



Legislation Details (With Text)

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On agenda: 4/11/2022 **Final action:** 4/11/2022
Title: Citywide Onboarding Services
Attachments:

Date	Ver.	Action By	Action	Result
4/11/2022	1	City Council Business Meeting	Approve	

Citywide Onboarding Services

Action:

- A. Approve contracts with the following companies for citywide onboarding services for an initial term of three years:**
 - **Wolfe, Inc.,**
 - **US ISS Agency LLC,**
 - **Concentra,**
 - **Forensic Polygraph Consultants,**
 - **Employment Practices Counsel, Inc. (WBE, SBE), and**

- B. Authorize the City Manager to renew the contracts for up to two, one-year terms with possible price adjustments, and to amend the contracts consistent with the purpose for which the contracts were approved.**

Staff Resource(s):

Phil Reiger, General Services
Kay Elmore, General Services

Explanation

- The City utilizes various firms to support onboarding and hiring needs of various City departments.
- Depending on the position, onboarding services may include, but are not limited to, background investigations, drug and alcohol testing, pre-employment physicals, and polygraph examinations.
- On September 17, 2021, the City issued a Request for Proposals (RFP); 12 responses were received.
- The companies selected best meet the City’s needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- Annual aggregate expenditures are estimated to be \$850,000.

Charlotte Business INclusion

Employment Practices Counsel, Inc. is a City-certified WBE and SBE.

The City negotiates subcontracting participation after the proposal selection process (Part C: Section 2.1(h) of the Charlotte Business INclusion Policy). Each of the firms listed have identified certified firms to be utilized as the project evolves:

- Wolfe, Inc. has committed 40.00% (\$380,000) of its total contract value to the following certified firms:
- TruLabs Diagnostics (MBE) (drug screen collection services; breath alcohol testing and after-hours

services)

- Before Your Hire (WBE) (background screening services)
- Rapid Response LLC (MBE) (drug screen collection services; breath alcohol testing)
- Fact Labs (MBE) (drug screen collection services; breath alcohol testing)

US ISS Agency LLC has committed 66.67% (\$66,700) of its total contract value to the following certified firms:

- DARSTAR Services LLC (MBE) (polygraph examiner services)
- Blue Ridge Polygraph (MBE) (polygraph examiner services)

Employment Practices Counsel, Inc. (WBE, SBE) has committed 20.00% (\$20,000) of its total contract value for drug screening services to the following certified firm:

- Fact Labs (MBE) (drug screen collection services)

Fiscal Note

Funding: Various Departments' Operating Budgets