

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS****PRE-EMPLOYMENT INVESTIGATION SERVICES
EMPLOYMENT BACKGROUND INVESTIGATIONS, INC.
OFFICE OF HUMAN RESOURCES & STAFF DEVELOPMENT
(AMENDMENT TO BOARD REPORT 29819)
(RATIFICATION)****THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes an amendment to Board Report 29819 adopted on November 2, 2009, to increase the amount allocated to pay Employment Background Investigations, Inc. by \$9,406.41 for pre-employment background investigations performed for the period from January 1, 2012 to March 15, 2012.

VENDOR: Employment Background Investigations, Inc.
P.O. Box 629
Owings Mills, Maryland 21117

USERS: District Wide

ORIGINAL TERM:

The original term of this agreement began on November 1, 2006 and ended on October 5, 2009.

RENEWAL TERM:

The renewal term of this agreement began on October 6, 2009 and ended on October 31, 2011.

SCOPE OF SERVICES:

Employment Background Investigations, Inc. provided 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.

In December 2011, pursuant to Board Report 31254, the Board approved Certified Background.com as the new vendor to provide pre-employment investigative services for the District for the period from January 3, 2012 through January 2, 2013. However, the transition to utilizing the new vendor was not completed until March 1, 2012. In the interim, the District was still required to conduct background checks on all applicants for employment and continued to use EBI to provide these services through March 15, 2012.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Utilizing Employment Background Investigations, Inc. enabled the District Office of Human Resources and Staff Development to screen potential new employees for City Colleges of Chicago.

VENDOR SELECTION CRITERIA:

Pursuant to Board Report 27618 adopted October 5, 2006 and extended through Board Report 29819 adopted November 2, 2009, specifications were prepared by District Procurement staff and a Request for Proposal (RFP) was publicly advertised on July 17, 2006. Thirteen (13) firms submitted proposals on August 11, 2006. The submitted proposals were evaluated and qualified by District Human Resources staff based on the evaluation criteria contained in the RFP. Based on the highest ranked scores, Human Resources staff recommended 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 an option to extend for 2 years, in accordance with RFP#1W0620 dated July 17, 2006.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the agreement request and Employment Background Investigations, Inc., has no opportunity for subcontracting and therefore the Office of M/WBE Contract Compliance recommends granting a waiver to be 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 2, Section 2.7.4(b) of the Board Bylaws.

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.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

Total FY13 (Unrestricted Fund): \$9,406.41

Charge to: Office of Human Resources

Sources of Funds: Education Fund

Respectfully submitted,

Cheryl L. Hyman
Chancellor

December 7, 2012 – Office of Human Resources and Staff Development