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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 1, 2019

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

PRE-EMPLOYMENT SCREENING SERVICES EMPLOYMENT BACKGROUND INVESTIGATIONS, INC. (EBI) (AMENDMENT TO BOARD REPORT #33120, ADOPTED ON DECEMBER 1, 2016) OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel as to the legal form of such agreements, to: 1) exercise the option to renew for an additional two (2) year period; 2) provide for additional services related to electronic I-9 verification, and; 3) increase the total not to exceed amount to \$650,000 for the entire term of the agreement.

VENDOR: Employment Background Investigations (EBI)
700 Red Brook Blvd., Suite 200
Owings Mills, Maryland 21117

USER: District Wide

ORIGINAL TERM:

The term of this agreement commenced on January 3, 2017 and shall end on January 2, 2020 and an option to renew for an additional two (2) year period.

AMENDED TERM:

The term of this agreement commenced on January 3, 2017 and shall end on January 2, 2022.

SCOPE OF SERVICES:

EBI will continue to 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
- I-9 verification solution, (E-Verify®)

The E-Verify® Services provided by EBI to End-User will include the following:

- Send new hires link to complete I-9 form
- Send new hires reminders to complete the form
- Offer instant verification of I-9 form when new hire completes the form
- Allow new hires to upload documents required for final verification
- Electronically collect I-9 Form which is required by law for all new employees.
- Allow CCC to maintain and easily access I-9 forms
- Send reminders for follow-up documentation when expiring dates are near
- Allow CCC to comply with Homeland Security regulations
- EBI will reasonably comply with all applicable federal laws, rulings and regulations in connection with its delivery of the E-Verify Services.
- 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 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:

Pursuant to Board Report # 33120, The Board authorized the execution of an agreement with Employment Background Screening, Inc. (EBI) to provide Background Checks and Pre-employment Screening services. 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 the Office of Human Resources and Staff Development, Office of Information Technology and Office of 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:

Procurement Services has reviewed the proposed agreement and has determined the vendor continues to remain in compliance with the Board Approved MBE/WBE Participation Plan.

<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: \$650,000

Charge to: Office of Human Resources and Staff Development

Source of Funds: Education Fund

FY19: 530000-00003-0025001-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

