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ADOPTED

**BOARD OF TRUSTEES COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK - STATE OF ILLINOIS - DECEMBER 9, 2021**

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

**BACKGROUND CHECKS AND PRE-EMPLOYMENT SCREENING SERVICES
EMPLOYMENT BACKGROUND INVESTIGATIONS, INC.
DISTRICT WIDE
OFFICE OF HUMAN RESOURCES**

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 authorize the execution of an agreement with Employment Background Investigations, Inc. for Background Checks and Pre-Employment Screening Services the period from January 2, 2022 through January 1, 2025, at a total cost not to exceed \$500,000.

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

USER: District Wide

TERM:

The term of this agreement shall begin on January 2, 2022 and shall end on January 1, 2025, with an option to extend for an additional two (2) year period.

SCOPE OF SERVICES:

Employment Background Investigations, Inc. 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 Employment Background Investigations, Inc. 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 Proposals (RFP #MWJ2109) were publicly advertised on October 1, 2021. The RFP was sent to sixteen (16) companies. A pre-proposal conference was held on October 8, 2021 and the following five (5) companies responded on October 26, 2021: 1) Accurate Background, LLC; 2) Employment Background Investigations, Inc.; 3) Fact Finders Group, Inc.; 4) Sterling Infosystems, Inc. dba Sterling; and 5) Truescreen, Inc. AccuSource, Inc. was disqualified for failing to submit its proposal by the scheduled de date.

The proposals were reviewed, evaluated and ranked by staff which included the Office of Human Resources and Olive-Harvey College. The evaluation committee members individually scored each proposal based on the evaluation criteria in the RFP:

1. Qualifications of the firm and assigned team members
2. Quality of product (ability to meet needs, quality and completeness, and ease of reading reports)
3. Proposed infrastructure and integration plan
4. Customer service report and turnaround time
5. Price
6. MBE/WBE compliance

The Evaluation Committee recommends the execution of an agreement with Employment Background Investigations, Inc. for background checks and pre-employment screening services at both the district-wide and individual college level.

Employment Background Investigations, Inc. (EBI) scored the highest in written comments for its clear identification of the company’s qualifications, and those of its team; and, its extensive experience with providing background checks and pre-employment screening services to its clients. Its J-One platform integrates with all known HRIS and ATS platforms.

MBE/WBE COMPLIANCE:

Procurement Services has reviewed the above agreement and has determined the vendor is in compliance with the Board Approved Participation Plan with a recommended waiver of the WBE goal.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
First Choice Research and Investigations, Inc. 6365 Taft Street, Suite 2000 Hollywood, FL 33024	MBE	30	Indirect	Florida State minority Supplier Development Council

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: \$500,000

Charge to: Office of Human Resources and Staff Development

Sources of Funds: Education Fund

FY22: 530000-00003-0025001-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

December 9, 2021 – Office of Human Resources