

Management Committee

Meeting date: October 24, 2007

ADVISORY INFORMATION

Date:	October 24, 2007
Subject:	Request to Enter Into a Contract for Background Investigation Services.
District(s), Member(s):	All
Policy/Legal Reference:	Council Procurement Policy 3-4-3
Staff Prepared/Presented:	Gloria Heinz, Director of Human Resources, 651-602-1398 Jennifer Tvedten, Deputy Director of Human Resources, 651-602-1057
Division/Department:	Human Resources

Proposed Action/Motion

That the Metropolitan Council authorize the Regional Administrator to execute a contract with Orange Tree for background investigation services for \$600,000 for a period of four years.

Issue(s)

- The current contract for background investigations with Verifications, Inc., expires on November 30, 2007.

Rationale and Funding

The Metropolitan Council conducts background investigations for all external employment candidates and some internal transfers. The types of background checks conducted vary depending on the position being filled and the qualifications of the position but typically include:

- Verification of employment dates, job title, salary and reason for leaving.
- Social security number verification.
- Verification of education.
- Criminal conviction record.
- Driving record (for positions that require the use of a Council owned vehicle).
- Drug testing results (for US DOT and FMCSA safety sensitive positions).

In addition, the Council may use this vendor to conduct background investigations on subjects of internal investigations.

In August, the Council issued a request for proposal (RFP) for background investigation services. We received 13 proposals. A panel of human resource staff reviewed the proposals and rated three providers as very good: Verifications, Inc., Orange Tree, and Inquiries, Inc. For a typical background investigation, the prices quoted in the three proposals ranged from \$57.50 - \$87.79 per applicant. Orange Tree's price was \$59.00.

Of the three proposals, Orange Tree's was rated the highest due to their pricing, ability to integrate with the Council's web-based recruitment and selection system, availability of training and reference material at no cost; easy to read reports and their use of a customized decision-making grid that will speed the processing of background checks, reduce costs, and enhance communication between human resources and the vendor.

Total expense for background checks during 2006 was approximately \$108,000. We anticipate an increase in vacancies over the next several years due to increased turnover and recommend a four year contract for \$600,000.