



Legislation Text

File #: 21-1999, **Version:** 1

STRATEGIC PRIORITY: Government Performance and Financial Management
AGENDA DATE: December 8, 2021
COUNCIL DISTRICT(S): All
DEPARTMENT: Office of Procurement Services
EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a three-year service price agreement, with two one-year renewal options, for citywide background screening services - Sterling InfoSystems, Inc., most advantageous proposer of twenty-three - Estimated amount of \$2,568,168.25 - Financing: General Fund (subject to annual appropriations)

BACKGROUND

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This service price agreement provides background screening services for multiple City departments. The Department of Human Resources conducts pre-employment background screenings on all new hires, re-employment, job status changes, and volunteers seeking employment or volunteer work with the City. The purpose of conducting background screenings is to verify that applicants for employment and volunteer work do not have history of activity that would make them unsuitable for positions which they are being considered. Failure to perform pre-employment or volunteer candidate background check could place the organization at risk of future liability court cases. These checks are also important because they allow better informed and less subjective evaluations to be made about employee and volunteer candidates.

In addition, The City will provide an online web-based exclusion screening solution to the City of Dallas Compliance Program. The web-based software will allow the City to meet its legal requirement to screen, in-house, all prospective and current covered persons against the U.S. Department of Health and Human Services (HHS) Office of Inspector General's (OIG) List of Excluded Individuals/Entities (LEIE), the General Service Administration's (GSA) System for Award Management (SAM) exclusion list, the Texas Health and Human Services OIG exclusion list, Texas Medicaid Provider exclusion list, and other Federal and State exclusion databases.

A five-member committee from the following departments reviewed and evaluated the qualifications:

- City Controller’s Office (1)
- Department of Human Resources (2)
- Parks & Recreation Department (1)
- Office of Procurement Services (1)*

*The Office of Procurement Services only evaluated the cost and local preference, if applicable.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Cost 40 points
- Experience 30 points
- Overall approach and methodology 25 points
- Local Preference 5 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$12.38; the selected vendor meets this requirement.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On January 11, 2017, City Council authorized a three-year service contract for background screening services with Quicksius,LLC dba Quick Search through an intergovernmental agreement with the City of Fort Worth by Resolution No. 17-0126.

FISCAL INFORMATION

Fund	FY 2022	FY 2023	Future Years
General Fund	\$513,634.00	\$513,634.00	\$1,540,900.25

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal	M/WBE %	M/WBE \$
\$2,568,168.25	Other Services	N/A	N/A	N/A
<ul style="list-style-type: none"> • The Business Inclusion and Development Policy does not apply to Other Service contracts. • Sterling InfoSystems, Inc. - Non-local; Workforce - 0.37% Local 				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"> • Utilized for high technology procurements, insurance procurements, and other goods and services • Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications • Always involves a team evaluation • Allows for negotiation on contract terms, including price
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The Office of Procurement Services received the following proposals from solicitation number BKZ21-00014232. We opened them on May 7, 2021. This service price agreement is being awarded in its entirety to the most advantageous proposer.

*Denotes successful proposer

<u>Proposers</u>	<u>Address</u>	<u>Score</u>
*Sterling InfoSystems, Inc.	1 State Street Plaza 24th Floor New York, NY 10004	91.72
HireRight, LLC	100 Centerview Dr. Suite 300 Nashville, TN 37214	87.07
Edge Information Management, Inc.	1682 West Hibiscus Blvd. Melbourne, FL 32901	81.32
Applicant Insight	5652 Meadowland St. New Port Richey, FL 34652	78.50
Castle Branch, Inc. dba CastleBranch	1844 Sir Tyler Dr. Wilmington, NC 28405	75.47
TrueScreen, Inc.	251 Veterans Way Warminster, PA 18974	68.60

KENTECH Consulting, Inc.	520 West Erie St. Suite 440 Chicago, IL 60654	66.54
AccuSource, Inc.	3050 Rancho California Rd. Suite D406-215 Temecula, CA 92591	65.14
Absolute Background Search, Inc.	905 E. Martin L. King Dr. Tarpon Springs, FL 34689	62.50
Securecheck360, LLC	6494 Weathers Pl. Suite 200 San Diego, CA 92121	58.19
Quick Acquisition, LLC dba Quick Search	10228 East. Northwest Hwy. Suite 123-69 Dallas, TX 75238	57.23
Accurate Background, LLC	7515 Irvine Center Dr. Irvine, CA 92618	57.04
Corescreening, Inc.	1025 South Bridgeway Pl. Suite #280 Eagle, ID 83616	56.53
Asurint	1111 Superior Ave. Suite 2100 Cleveland, OH 44114	55.95
Plexus Global, LLC	19340 Jesse Ln. Suite #280 Riverside, CA 92508	55.24
TrueView BSI, LLC	25 Newbridge Rd. Suite #210 Hicksville, NY 11801	53.69
ACUTRAQ Background Screening, Inc.	2129 North Center St. Suite C Fayetteville, AR 72701	51.36
National Center for Safety Initiatives, LLC	6001 Cochran Ave. Suite #200 Solon, OH 44139	46.94

Southern Background Services, LLC	9 Latimer St. Hazlehurst, GA 31539	43.23
VolunteerNow	2800 Live Oak St. Dallas, TX 75204	42.50
KRESS Employment Screening, Inc.	13105 Northwest Frwy. Suite #1050 Houston, TX 77040	40.04
Background Information Services, Inc.	1716 North Main St. Suite A #168 Longmont, CO 80501	39.78
Voir Dire International, LLC	5811 2nd St. Katy, TX 77493	25.98

OWNER

Sterling InfoSystems, Inc.

Brian Williams, General Manager