

**27618**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**OCTOBER 5, 2006**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508**  
County of Cook and State of Illinois

**PRE-EMPLOYMENT BACKGROUND INVESTIGATION SERVICES**  
**OFFICE OF HUMAN RESOURCES**

**THE CHANCELLOR**

**REPORTS** that there is a need for Human Resources and Staff Development to provide pre-employment background investigation services on potential new employees; and

that the selected pre-employment background investigation firm will provide services upon request, including but not limited to background checks for: Single and Multiple County Criminal Background Investigations, Previous Employment Verifications, Education Verifications, Social Security Number trace investigations, Registered Sex Offender Investigations, and Credit History Verifications; and

that on July 17, 2006, a Request for Proposal (RFP) was issued and advertised for Pre-Employment Background Investigation Services, and thirteen (13) firms submitted proposals on August 11, 2006; and

that the submitted proposals were evaluated and qualified by District Human Resources staff based on the evaluation criteria contained in the RFP; and

that based on the highest ranked scores, Human Resources staff recommend acceptance of the proposal from Employment Background Investigations, Inc. to provide Pre-Employment Background Investigation services for potential new employees for a three-year period beginning November 1, 2006 through October 5, 2009, with two year option to extend for the following package prices and fees:

Firm	Single & Multiple County Criminal	Previous Employment	Education	Social Security Number Trace	Registered Sex Offender	Credit History	Mult. Search Package Criminal/ Sex/SS Option 1
Employment Background Investigations, Inc.	\$8.68	\$18.00	\$7.96	\$2.25	\$3.95/\$8.25	\$4.88	\$27.20

that the Office of M/WBE Contract Compliance has reviewed the above referenced pre-employment background services opportunity and has determined that Employment Background Investigations has provided the requested documentation that indicates indirect participation compliance, and therefore the vendor is in compliance with the Board approved Participation Plan.

**THE CHANCELLOR**

**RECOMMENDS** that the Board authorize the Chairman to enter into an agreement with Employment Background Investigations, Inc. for pre-employment background investigation services in an amount not to exceed \$70,000 annually for a three year period beginning November 1, 2006 through October 5, 2009, with an option to extend for 2-years, in accordance with RFP# IW0620 dated July 17, 2006.

**FINANCIAL** \$ 70,000 -00003 0025002 80000 539000 Educational Fund FY07  
\$ 70,000 -00003 0025002 80000 539000 Educational Fund FY08  
\$ 70,000 -00003 0025002 80000 539000 Educational Fund FY09

Respectfully submitted:

Wayne D. Watson  
Chancellor