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**ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
DECEMBER 1, 2011**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**PRE-EMPLOYMENT INVESTIGATION SERVICES
CERTIFIEDBACKGROUND.COM
OFFICE OF HUMAN RESOURCES & STAFF DEVELOPMENT
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chairman to execute an agreement with CertifiedBackground.com to provide pre-employment investigative services of potential new employees at City Colleges of Chicago for a one (1) year period from January 3, 2012 through January 2, 2013 with a one year option to renew at a total cost not to exceed \$85,000 for the one year contract term.

VENDOR: CertifiedBackground.com
1845 Sir Tyler Drive
Wilmington, North Carolina 28405

USER: City Colleges of Chicago-District Office of Human Resources & Staff Development

ORIGINAL TERM:

The original term of this agreement will commence on January 3, 2012 and shall end on January 2, 2013.

OPTION/RENEWAL TERM:

The renewal term of this agreement shall commence on January 3, 2013 and shall end on January 2, 2014.

SCOPE OF SERVICES:

CertifiedBackground.com will provide pre-employment investigative services of potential new employees at City Colleges of Chicago and responsibilities will include but are not limited to:

- Single and multiple country criminal background investigations
- Previous employment investigations (if applicable)
- Education verifications
- Social Security Number trace investigations
- Registered Sex Offender Investigations; and

- Credit History verifications

Certifiedbackground.com will also provide the following investigations:

- | | |
|---|------------------------------|
| • Single and multiple county criminal background investigations | \$8 single/
\$20 multiple |
| • Previous employment verifications | \$4.80 |
| • Education verifications | \$4.80 |
| • Social Security Number Trace | \$.60 |
| • Registered Sex Offender Investigation | \$4.00 |
| • Credit History Verifications | \$4.80 |

BENEFIT TO CITY COLLEGES OF CHICAGO:

Utilizing CertifiedBackground.com will enable the District Office of Human Resources and Staff Development to screen potential new employees for City Colleges of Chicago.

VENDOR SELECTION CRITERIA:

Specifications prepared by District Office Procurement staff were publicly advertised on August 17, 2011, as Request for Proposal (“RFP”) DT1113. Said RFP was sent to thirty (30) vendors and a pre-proposal conference was held on August 25, 2011. Submittals were received on September 19, 2011 from eight (8) vendors: Pre-employ.com, HireRight, EBI, Accurate Background, Kentech Backgrounds, Accusource, First Choice Background Screening and CertifiedBackground.com.

The evaluation committee individually scored each proposal and recommended CertifiedBackground.com based upon the following criteria:

1. Responsiveness to RFP
2. Qualification of the Firm and Project Team
3. Demonstrated work history with other colleges and universities
4. Proposed methodology and approach
5. Quick implementation plan
6. Compliance with all Applicable Laws, Ordinances and Statutes
7. Price/Cost/Fees (Proposed Cost of Services)

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above request for services and, CertifiedBackground.com self performs all of the required operations in a confidential manner with no opportunity to further contract with certified firms, based on the services required is requesting a waiver of direct participation in compliance with the Board Approved Participation Plan.

GENERAL CONDITIONS:

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article II, Section 2.6.4(b) of the Board Rules for Management and Government.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

FINANCIAL:

Total: \$85,000

Charge to: Office of Human Resources and Staff Development

Sources of Funds Education Fund

Unrestricted Fund

FY12: 00003-0025004-80000-10580-0000000-539170: \$42,500

FY13: 00003-0025004-80000-10580-0000000-539170: \$42,500

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

December 1, 2011- Office of Human Resources and Staff Development