-Recorder/County Clerk (RR/CC). This Addendum provides further information on how to process background check process in the State of California, Outside California, and Outside the United States. As indicated in RFP Paragraph 4.1.1 (Minimum Qualifications: Prime Contractor-Led Team), #5C, the background check must be completed for each staff member requiring access to the County Intellectual Property (IP).

Live Scan in California

Proposers' California-based employees must complete a Live Scan in the State of California at a law enforcement agency or certified Live Scan provider. Proposer must e-mail a complete list (First Name and Last Name) of employees requiring a background check to contracts@rrcc.lacounty.gov and RRCCOperations@rrcc.lacounty.gov

Proposers must complete the following form:

- **Attachment A: Request for Live Scan (RFL)** must be completed in **black** ink only. Complete the "Applicant Information" section only. Enter your phone number in the "Misc Number." Write N/A if not applicable. Do not leave any areas blank.

The Level of Service must be checked off for both the DOJ and FBI. Leave the rest of the document/areas blank.

Take the RFL to a local law enforcement agency or certified Live Scan service provider. After the Live Scan is completed, the Live Scan operator will complete the portion listed as "Livescan Completed by" at the bottom of the RFL form. Keep a copy for your records. Proposers are responsible for all processing fees.

Proposers must e-mail the above mentioned document to RRCCOperations@rrcc.lacounty.gov. In the e-mail subject line type "VSAP- RFP 17-008 and Company Name." Alternatively, the form may be dropped off at RR/CC Headquarters in room 2204 or mailed directly to RR/CC Headquarters addressed to Registrar-Recorder/County Clerk Personnel Operations: 12400 Imperial Highway, Room 2204, Norwalk, CA 90650. Failure to complete the packet correctly may delay the process.

Background Check in a Different State

Proposers must e-mail a complete list (First Name and Last Name) of non-California based employees completing a background check outside of the State of California to contracts@rrcc.lacounty.gov and RRCCOperations@rrcc.lacounty.gov.

For non-California based U.S. employees, the County in its sole discretion may accept an official and bona fide background check from that employee's local law enforcement agency for each state of residence for the past ten years. The scope of any such background check must meet or exceed the requirements of Live Scan. The Proposer is responsible for all processing fees.

Background Checks Outside of the United States

Proposers must e-mail a complete list (First Name and Last Name) employees who resided outside of the United States at any time during the past ten years to contracts@rrcc.lacounty.gov and RRCCOperations@rrcc.lacounty.gov. Any such employee's background checks must cover each country of residence for the past ten years.

The County in its sole discretion may accept an official and bona fide background check from that employee's local law enforcement agency for each country of residence. The scope of any such background check must meet or exceed the requirements of Live Scan. The Proposer is responsible for all processing fees.

Proposer's should also be aware that the VSAP Non-Disclosure Agreement for Phase 2 restricts the export of County confidential information outside of the U.S. without the County's prior written approval.

General Information for Non-Live Scan Background Checks

Proposers must e-mail the results to RRCCOperations@rrcc.lacounty.gov. In the e-mail subject line type "VSAP- RFP 17-008 and Company Name." Alternatively, the form may be dropped off at RR/CC Headquarters in room 2204 or mailed directly to RR/CC Headquarters addressed to Registrar-Recorder/County Clerk Personnel Operations: 12400 Imperial Highway, Room 2204, Norwalk, CA 90650.

For more information regarding background checks please refer to RFP document Paragraph 4.1.1 (Minimum Qualifications: Prime Contractor-Led Team), #5C. If you have any questions, related to the background checks, e-mail contracts@rrcc.lacounty.gov

Sincerely,



Francisco E. Perez, Assistant Division Manager
Management Support Branch
Finance and Management Division
FP:VW:ca

Attachment A



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A1500
ORI (Code assigned by DOJ)

EMPLOYMENT
Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

COUNTY OF LOS ANGELES - REGISTRAR RECORDER
Agency Authorized to Receive Criminal Record Information

09167
Mail Code (five-digit code assigned by DOJ)

12400 E. IMPERIAL HWY
Street Address or P.O. Box

George Britton
Contact Name (mandatory for all school submissions)

NORWALK CA 90650
City State ZIP Code

(562) 462-2285
Contact Telephone Number

Applicant Information:

Last Name

First Name Middle Initial Suffix

Other Name (AKA or Alias) Last

First Suffix

Date of Birth Sex Male Female

Driver's License Number

Height Weight Eye Color Hair Color

Billing Number 140400
(Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc. Number
(Other Identification Number)

Home Address Street Address or P.O. Box

City State ZIP Code

Your Number: _____
OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City State ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency DN1
LSID

ATI Number Amount Collected/Billed