

31745
ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
FEBRUARY 21, 2013

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

PRE-EMPLOYMENT INVESTIGATION SERVICES
CERTIFIEDBACKGROUND.COM
(RENEWAL OPTION)
(AMEND BOARD REPORT 31254 ADOPTED DECEMBER 1, 2011)
OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes: 1) the Chair to exercise the option to renew the agreement with CertifiedBackground.com to provide pre-employment investigative services of potential new employees at City Colleges of Chicago for the period from January 3, 2013 through January 2, 2014; and 2) an amendment to Board Report 31254 adopted on December 1, 2011, to cover the remaining costs for the first half of the 2013 fiscal year. The total cost for renewal of the agreement and coverage of remaining costs for the first half of the 2013 fiscal year shall not exceed \$120,000.

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 commenced on January 3, 2012 and ended on January 2, 2013.

OPTION/RENEWAL TERM:

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

SCOPE OF SERVICES:

City Colleges of Chicago will continue to retain the services of CertifiedBackground.com to provide pre-employment investigative services of potential new employees. In addition, City Colleges of Chicago has expanded the background verifications to now include volunteers, contract employees and internal promotions. The services CertifiedBackground.com will provide include, but are not limited to:

- Single and multiple country criminal background investigations
- Previous employment investigations
- Education verifications

- Social Security Number trace investigations
- Registered Sex Offender investigations; and
- Credit History verifications

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:

Pursuant to Board Report 31254 adopted on December 1, 2011, the Board approved an agreement with CertifiedBackground.com to provide pre-employment investigative services of potential new employees at City Colleges of Chicago. Competitive bids were obtained from eight (8) vendors; 1) Pre-employ.com; 2) HireRight 3) EBI; 4) Accurate Background; 5) Kentech Backgrounds; 6) Accusource; 7) First Choice Background; and 8) CertifiedBackground.com. The submitted proposals were reviewed, evaluated and ranked by a committee that individually scored each proposal. The committee recommended acceptance of the proposal from 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 Statues
7. Price/Cost/Fees (Proposed Cost of Services)

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the agreement request and CertifiedBackground.com, 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 II, Section 2.6.4(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-FY14: \$120,000

Charge to: Office of Human Resource and Staff Development

Source of Funds: Education Fund

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

February 21, 2013 - Office of Human Resources and Staff Development