

Business Item

Management Committee



Committee Meeting Date: February 26, 2025

For the Metropolitan Council: March 12, 2025

Business Item: 2025- 70

Background Check Services, Contract 19P244 - Amendment 2

District(s), Member(s): All

Policy/Legal Reference: FM 14-2 – Expenditures for the Expenditure of Goods, Services and Real Estate Policy

Staff Prepared/Presented: Cassandra Tabor, CHRO, 651-602-1417
Joyce Masar, Sr. HR Manager Talent Management, 612-349-7717

Division/Department: Regional Administration / Human Resources

Proposed Action

That the Metropolitan Council authorize the Regional Administrator to execute an amendment for Contract 19P244 with Employer's Choice that will add \$450,000, for a total contract value not to exceed amount of \$950,000.

Background

In 2021, a Request for Proposals was advertised to provide background check and financial screening services through a secure web based online system for all positions at the Council. The Council awarded the contract to Employer's Choice.

Contract 19P244 was executed June 18, 2021, and runs through April 30, 2026. Due to unforeseen hiring requirements for bus operators, train operators and TRIP agents not anticipated, Human Resources will exhaust the current funding before the contract term.

This contract has also incurred additional fees that counties and states are charging to access criminal and driving history. Many employers are moving to using an automated work employment verification system and the fees to access this system continue to increase each year.

Since the commencement of this contract in 2021, a total of \$471,264.50 has been spent. Below is a summary of the yearly spend.

June 2021 – December 2021	\$ 46,257.70
January 2022 – December 2022	\$ 71,952.14
January 2023 – December 2023	\$ 141,989.18
January 2024 – December 2024	\$ 211,065.48

This amendment is intended to cover the costs for as needed services through the original awarded contract term of April 30, 2026.

Rationale

Council Policy requires amendments exceeding 10% of the original authorized contract value be approved by the Council for a services contract if the cumulative value exceeds \$500,000

Thrive Lens Analysis

This action advances the Thrive Outcomes of Stewardship. The Human Resources department is responsible for conducting background checks as part of the selection process in an effort to minimize any unreasonable risk to Council employees and the public by other employees while in the performance of their jobs. The Council utilizes a third-party consumer reporting agency to conduct background checks.

Funding

This is part of our operating budget.

Small Business Inclusion

The Office of Equal Opportunity (OEEO) reviewed the original procurement and determined that there were not sufficient subcontracting opportunities to warrant a goal. OEEO attached a list of MCUB firms to the original Contract Initiation Memo (CIM) to be directly solicited for this opportunity.

