

# 33120

ADOPTED – BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
DECEMBER 1, 2016

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

### PRE EMPLOYMENT SCREENING SERVICES EMPLOYEE BACKGROUND INVESTIGATIONS, INC. (EBI) OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT DISTRICT WIDE

#### THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Employee Background Investigations, Inc. (EBI) to provide background and drug screening services District-wide for both pre and post-employment purposes for the period from January 3, 2017 through January 2, 2020, at a total cost not to exceed \$600,000 with an option to renew for an additional two (2) years.

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

**USER:** District Wide

#### ORIGINAL TERM:

The original term of this agreement will commence on January 3, 2017 and shall end on January 2, 2020.

#### SCOPE OF SERVICES:

EBI will provide pre-employment and post-employment investigative services for potential new employees, volunteers, contact employees, student workers and internal promotions at City Colleges of Chicago. Services include but are not limited to:

- Social Security number verification and track check
- Multiple county and state criminal background investigations
- Employment verification
- Education verification
- Registered sex-offender investigation

- Other names known by search
- Non-NIDA 5-panel pre and post-employment drug screening
- Medical review of positive drug screenings by a Medical Review Officer
- Post-employment Breath Alcohol testing

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

Utilizing EBI's services will enable the District Office of Human Resources and Staff Development to provide background and drug screenings to prospective employees, volunteers, select student workers and internal promotions for City Colleges of Chicago ensuring a safe learning environment helping to support student success.

**VENDOR SELECTION CRITERIA:**

Specifications were prepared by District Procurement staff and Request for Proposal (RFP) #LL103 Human Resources Background Checks and Pre-employment Screening was publicly advertised on September 19, 2016. Twenty (20) firms were notified directly about the opportunity. A pre-proposal meeting was conducted on September 27, 2016. Four firms responded to the RFP on October 12, 2016: 1) Employment Background Screening, Inc. (EBI); 2) Screening One; 3) Sterling Talent Solutions; and 4) HireRight.

All proposals were reviewed, evaluated and ranked by an evaluation committee with representatives from Human Resources, Office of Information Technology and Risk Management.

The evaluation criteria included:

- Qualifications and experience of the firm and its project management team
- Extent to which the proposer could meet the intent of the scope of services as detailed in the proposal document's interrogatories
- Customer Service and Report Turnaround
- Proposed technological infrastructure and system integration plan
- Price proposal
- MBE/WBE Compliance plan

Based on the evaluation scoring, staff recommended the acceptance of the proposal from Employment Background Screening, Inc. to provide and implement the combined services of Background Checks and Pre-employment Screening for the Office of Human Resources and Staff Development.

**MBE/WBE COMPLIANCE:**

The Office of Compliance has reviewed the proposed agreement and has determined the vendor is in compliance with the Board Approved Participation Plan for WBE compliance and recommends a waiver of the MBE participation.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Securitec Screening 3800 Electric Rd. Roanoke, VA 24018	WBE	30	Indirect	WBNEC

**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:** \$600,000

**Charge to:** Office of Human Resources and Staff Development

**Sources of Funds:** Education Fund

**FY17:** 530000-00003-0025001-84000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**December 1, 2016 – Office of Human Resources and Staff Development**