



# City of San Antonio

## Agenda Memorandum

**File Number:**16-5850

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**Agenda Item Number:** 23.

**Agenda Date:** 12/8/2016

**In Control:** City Council A Session

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**DEPARTMENT:** Human Resources

**DEPARTMENT HEAD:** Lori Steward, Human Resources Director

**COUNCIL DISTRICTS IMPACTED:** City-wide

### **SUBJECT:**

Criminal Background Checks

### **SUMMARY:**

This ordinance authorizes the City Manager or her designee to execute a contract with Pre-Employ.com to provide post-offer criminal background check services consistent with the Fair Credit Reporting Act (FCRA), for prospective employees, contractors, interns, and volunteers at an estimated annual expense of \$30,000 per year. The term of this contract is three (3) years, beginning January 1, 2017 and ending December 31, 2019, with the option to renew for two (2) additional one (1) year periods, subject to and contingent upon funding by City Council.

### **BACKGROUND INFORMATION:**

The City of San Antonio currently conducts pre-employment screening for prospective employees upon acceptance of a conditional offer of employment. The new employee screening process involves verification and review of information such as employment history, educational attainment, driving record (if applicable), drug test, and a two-step criminal background review. Step one involves a review of results from a local fingerprint search conducted by the San Antonio Police Department (SAPD). This review includes results for any violations within the City of San Antonio jurisdiction as well as a warrant check. This ordinance authorizes Pre-Employ.com to provide services required for step two, which involves a nationwide local-level criminal background database search. This search is based on personal identifying information such as name, date of birth and social security number as opposed to fingerprints. All criminal history results are evaluated by Human Resources on an individual basis using U.S. Equal Employment Opportunity Commission guidelines. The City

currently conducts approximately 6,000 criminal background checks annually for prospective employees, volunteers, and interns, as well as interval background checks for existing employees to authorize continued access to classified systems or other business reasons as needed.

The Finance Department, Purchasing Division on behalf of the Human Resources Department released a Request for Proposal (RFP) on August 24, 2016 seeking proposals for a qualified Respondent interested in providing criminal background checks. The RFP was advertised in the San Antonio Express-News on August 27, 2016. A pre-submittal conference was held on September 1, 2016, to allow for Respondent questions and clarification to the RFP. Nine (9) proposals were received by the October 3, 2016 deadline. One (1) proposal was deemed non-responsive for failing to include required material documents in the RFP submission. The Evaluation Committee included representatives from the Human Resources Department and the Finance Department.

The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 25 points allotted for proposed plan and 30 points allotted for Respondent's price schedule. Local Preference Program was allotted 10 points and 5 points were allotted for the Veteran-Owned Small Business Preference Program.

The Evaluation Committee evaluated and scored proposals on October 25, 2016 and recommended Pre-Employ.com for award as the firm receiving the highest collective score from the evaluation categories.

The Small Business Economic Development Advocacy (SBEDA) Program was not applied to this evaluation process.

The Local Preference Program was applied in the evaluation of responses received for this contract; however, the highest ranked firm is not a local business.

The Veteran-Owned Small Business Preference Program was applied in the evaluation of responses received for this contract; however, none of the respondents are a veteran-owned small business.

## **ISSUE:**

Award of this contract will allow for continued post-offer criminal background checks for prospective City employees, contractors, interns, and volunteers.

## **ALTERNATIVES:**

Should this contract not be approved, Human Resources would need to utilize a month-to-month contract with the current vendor, Clear Investigative Advantage, until existing funding is exhausted.

## **FISCAL IMPACT:**

Funds are available in the FY 2017 Human Resources Adopted Budget. Each department is responsible for paying for the background check(s) for their prospective volunteers. Subsequent funding will be contingent upon City Council approval and appropriation in future fiscal years.

**RECOMMENDATION:**

Staff recommends approval of this ordinance to execute a contract with Pre-Employ.com to provide Criminal Background Checks for prospective employees, interns, and volunteers with total compensation in an amount up to \$30,000 per year, beginning January 1, 2017 and ending December 31, 2020, with the option to renew for two (2) additional one (1) year periods, subject to and contingent upon funding by City Council.

This contract is procured by means of Request for Proposals and a Contract Disclosure Form is attached.