



Legislation Text

File #: 24-0418, **Version:** 1

Human Resources Department recommending the Board:

- 1) Make findings in accordance with County Ordinance 3.13.030(B) that specialty skills and qualifications not expressly identified in classifications are involved in the performance of the work;
- 2) Approve and authorize the Purchasing Agent to execute Agreement 8466 with Clearstar Inc. for pre-employment background checks for a three-year period beginning April 7, 2024, with a not-to-exceed in the amount of \$90,000; and
- 3) Authorize the Purchasing Agent to execute any necessary amendments relating to Agreement 8466, 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

Clearstar Inc. has been providing pre-employment background checks during the recruitment process for the County since January 2020. 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. uses a third-party provider to deliver their comprehensive international education and employment verification services.

The proposed Agreement 8466 will allow for Clearstar Inc. to continue providing pre-employment background checks for the County for a three-year term beginning April 7, 2024, with a not-to-exceed in the amount of \$90,000.

ALTERNATIVES

The Board could choose not to approve the Agreement and direct Human Resources to seek a different vendor.

PRIOR BOARD ACTION

10/10/2023 Legistar item 23-1246

03/22/2022 Legistar item 22-0427

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Procurement & Contracts, County Counsel, and Risk Management.

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

Funding for Agreement 8466 is included in 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

N/A

CONTACT

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