



Legislation Text

File #: 23-1246, **Version:** 1

Human Resources Department recommending the Board:

1) Approve and authorize the Purchasing Agent to execute Amendment IV to Agreement 4665 with Clearstar Inc. for pre-employment background checks to include subconsultant language, and update Exhibit 1-C to include revised domestic pricing and international charges for pre-employment background checks with no change to the term of the agreement or the not-to-exceed amount; and
2) Authorize the Purchasing Agent to execute any necessary amendments relating to Agreement 4665, excluding term extensions and increases to the not-to-exceed amount, contingent upon approval by County Counsel and Risk Management.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

The Human Resources Department is requesting the Board approve and authorize the Purchasing Agent to sign and execute Amendment IV to Agreement 4665 with Clearstar Inc. for pre-employment background checks to include subconsultant language, and update Exhibit 1-C to include revised domestic pricing and international charges for pre-employment background checks with no change to the term of the agreement or the not-to-exceed amount.

Clearstar Inc. performs pre-employment background checks during the recruitment process. Utilizing Clearstar Inc. enables the County to provide timely reporting of background information in a manner consistent with generally accepted standards of business practices. Clearstar Inc.'s expertise allows the County to collect the relevant information from all the necessary sources while adhering to the numerous Federal and State laws. Clearstar Inc. has requested to use a third-party provider to deliver their comprehensive international education and employment verification services. Due to this request, Amendment IV was initiated to include the revised domestic pricing and international charges for pre-employment background checks and to include language allowing for subconsultants.

ALTERNATIVES

The Board could choose not to approve the amendment and Human Resources could use another vendor.

PRIOR BOARD ACTION

On March 22, 2022, with Legistar item 22-0427, the Board authorized the Purchasing Agent to execute Amendment III to Agreement 4665 with Clearstar Inc. for pre-employment background checks to increase the total not-to-exceed by \$100,000 for a total not-to-exceed amount of \$150,000 and extend the term by two years from April 6, 2022, to April 6, 2024.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Procurement & Contracts, County Counsel, and Risk Management.

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

Amendment IV does not impact the Human Resources budget. Recruitments specific to County departments are charged back to that department.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance.

CONTACT

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