



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-1213, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF DECEMBER 6, 2018

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Report on advertisement of Request for Proposal 19-RFP-02 Pre- Employment Background Checks and Related Services, estimated cost \$40,000.00, Account 101-25000-612430, Requisition 1506533

Dear Sir:

Request for Proposal documents are being prepared for Pre- Employment Background Checks and Related Services at the request of the Human Resources Department.

The purpose of this contract is to select a qualified vendor who can provide background checks and related services to determine if an appointee has a criminal record by utilizing county level criminal history searches, verifying the validity of a social security number, verifying that an appointee has a valid driver's license/motor vehicle history if one is required for the position for which the individual is appointed, and occasionally verifying professional licenses, military service, education and work experience. The new contract will be for a period covering July 1, 2019 through June 30, 2023. Please note, the contract period has been extended to four years for this contract period only. This is being done in an effort to move the contract off-cycle from several other contracts administered by the Compensation and Benefits Section. Future contracts will be for the standard three-year period.

The estimated cost for this contract is \$40,000.00. The estimated 2019, 2020, 2021, 2022 and 2023 expenditures are \$5,000.00, \$10,000.00, \$12,500.00, \$7,500.00 and \$5,000.00 respectively.

No bid deposit is required for this request for proposal.

The Diversity Section reviewed the request for proposal and concluded that Appendix A would not be applicable since the estimated total expenditures are below \$100,000.00.

The tentative schedule for this contract is as follows:

| | |
|--------------------|------------------|
| Advertise | January 9, 2019 |
| Proposals Received | February 8, 2019 |
| Award | May 2, 2019 |
| Completion | June 30, 2023 |

Funds are being requested in 2019, 2020, 2021, 2022 and 2023, in Account 101-25000-612430, and are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:JEF

Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management