

July 16, 2009

10-011

ACCEPT PROPOSAL AND AWARD CONTRACT FOR  
CRIMINAL BACKGROUND CHECK AND ONLINE I-9  
SYSTEM SERVICES TO PRE-EMPLOY.COM

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FINANCIAL  
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Dr. Preston Pulliams, District President

REPORT:

The College has a need to contract with a qualified firm to provide and conduct criminal background check and online I-9 (employment eligibility verification) system services. The successful proposer will perform both services to all newly hired employees in all employee categories including casual. The criminal background services include, but are not limited to, comprehensive multi-state/multi-dimensional record checking and reporting of both felony and misdemeanor convictions and pending cases based on counties of residence and employment during the prior seven years. The online I-9 services includes completion of online I-9 documentation and use of the Department of Homeland Security "e-verify" system for all new employees from the date of contract implementation. The estimated total cost of this contract over three to five years may exceed the \$150,000 threshold. Therefore, a formal solicitation process (Request for Proposal – RFP) is required.

On January 20, 2009, the RFP was advertised in the Daily Journal of Commerce and State of Oregon ORPIN Vendor System, and the RFP document was accessible by registering on the PCC Procurement website. A total of sixty-nine (69) vendors registered and received copies of the RFP, of which nine (9) were (out of state) MWESB firms. On the deadline of February 16, 2009 at 10:00 A.M., the College received seventeen (17) proposals. Two (2) proposals were rejected because they came in late and one (1) did not comply with the RFP requirements (no signature). The rest of the proposals

were reviewed and evaluated by the committee members based on the following criteria: Firm's experience and knowledge on the required services, functionality of the proposed system, and cost. The proposals received are from the following firms and the committee's recommendation for contract award is Pre-employ.com.

**Proposer's Name:**

AccuSource, Inc.	National Applicant Screening, Inc.
Background Information Services, Inc.	<b>Pre-employ.com</b>
Castle Branch, Inc.	PreCheck
Correct Check, Inc.	Screening One
Collective Intelligence, Inc.	Screening and Selection Services *
E-Verifile.com, Inc.	STS Sales Dept *
First Choice Research Screening, Inc.	Truescreen, Inc.
HireRight, Inc.	USA-Fact, Inc. *

Note: \*Rejected Proposals  
No MWESB firms submitted proposal

**RECOMMENDATION:** That the Board of Directors award the contract to Pre-employ.com to provide and conduct the criminal background check and online I-9 system services. The initial contract will be for three (3) years with an option to renew annually for another two (2) years, not to exceed five (5) year term (or through August, 2014). The contract amount will be for, not to exceed, \$200,000 (an estimated annual expenditure of \$40,000). Funding will be from the General Fund.