



## AMENDMENT NO. 1 SCREENING AND BACKGROUND CHECKS



### SCHEDULE II SUMMARY OF SCOPE OF WORK

#### A. PRE-EMPLOYMENT SCREENING OF APPLICANT

1. Personal ID Verification
5. Patriot Act/International Homeland Security Search

**OMIT/DELETE QUESTIONS 1 & 5, this type of verification is applicable to Federal Government Agencies**

#### CLARIFICATIONS:

7. Motor Vehicle Records Check with alerts or actions

MVR Check should provide the following

- MVR
- License Status
- Suspensions or Revocations
- Moving Violations
- DUI's
- Point Accumulation
- Accident History
- Court Appearances and Actions
- License Monitoring

8. Employment Verification and Personal Reference Check will be for Professional key positions. Certain jobs require a specific skill set, and this type of verification will ensure that the candidate has the experience for the position as required. This will be requested on as needed basis.

9. Employment and Financial Credit Background Check: This would be an available resource to acquire a financial background check when it would be a prerequisite for positions that involves financial responsibilities, where the candidate will be accessing financial information, funds and assets. This will be requested on as needed basis.

#### F. SUBMITTAL REQUIREMENTS:

7. Copy of New Mexico Business License

**CHANGED: omit**

A New Mexico Business license **will not** be required

### SCHEDULE IV SCHEDULE OF EVENTS

- #### B EXPLANATION OF EVENTS
5. SUBMISSION OF PROPOSAL

**CHANGED:**

**The deadline to submit has been extended and Offeror Proposals must be received NO LATER THAN COB 4:30 p.m. TUESDAY, NOVEMBER 6, 2018. Proposals received after this deadline will not be accepted.**



# ACKNOWLEDGEMENT OF RECEIPT FORM



## AMENDMENT NO. 1 SCREENING AND BACKGROUND CHECKS

Acknowledgement of receipt of Amendment No. 1

The "Acknowledgement of Receipt Form: Submit the completed Acknowledge of Receipt receipt via email and include a completed signed copy with your proposal.

FIRM: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Bid.  
Firm does/does not (circle one) intend to respond to this Request for Bid.

Jeanette Bustamante, Procurement Manager/CPO  
Middle Rio Grande Conservancy District  
1931 Second Street, SW  
Albuquerque, New Mexico 87102  
Phone: 505-247-0234  
E-mail: [jeanette@mrgcd.us](mailto:jeanette@mrgcd.us)