

## Legislation Text

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File #: 15-17545, Version: 1

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### 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