



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Details (With Text)

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**Title:** Issue purchase order and enter into an agreement for Contract 19-RFP-02 Pre-Employment Background Checks and Related Services with CareerBuilder Employment Screening, LLC in an amount not to exceed \$40,000.00, Account 101-25000-612430, Requisition 1506533

**Sponsors:**

**Indexes:**

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**Attachments:**

Date	Ver.	Action By	Action	Result
5/2/2019	1	Board of Commissioners	Approved	Pass

### TRANSMITTAL LETTER FOR BOARD MEETING OF MAY 2, 2019

#### COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order and enter into an agreement for Contract 19-RFP-02 Pre-Employment Background Checks and Related Services with CareerBuilder Employment Screening, LLC in an amount not to exceed \$40,000.00, Account 101-25000-612430, Requisition 1506533

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with CareerBuilder Employment Screening, LLC to perform pre-employment background checks and related services for the period from July 1, 2019 through June 30, 2023.

On January 9, 2019, Request for Proposal 19-RFP-02 Pre-Employment Background Checks and Related Services was publicly advertised. Sixty-one (61) firms were notified and thirty-nine (39) requested proposal documents. On February 8, 2019, the District received four (4) responsive proposals from the following vendors: Accusource, Inc.; Bushue Human Resources, Inc.; CareerBuilder Employment Screening, LLC (CareerBuilder); and CBY Systems, Inc.

The proposals were evaluated by staff from the Human Resources Department and the Procurement and Materials Management Department. The criteria for these evaluations were outlined in Request for Proposal 19-RFP-02 and included: understanding of the services to be provided; approach to the work; experience and technical competence; turn-around times and customer support; financial stability; compliance with insurance and licensure requirements; and cost.

Following the preliminary evaluation of proposals, excluding cost, all four proposers were deemed to be finalists and were invited to interviews conducted March 21 - 22, 2019. On March 29, 2019, a solicitation was sent to the finalists requesting an unqualified "best and final" offer. The "best and final" offers were returned to

the Director of Procurement and Materials Management on April 5, 2019.

Based on the evaluation of proposals, finalist interviews and pricing, the Human Resources Department recommends CareerBuilder as the selected vendor. CareerBuilder provides an easy-to-use, customizable web platform allowing for a virtually paperless process. The processes are ISO 9001 certified to help ensure the quality of the searches. Their dedication to compliance support will help ensure the District's pre-employment processes meet all Fair Credit Reporting Act and EEOC regulations. They are accredited by the National Association of Professional Background Screeners and their Compliance Officer is licensed as a Private Detective/Private Detective Agency by the State of Illinois Department of Financial and Professional Regulation. For these reasons, CareerBuilder is the recommended vendor for these services.

The Affirmative Action Appendix A and Appendix V are not included in this contract because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to award a contract to CareerBuilder in the amount of \$40,000.00. The estimated expenditures are \$4,000.00 in 2019, \$8,000.00 in 2020, \$16,000.00 in 2021, \$8,000.00 in 2022 and \$4,000.00 in 2023. Funds are available in Account 101-25000-612430 for 2019. Funds for 2020, 2021, 2022 and 2023 are contingent on the Board of Commissioners' approval of the District's budget for those years.

Recommended, Beverly K. Sanders, Director of Human Resources  
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for May 2, 2019