THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute a three-year agreement with Employment Background Investigations, Inc. to provide pre-employment investigative services for potential new employees, volunteers, contract employees and internal promotions at City Colleges of Chicago for the period effective from January 3, 2014 through January 2, 2017 at an annual cost not to exceed $100,000.

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

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

TERM:
The term of this agreement shall commence on January 3, 2014 and ended on January 2, 2017.

OPTION/RENEWAL TERM:
The renewal term of this agreement shall commence on January 3, 2017 and shall end on January 2, 2018.

SCOPE OF SERVICES:
Employment Background Investigations, Inc. will provide pre-employment investigative services for potential new employees, volunteers, contract employees and internal promotions at City Colleges of Chicago. Responsibilities include but are not limited to:

- Social security number verification and track check
- Multiple county criminal background investigation
- Terrorist watch search
- Employment verification
- Education verification
- Registered sex offender investigation
- Motor vehicle records (if applicable)
• Other names known by search
• Fair Credit Reporting Act (FCRA) pre-adverse action notification letters
• Fair Credit Reporting Act (FCRA) adverse action notification letters

BENEFIT TO CITY COLLEGES OF CHICAGO:
Utilizing Employment Background Investigations, Inc. will enable the District Office of Human Resources and Staff Development to provide pre-employment services for potential new employees, volunteers, contract employees and internal promotions for City Colleges of Chicago.

VENDOR SELECTION CRITERIA:
Specifications were prepared by District Office Procurement staff were publicly advertised on May 17, 2013, as a Request for Proposal (“RFP”) #1301. Competitive bids were obtained from fourteen (14) vendors; 1) Talentwise; 2) HireRight; 3) Employment Background Investigations, Inc.; 4) Accurate Background; 5) Kentech Backgrounds; 6) AccuSource; 7) Sterling; 8) CertifiedBackground.com; 9) EmployeeScreenIQ; 10) Aurico; 11) Kelmar; 12) Employee Reports, Inc.; 13) Security Walls; and 14) Fact Finders Group, Inc.

The submitted proposals were reviewed, evaluated and ranked by an evaluation committee which included representatives from the following areas: Office of Human Resources and Staff Development, Center for Operational Excellence, and MBE/WBE Contract Compliance.

The evaluation committee individually scored each proposal and recommended acceptance of the proposal from Employment Background Investigations, Inc. based upon the following criteria:

1. Qualifications and years of experience of the firm and assigned staff personnel
2. Proposer’s background screening process for National and International searches and detail plan detailing screening process for negative or derogatory information
3. Proposer’s past experience with Universities, Colleges, government agencies, private sector with similar size and scope of services
4. Proposer’s methodology plan to ensure a high level customer service issues are resolved in a timely manner with timelines
5. Cost/Pricing
6. M/WBE Compliance plan

MBE/WBE COMPLIANCE:
The Office of M/WBE Contract Compliance has reviewed the agreement request and Employment Background Investigations, Inc. (EBI) is in compliance with the Board Approved Participation Plan by utilizing the following vendors:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>MBE or WBE</th>
<th>%</th>
<th>Participation</th>
<th>Certifying Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Softech International</td>
<td>MBE</td>
<td>4.5</td>
<td>Direct</td>
<td>CMSDC</td>
</tr>
<tr>
<td>JRC Consulting</td>
<td>MBE</td>
<td>20.5</td>
<td>Indirect</td>
<td>CMSDC</td>
</tr>
</tbody>
</table>
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 FY14 – FY 16: $300,000
Charge to: Office of Human Resource and Staff Development
Source of Funds: Education Fund
FY14: 53000-00003-0025004-80000

Respectfully submitted,

Cheryl L. Hyman
Chancellor

October 2, 2013 - Office of Human Resources and Staff Development – District Office