

**ITEMS REQUIRING BOCC APPROVAL**  
**3 ITEMS**

**1. BACKGROUND SCREENING SERVICES -- DIVISION OF HUMAN RESOURCES****FUNDING -- DIVISION OF HUMAN RESOURCES**

(Request sent to 36 vendors)

RFP #17-0017 Contract

	The McDowell Agency, Inc.	CSS Inc.	National Screening Bureau dba National Screening Bureau, LLC
1. Social Security Number (SSN), verification and validation.	\$35.00	\$1.50	<b>\$19.00</b>
2. Sex Offender Registry query.	Included w/ SSN search	\$1.00	<b>Included w/ SSN search</b>
3. Criminal Records, check for seven (7) years including nationwide and appropriate County, State, and Federal bureaus.	Included w/ SSN search	\$6.75 - County \$3.75 - Federal	<b>Included w/ SSN search</b>
4. Current Residence and, for criminal history, previous residences for up to seven (7) years prior.	Included w/ SSN search	Included w/ SSN search	<b>Included w/ SSN search</b>
5. Driving Record, lifetime for criminal history and DUI charges and convictions, including out of state.	\$10.00	\$2.25	<b>\$5.50</b>
6. Driving Record, for moving violations, up to seven (7) years history.	Included w/ driving record search	Included w/ driving record search	<b>Included w/ driving record search</b>
7. Motor Vehicle License(s), validity of currently-held.	Included w/ driving record search	Included w/ driving record search	<b>Included w/ driving record search</b>
8. Credit Information, up to seven (7) years history.	\$12.00 + Onetime inspection fee \$125.00	\$7.00	<b>\$13.50</b>
9. Education verification.	\$10.00	\$8.00	<b>\$8.00</b>
Total	\$67.00 + \$125.00	\$30.25	<b>\$46.00</b>

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	Pinkerton Consulting and Investigations dba Pinkerton	Nquire, Inc.	Summit Security Services, Inc.
1. Social Security Number (SSN), verification and validation.	N/A	N/A	\$2.50
2. Sex Offender Registry query.	N/A	\$3.95	\$3.50
3. Criminal Records, check for seven (7) years including nationwide and appropriate County, State, and Federal bureaus.	\$6.00	\$27.95	\$8.00 - County \$5.00 - Federal
4. Current Residence and, for criminal history, previous residences for up to seven (7) years prior.	Included w/ Criminal Records search	Included w/ Criminal Records search	Included w/ Criminal Records search
5. Driving Record, lifetime for criminal history and DUI charges and convictions, including out of state.	\$4.00	\$8.95	\$3.00
6. Driving Record, for moving violations, up to seven (7) years history.	Included w/ driving record search	Included w/ driving record search	Included w/ driving record search
7. Motor Vehicle License(s), validity of currently-held.	Included w/ driving record search	Included w/ driving record search	Included w/ driving record search
8. Credit Information, up to seven (7) years history.	N/A	\$8.95	\$12.00
9. Education verification.	N/A	\$4.95	\$8.00
Total	\$10.00	\$54.75	\$42.00
	First Choice Research and Investigations, Inc. dba First Choice Background Screening	Mind Your Business, Inc.	HRRC Screening Solution, Inc.
1. Social Security Number (SSN), verification and validation.	\$45.50	\$120.00	N/A
2. Sex Offender Registry query.	Included w/ SSN search	Included w/ SSN search	N/A
3. Criminal Records, check for seven (7) years including nationwide and appropriate County, State, and Federal bureaus.	Included w/ SSN search	Included w/ SSN search	\$8.95
4. Current Residence and, for criminal history, previous residences for up to seven (7) years prior.	Included w/ SSN search	Included w/ SSN search	N/A
5. Driving Record, lifetime for criminal history and DUI charges and convictions, including out of state.	Included w/ SSN search	Included w/ SSN search	\$8.95
6. Driving Record, for moving violations, up to seven (7) years history.	Included w/ SSN search	Included w/ SSN search	Included w/ above driving record
7. Motor Vehicle License(s), validity of currently-held.	Included w/ SSN search	Included w/ SSN search	Included w/ above driving record
8. Credit Information, up to seven (7) years history.	Included w/ SSN search	Included w/ SSN search	N/A
9. Education verification.	Included w/ SSN search	Included w/ SSN search	N/A
Total	\$45.50	\$120.00	\$17.90

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	Western Reporting, Inc.	Research USA LLC	Validity Screening Solutions*
1. Social Security Number (SSN), verification and validation.	\$1.00	\$8.00	\$27.00 + \$95.00 software fee
2. Sex Offender Registry query.	Included w/ Criminal Records check	\$6.00	\$3.00
3. Criminal Records, check for seven (7) years including nationwide and appropriate County, State, and Federal bureaus.	\$7.00	\$40.00 - County \$25.00 - Federal	Included w/ SSN search
4. Current Residence and, for criminal history, previous residences for up to seven (7) years prior.	Included w/ Criminal Records check	Included w/ Criminal Records check	Included w/ SSN search
5. Driving Record, lifetime for criminal history and DUI charges and convictions, including out of state.	\$4.00	\$45.00	\$11.85
6. Driving Record, for moving violations, up to seven (7) years history.	Included w/ driving record search	Included w/ driving record search	Included w/ driving record search
7. Motor Vehicle License(s), validity of currently-held.	Included w/ driving record search	Included w/ driving record search	Included w/ driving record search
8. Credit Information, up to seven (7) years history.	\$6.00	\$27.00	\$8.00
9. Education verification.	\$15.00	\$30.00	\$8.00
Total	\$33.00	\$181.00	\$57.85 + \$95.00
	Liberty Screening Services LTD	CLS Enterprises of Lockport, Inc. dba CLS Background Investigations, Inc.	Cutting Edge Background Investigations
1. Social Security Number (SSN), verification and validation.	\$3.00	\$44.00	\$3.85
2. Sex Offender Registry query.	Included w/ Criminal Records check	Included w/ SSN search	N/A
3. Criminal Records, check for seven (7) years including nationwide and appropriate County, State, and Federal bureaus.	\$8.00	Included w/ SSN search	\$2.00
4. Current Residence and, for criminal history, previous residences for up to seven (7) years prior.	Included w/ Criminal Records check	Included w/ SSN search	\$5.35
5. Driving Record, lifetime for criminal history and DUI charges and convictions, including out of state.	\$3.00	\$7.00	\$12.00
6. Driving Record, for moving violations, up to seven (7) years history.	Included w/ driving record search	Included w/ driving record search	Included w/ driving record search
7. Motor Vehicle License(s), validity of currently-held.	Included w/ driving record search	Included w/ driving record search	Included w/ driving record search
8. Credit Information, up to seven (7) years history.	\$14.00	\$8.00	N/A
9. Education verification.	\$8.00	\$25.00	N/A
Total	\$36.00	\$84.00	\$23.20

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	AccuSource, Inc.	Applicant Insight, Inc.	Background Information Services, Inc.
1. Social Security Number (SSN), verification and validation.	\$2.50	\$1.75	\$12.00
2. Sex Offender Registry query.	\$2.50	\$2.00	Included w/ SSN search
3. Criminal Records, check for seven (7) years including nationwide and appropriate County, State, and Federal bureaus.	\$8.00 - County \$6.50 - Federal	\$30.00	\$8.00
4. Current Residence and, for criminal history, previous residences for up to seven (7) years prior.	\$16.00 - County \$9.75 - Federal	\$1.75	\$9.50
5. Driving Record, lifetime for criminal history and DUI charges and convictions, including out of state.	\$10.75	\$1.50	\$3.00
6. Driving Record, for moving violations, up to seven (7) years history.	\$3.75	\$1.50	Included w/ driving record search
7. Motor Vehicle License(s), validity of currently-held.	\$3.75	\$1.50	Included w/ driving record search
8. Credit Information, up to seven (7) years history.	\$7.00	\$3.50	\$12.00
9. Education verification.	\$7.50	\$6.50	\$8.00
Total	\$78.00	\$50.00	\$52.50
	Pre-Employ.com	PeopleTrail	KGI Holdings LLC dba KGI
1. Social Security Number (SSN), verification and validation.	\$0.40	\$3.00	\$95.00
2. Sex Offender Registry query.	\$1.95	Included w/ Criminal Records search	Included w/ SSN search
3. Criminal Records, check for seven (7) years including nationwide and appropriate County, State, and Federal bureaus.	\$6.45 - County \$4.95 - Federal	\$30.00	Included w/ SSN search
4. Current Residence and, for criminal history, previous residences for up to seven (7) years prior.	Included w/ Criminal Records search	Included w/ Criminal Records search	Included w/ SSN search
5. Driving Record, lifetime for criminal history and DUI charges and convictions, including out of state.	\$3.95	\$5.00	Included w/ SSN search
6. Driving Record, for moving violations, up to seven (7) years history.	Included w/ driving record search	Included w/ driving record search	Included w/ SSN search
7. Motor Vehicle License(s), validity of currently-held.	Included w/ driving record search	Included w/ driving record search	Included w/ SSN search
8. Credit Information, up to seven (7) years history.	\$8.25	\$12.00	Included w/ SSN search
9. Education verification.	\$7.95	\$12.00	Included w/ SSN search
Total	\$33.90	\$62.00	\$95.00

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	Inquiries, Inc.	
1. Social Security Number (SSN), verification and validation.	\$2.25	
2. Sex Offender Registry query.	\$6.25	
3. Criminal Records, check for seven (7) years including nationwide and appropriate County, State, and Federal bureaus.	\$9.75 - County \$7.75 - Federal	
4. Current Residence and, for criminal history, previous residences for up to seven (7) years prior.	Included w/ Criminal Records search	
5. Driving Record, lifetime for criminal history and DUI charges and convictions, including out of state.	\$3.25	
6. Driving Record, for moving violations, up to seven (7) years history.	Included w/ driving record search	
7. Motor Vehicle License(s), validity of currently-held.	Included w/ driving record search	
8. Credit Information, up to seven (7) years history.	\$6.50	
9. Education verification.	\$9.25	
Total	\$45.00	
No Bids	Sentry Link	Clears Inc.

On the recommendation of Kristen McGovern, on behalf of Division of Human Resources, Bid Board unanimously voted to **accept the proposal from National Screening Bureau dba National Screening Bureau, LLC (NATSB) and establish contract pricing for two (2) years, with three (3) one (1) year options to renew.**

A committee comprised of Adele Dunn and Lucas Wright - Human Resources, Mario Salinas - Corrections and, Kara Kingsley - Purchasing, reviewed and scored the responses based on criteria set forth in the RFP. NATSB, Pre-Employ.com, and Applicant Insight, Inc. were shortlisted and demos were given. The committee unanimously decided to recommend NATSB for award.

NATSB provides a web-based portal for HR to initiate the search package called SHARP. NATSB's SHARP system allows HR to customize the portal, each search and email. They also offer setup of automatic yearly searches, a user-friendly portal, applicant progress links, and a 800 number for applicants to call for assistance. NATSB is the county's current contractor that provides drug screening services and is located in Wichita.

The total number of background screenings (criminal and/or DMV) conducted by the county in 2016 through Human Resources for prospective employees was 853 for a total of \$8,740.08.

CSS Inc. was not considered due to integration requirements and possible integration costs for their platform software.

Summit Security Services, Inc. was not considered due to not providing descriptions of their searches, no specific turn-around times were given for reports and no quick invite feature.

Western Reporting, Inc. was not considered due to a poor and vague response, and offered no quick invite feature.

Pinkerton Consulting and Investigations dba Pinkerton was not considered due to having a lengthy implementation process and only provided part of the requested costs.

HRRC Screening Solution, Inc. and Cutting Edge Background Investigations were not considered due to not meeting the RFP criteria of having a minimum of ten (10) years experience in providing services similar to those specified in the RFP.

Liberty Screening Services LTD is our current vendor. They were not considered due to their manual entry process.

***Questions and Answers 8/31/17***

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Thomas Stolz: Item number one is background screening services. This was a little bit unusual because we visited about this two weeks ago and let me just speak for one minute on the unusual actions that we took in this regard because we actually had a vote on this and I'm bringing it back. Whenever somebody wants to buy something in Sedgwick County, it is the job of three layers to plow through the natural biases which occur when we're purchasing and I have been out there before when trying to buy things for my department, I have certain products I like, I have certain people I like, etc. and we have three layers that will make sure that my bias leaves the purchasing process and that starts with Mr. Thomas as the Purchasing Director. It goes to the review team that looks at that particular product and it comes to this Bid Board. The ultimate decider is the Commission and that's why I want to talk about #1. Even though we voted on this I had some discomfort with the discussion. Nothing is final until the Board of County Commissioners votes on an item and it's our job to make sure that we vet these thoroughly and appropriately. It's our job to make sure that our staff, when they go to the podium to talk to BoCC, can answer every question that the governing board asks. We're not trying to be mean or micromanage or scrutinize, it is that we're trying to prepare our staff and ultimately serve the Commission and the people of Sedgwick County as best we can by answering all the questions. Background screenings is back again today and I'll articulate why I wanted it to come back to this board. Colonel Powell voted "no." He has had experience with this vendor in the past. I thought it was perhaps germane that the rest of the board may hear what he had to say. I know that there were some issues with HR and Adele and I've talked about that as well. This purpose is not to embarrass anybody but to talk about this vendor specifically. I think that's our job. And then I had a question just between one vendor and another. There was a cheaper bid on this contract and I found I had additional questions. I was asking myself even after the board meeting and I'd like to talk about that again and then we'll revote on this again and hopefully move on down the road. I want to change one thing that we present to the Commission after this Bid Board. If there is a negative vote by any member of this board I would like that member to say why they vote "no." I would like that to be part of the report to the BoCC. So if I vote "no" on an item but the rest of the of the board votes "yes" I will articulate why I voted "no" so that when the Commission reads these minutes, which they religiously do, they will see "why did Stolz vote no on that item" instead of guessing or wondering why I voted "no" they'll see it in written language. I'd like to include that when we have a "no" on an item and I think that helps clear it up for the Commission.

Let's talk about background screening services again and staff please bear with me and read through the same process we did a couple weeks ago just to prepare us for what we talked about.

(Recommendation from 8/17/17 is read into record)

Thomas Stolz: Adele, help me out on this. You covered a little bit of this last time but I need a little bit more tangible response from you this time. The chosen vendor is in direct competition with Validity Screening?

Adele Dunn, Employment Manager, Division of Human Resources: I did create a spreadsheet. So if you refer to that spreadsheet the first three are the three that we did presentations with. These were additional areas that we made our choice based on. I listed all of the ones that were similar or below in cost of the one we chose. So I didn't list all contracts. The turnaround times, the ala carte feature is the method by which they don't create a standard package for us, so depending on the applicant we can select what background screens we want and would actually save money on some some new hires. Accreditation was also not something that we necessarily required but it's an additional layer that's pretty impressive. The "quick invite" saves a great deal of time. Without a quick invite basically what we have to do is call that applicant to get the Social Security Number, the birth date, and driver's license because none of that is asked for at the at the front end. That takes a lot of time. You miss connections. When you get that information then you submit it for a background screening. The quick invite allows employer to list the applicant's email address and then the company takes care of all of that. They have a process by which they can send out what they call "quick invite" to the applicants themselves and they deal directly with the applicants.

Integration issues: a lot of the companies were web-based but a few of the companies could possibly have integration issues. We didn't run any of those through IT to know for sure, but some of them have programs that they need to either create or integrate with us. The location is listed because there are time zone issues when you're dealing with companies and we are an 8 to 5 process and then your company is based on one of the coasts. It does narrow the amount of time that you can deal with companies whether you're HR or whether you're an applicant having issues with your program. I listed some additional notes that were of interest as to why we might not have chosen some of those there at the bottom. Western seem to either not have cleared their template from a previous proposal or they were confusing Sedgwick County of being in Texas so everything was related to Texas. Cutting Edge had a very poor document. There was a lot of spelling errors, missing letters, missing words. It was just a really poor documentation. So as you can see NATSB at the top had a yes in a lot of those columns that we thought for the price was a value.

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Thomas Stolz: Thank you. I said the Validity but I meant Cutting Edge as the company I was focusing on and you've done a good job of explaining what the problem there was.

Richard Powell: I appreciate the revised informational spreadsheet that's been provided. For me personally gives a little bit clear definition as to what the many pages of text were trying to deliver. Most everything that is being addressed here as a requirement for the vendor, in respect to our Office of the Sheriff is not applicable to us. As a matter of fact there's only one thing on this entire list that is applicable to the Sheriff's Office. Very honestly, and you and I've had discussions about it as have other people in the county structure. We were not happy with it at all. In our process of vetting our potential employees, is significantly different than any other employee in the county because of what their duties are and their responsibilities and the absolute necessity to understand who they are or where they come from and what they've done in a prior life. We do all of our investigations and background checks on our own within the organization. The only thing that we go outside for are three things that are required statutorily or by policy. That is the UA, a polygraph for a lie detector examination and a psychological evaluation. Polygraphs and a psychological examinations are done by other outside vendors that we the Sheriff's Office contract with directly. They're very expensive. Timeliness of this is the utmost importance to us and getting those done because their schedules are very full. These are all professional practitioners that have a multitude of different types of clients and organizations they perform their services for and we are only one of them. The other one is the UAs and the UAs for us are paramount. In the understanding of the outcomes of those UA exams or tests. Because that gives us a pointer or qualifier to move ahead with the polygraph examination and the psychological examination which have to be scheduled and as I said are very expensive. And I think especially our HR department within the county knows we tend to always be on a short timeline trying to fill classes. We try to get the maximum number of people into the total number of available openings and if we have ten openings we try to hire ten people. Sometimes that takes us right up till the week before. We experienced a situation where - it's interesting - the very first line on the spreadsheet that was handed to us talks about turnaround time of 11 hours for the recommended vendor - NATSB. In looking at that vendor, for the only service we need, there was a decision made some place, to take the ability of finding out the results of UA test, either, "yes they passed" or "no they didn't", not looking for any confidential HIPAA information, not looking for any identifiers, "did Bill Jones pass or fail the UA test?" That's all we wanted to know. We've always had privileged access to that information directly by a designated official of the Sedgwick County Sheriff's Office. At some point that access through a portal, which is a secure portal, I'm sure it's the same portal that you mentioned in your documentation?

Adele Dunn: Yes, it is.

Richard Powell: The access that our training staff had, which has the ultimate responsibility for new hire employees, in which every employee we hire goes through this process, all 551 of them, we were denied access. We contacted the vendor. Quite honestly I got the runaround. They couldn't tell me why it was changed and why we no longer had access. And then we made an appeal to HR which went on for a couple weeks. Why is this now happening? Who changed the rules and why did they change it and please put it back. That caused us a significant amount of delay in being able to schedule our perspectives for future testings that are required either by state law or by policy. When I say these are quite expensive, they're very expensive. We are talking \$400 to \$600 per test. We can't willy nilly and be good stewards of the taxpayers money. We don't want to give those tests if they didn't pass the first step which was the UA and it was imperative to have a "yes" or "no." I am the Administrative Undersheriff in charge of a lot of our backend services, which includes training. I also have the budgetary responsibilities for the Sheriff's Office. This concerned me a lot. We pay the bills, we fund all of this, we are the ones who have the necessity for the turnaround on the answers and we couldn't get any of it nor could we get an explanation. I was offended by this organization that basically refused to talk to me. "It's none of your business, talk to somebody else in Sedgwick County." I am a customer and we did have access to that until somebody drew a line in the sand. Interestingly enough that was the only service required for the Sheriff's Office out of this contract and quite frankly that's why I had an objection to it the last time we met and discussed this. They are not the only person on this list that can provide UA services. We may not ask for 800 and some of those of year, but I know that we probably do well over a hundred if not more. We interview that many people. We have that many perspectives on annual basis. I don't want to put anybody on the spot but I want the board to understand what my objection was and why it was voted the way that it went. The only service that we required out of here we couldn't get. So I would certainly stand for any questions you may have or corrections you want to make to my thoughts.

Adele Dunn: No I don't have any questions because I do recall the whole situation and I apologize on behalf of the company hopefully and definitely on behalf of HR that this took so long to get corrected. I think lot of that had to do with a new vendor trying to figure things out, trying to figure out who had authority to deny or to undo or to approve and it just took a little time and it took obviously longer than it ever should have.

Richard Powell: Who did they receive direction from if I might ask? Was the direction that they were taking because of their own internal policy or was that a decision made at the county level and broadcast back to them or do we even know?

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Adele Dunn: We worked with them from the very beginning to identify...there's different levels of access. We were identifying the different departments and the different access levels and at some point it just went awry, got mixed up. The billing was a little bit skewy too as to where the bills go and just trying to work out the details I think with that company, but it is corrected now and you have access.

Richard Powell: Right and today as we speak we are, to the best of my knowledge, we are satisfied with our relationship right now in the single piece of the pie that we need. But it was very disturbing in the beginning as to the way it went and the nonchalant manner in which they hand handled it.

Adele Dunn: I'm sorry they handled it in that manner. I did not know that part of it. That you were given that kind of...

Richard Powell: I think you have appropriately addressed my concerns then. The only other thing I would ask is the turnaround time. They clearly have a significantly lesser turnaround time than all the other perspective vendors involved in this. I know for us UAs are significant. This eleven hour turnaround time - is that all inclusive of all the services they offer or is that certain key elements?

Adele Dunn: Most of these companies were citing criminal because that's what takes the longest. The DMV doesn't usually take very long so most of these are based on a criminal background turn around. Eleven hours is low. Some of these that listed 24 hours is one day basically. They have a pretty quick turnaround. Some of it is because they're located in Wichita. Most of ours are going to be in Wichita or Kansas driven as far as our background checks go. They are a smaller company too. That might have some impact. I don't know that for sure.

Richard Powell: I appreciate your response again to my questions. I thank you for helping me further understand. I don't have any more questions.

Thomas Stolz: The eleven hours is just background checks?

Adele Dunn: Just background. It would probably come the next morning.

Talaya Schwartz: I do have a follow-up question on the ala carte. So do they come with a base package of what's included in the background checks and then there's a list of other ones you can pick from depending on what the department needs or is it all just a list?

Adele Dunn: It is all ala carte. So we would pick according to...if they have never moved and we don't have to do multiple searches. It just allows us to customize each background request with the applicant instead of building a base package. A base package will do this, this, this and this, and then we can add on from there. This allows us to do just what we need to be doing.

Talaya Schwartz: Okay and then how much time is the HR staff spending doing that work that would be involved in the "quick invite?"

Adele Dunn: I don't know that for sure. If you think about all the applicants and Luke Wright is the person who would do that part. He gets the PAF. He has to literally call each applicant. So there a number of missed calls when the applicant doesn't answer the phone, to elicit the Social Security Number, date of birth and driver's license, versus the ability of a company. All he'd have to do is enter the email address and the applicant's name. They would take it over from there and free him up from having to wait on this return calls, track all that stuff, who he's gotten info from, who he's waiting on. I don't really have a concrete timeline on how much it would free him up.

### *Previous Minutes from 8/17/17*

On the recommendation of Kara Kingsley, on behalf of Division of Human Resources, Ellen House moved to **accept the proposal from National Screening Bureau dba National Screening Bureau, LLC (NATSB) and establish contract pricing for two (2) years, with three (3) one (1) year options to renew.** Linda Kizzire seconded the motion, Richard Powell voted no. The motion passed 4 to 1.

### *Questions and Answers 08/17/17*

Thomas Stolz: Before the Board begins to ask questions, of the 853 tests that we did in 2016, what department is the major user of that service? Is it Department of Corrections?

Adele Dunn, Employment Manager, Division of Human Resources: No, it would be COMCARE or the Human Services area. Department of Corrections does KBI and NCIC through their own process. COMCARE would be Health and Human Services.



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Richard Powell: We do all of our own internal service.

Thomas Stolz: Health and Human Services is the main user but we had Mario sit on this from Corrections but it really doesn't impact Corrections, right?

Kara Kingsley: No, not necessarily. Mario was our outside person.

Joseph Thomas: He is considered a neutral party that was requested by the Manager's Office to sit in on each evaluation committee.

Thomas Stolz: But nobody from Human Services got any input? How did we involve them?

Adele Dunn: We did not involve them. They would not be running the checks. HR would be running the checks.

Thomas Stolz: Okay, so you guys are actually administrators?

Adele Dunn: Correct.

Linda Kizzire: Won't both of these require manual entry? Adele, I know that it says that it will have to be manually entered.

Adele Dunn: The quick invite allows, Luke is the main person who does most of that he right now, he has to manually enter all the data. This would allow for minimal data to be entered like a name and an email address. The company then sends the applicant all the information. The applicant fills it out and submits it back and so it's less laborious work on our end as far as entering all the information that is needed to do a background check.

Linda Kizzire: What is our turnaround time going to go to with this?

Adele Dunn: It shouldn't affect any of it because right now Luke has to call all these applicants by phone to get all this information because on an application we wouldn't ask date of birth. We wouldn't ask the security number. None of the information needed for background checks is solicited at the time of an application.

Linda Kizzire: What is the setup of automatic yearly searches? Is that something that we're going to start doing?

Adele Dunn: If we choose to do that, it would allow for that. And there has been off and on discussions about them.

Talaya Schwartz: I do have one question. NATSB is the current contractor for the drug screening services. Is that their pre-employment drug screen?

Adele Dunn: Correct.

Talaya Schwartz: And do they do the ones for when we have a suspicion?

Adele Dunn: Yes.

Talaya Schwartz: And they're located in Wichita?

Adele Dunn: Correct.

Thomas Stolz: The Pinkerton bid was not considered because of what's been described as a lengthy implementation process. What did they not include?

Adele Dunn: That's why their overall cost was so low.

Thomas Stolz: It is credit information and education verification. Is that it?

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Adele Dunn: Correct, and their implementation process, as I recall off the top of my head, was going to be like a six-month process of all of this stuff from a company that's not located close by.

Thomas Stolz: And CSS was not considered due to integration requirements and integration costs...what are those costs?

Adele Dunn: We never inquired what the costs were but they had software that we would have had to purchase and whether that was going to be a one-time purchase or yearly fee we didn't inquire as to the exact cost. We ruled them out because of it.

Talaya Schwartz: So does that mean that NATSB is web-based?

Adele Dunn: Correct.

Linda Kizzire: So there's no setup costs?

Adele Dunn: Correct.

Talaya Schwartz: When does our current contract end?

Kara Kingsley: I'm not sure. I don't know.

Talaya Schwartz: I was curious as to the downtime?

Adele Dunn: It should be seamless.

Kara Kingsley: I'll add that to the bid tab. *[Liberty Screening Services contract expires December 22nd.]*

Thomas Stolz: Why did we not consider AccuSource, Inc.?

Adele Dunn: Just glancing at it they were going to be more expensive. Their total package was \$78.00

Thomas Stolz: I'm seeing a total package of \$33.90. Am I misreading that?

Joseph Thomas: What you are seeing is Pre-Employ.com. Midway down there is an insertion of other vendors.

Ellen House: How did you arrive at the \$30.25 for CSS? I'm coming up with \$26.50.

Joseph Thomas: It looks like when you add those together it comes up to \$30.25.

Ellen House: You have to add the \$3.75 in?

Joseph Thomas: Looks like both county and federal are added together.

Thomas Stolz: Same question I had before; why did we not consider Pre-Employ.com? Seems like they have all the stipulations and are cheaper. I didn't see anything in this summary that cut them.

Kara Kingsley: They were shortlisted and we did demo them, but once we demoed and compared the different web-based systems ultimately NATSB was chosen. They were given a higher number of points.

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Adele Dunn: They did a demo with us and it just wasn't presented as a top product. Their formatting was less than NATSB. Their forms were somewhat less quality than NATSB. It just seemed like a smoother process with NATSB.

Thomas Stolz: Their formatting was different, less quality forms and anything else you can articulate?

Adele Dunn: Just their overall presentation lacked luster, lacked the professionalism that NATSB gave to it.

Thomas Stolz: So it was not so much in the cost or the product, it was in the delivery?

Adele Dunn: It was in the delivery.

Thomas Stolz: What I'm really focusing on is what is not good about the product? Clunky delivery, if we can survive that and get a product that is cheaper and as good. When we see clunky deliveries do we generally get clunky products on the back end of that? Or can we weedle through that and get a product that is as good but maybe wasn't delivered as good?

Adele Dunn: Part of their clunky delivery was whether they would devote clunky service to us. A lot comes through in the delivery of a product and their passion behind it, and their "sell-ability" of the product and how they can meet our needs and NATSB just seems to be right there as far as wanting to fulfill our needs and meet our demands and seemed very passionate about having our business.

Talaya Schwartz: I do have one last question. I know that there has been some discussion on possibly updating the county's background check policy. Do you anticipate any problems or delays if the process would change mid-contract?

Adele Dunn: I do not.

Thomas Stolz: We would write the contract such that if that happened each partner could get out with proper notice. I'm sure that's the standard boilerplate contract for the county, correct?

William Deer: There's typically 30 days out for convenience, in everything that I drafted anyway.

Thomas Stolz: I would be interested in looking at the policy because we have so many factions within the county that require background checks. The Sherriff does, the DA does, Department of Corrections does and we are all doing something different. I get that the Sheriff and DA may be off the grid as far as the amount of extensiveness that they need but it seems like maybe Human Services and Department of Corrections employ the same kinds of people, the same level of authority in the same amount of risk if we get the wrong person.

Adele Dunn: I think they have standards that they're trying to meet by doing a different kind of check, is partly why Department of Corrections does that, based on their standards that they're following. I believe Health and Human Services is the same way.

Thomas Stolz: Help me without looking; is Department of Corrections' cost per background higher than what this cost per background would be in Health and Human Services?

Adele Dunn: I believe it is. Well maybe I shouldn't even respond other than just a belief.

Thomas Stolz: I think that would be an interesting part of a global discussion of how we do background checks and I understand why the Sheriff do what they do as well but they have their expertise.

**2. SAP BASIS MONITORING AND SUPPORT -- DIVISION OF INFORMATION TECHNOLOGY  
AND SUPPORT SERVICES (ITSS)**

**FUNDING -- CONTRACT**

(Single Source)

#17-2035 Contract

	<b>1st Basis Consulting, LLC</b>
Per month, monitoring and support for SAP Basis system (flat monthly rate)	<b>\$2,900.00</b>
Hourly rate, time and materials	<b>\$100.00</b>

On the recommendation of Kimberly Bush, on behalf of the Division of Information Technology and Support Services (ITSS), Bid Board unanimously voted to **accept the quote from 1st Basis Consulting, LLC at a rate of \$2,900.00 per month and establish contract pricing for time and materials at \$100.00 per hour for one (1) year with four (4) one year options to renew.**

This recommendation is being made as a single source at the request of ITSS for the following reasons:

1. Transitioning to a new vendor poses some risk as the Basis landscape is large and complex.
2. The current landscape consists of 26 servers and 53 systems that must work together seamlessly in order for the system to run smoothly for end users.
3. The current vendor has spent four (4) years working in the county's particular landscape and is very knowledgeable of how the landscape is set-up and how it functions on a daily basis.
4. The quality of support previously provided by this vendor has been excellent, response time for critical system issues is fast and reliable, and suggested solutions to issues have always been successful.
5. System security is also a notable concern and continuing to work with a trusted vendor would alleviate any apprehension of allowing a new vendor access to county systems.

The hourly time and materials rate would only be used for services outside the established scope of work. During the last contract period, the county utilized approximately 10 hours of these types of services.

The previous contract was awarded in 2013 to 1st Basis Consulting, LLC and expires September 30, 2017. The rates remain the same as the previously awarded contract.

***Questions and Answers***

Talaya Schwartz: Hi I have a question for Legal. Would these 4 reasons be appropriate to only allow for a sole-source fitting?

William Deer: To be honest with you I don't really have a lot of background in analyzing, you know the legality of it. It seems reasonable to me but obviously there are other vendors that provide these services. That is what it is insinuating.

Talaya Schwartz: I just want to make sure we are not in violation of the new purchasing charter.

Kim Bush: I could speak to that.

Talaya Schwartz: Yes, please.

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Kim Bush: Per Charter 68, we have a single source exemption and a sole source exemption so single source would allow the Purchasing Director to approve a Department's request not to go out for competitive bid based on what we consider to be relevant, which is what we requested and what was given to us by Mike Elpers. At that point Joe approved it as a single source and so that is how single source works and just to differentiate between single source and sole sources. With sole sources only one vendor can provide the services and it is usually due to either a distribution agreement or regional sales agreement they are the only vendor like they have a copyright or it is proprietary or something like that and that is a little bit different but a single source does require the department to give us reasoning and then it is up to Joe to approve that.

Talaya Schwartz: Okay, thank you.

Tom Stolz: Any other questions?

Richard Powell: I might add a comment sir. I know as one of the larger users within the county structure with a lot of different systems and databases that eventually have some type of tie-in with SAP. We certainly realize how critical it is to have seamless integration and continuous compatibility between the systems. As we all know in this room, we are becoming more and more technologically driven every day and when we lose that connection we lose that access. If we cannot obtain whatever the information or documentation is we are looking for, I swear we think the sky is falling on some days. I appreciate the fact there may be a lot of other vendors out here that may be able to provide similar services and even abilities but I also appreciate the fact of having that institutional historical knowledge does have some additional value to it that maybe we cannot place in dollars and cents. We can certainly address it in up time and reliability and strictly again from our agency from the Sheriff's Office. I appreciate that that was taken into consideration also and in lieu of looking at the very basic things that a lot of times we consider. Thank you.

Tom Stolz: One of the questions you answered was this is a continuation of the same contract. They did not raise the prices. This is \$35,000 a year. That sounds pretty reasonable as far as a maintenance contract. Why did we do a monthly contract instead of a 4 year? How long does this lock them into the price that we are agreeing to today?

Kim Bush: Their rate is just monthly. That is just how they bill but we are awarding it for 1 year with 4 one year options that is at the request of the ERP staff just so that we have the ability to get out if we need to if the

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## 3. WEED CHEMICALS – NOXIOUS WEEDS DEPARTMENT

### FUNDING – NOX. WEEDS

(Request sent to 23 vendors)

RFB #17-0078 S/C #8000113601

Unit Quantity	Unit Size	Description	Price per specified size	Sims Fertilizer and Chemical	Van Diest Supply Co.	Red River Specialties, LLC
432	1. 2.5 Gallon	Monsanto Round-Up, or comparable product. Must have 41% AI Glyphosate, in the form of its isopropylamine salt, with 14% surfactant. Specimen label use areas must include Roundup Ready crops; and many non-crop areas including roadsides.	(Per 2.5 Gallon)	\$24.93	<b>\$23.85</b>	\$25.30
72	2. 2.5 Gallon	Generic 2,4D with 4# AI Dimethylamine salt of 2, 4-Dichlorophenoxyacetic acid per gallon. Specimen label use areas must include small grains, pastures, rangelands, and other crops; and non-crop areas such as turf and roadside. Must also be labeled for aquatic weed control.	(Per 2.5 Gallon)	\$24.68	<b>\$22.75</b>	\$25.00
64	3. 1 Gallon	Remedy Ultra (60.45% Triclopyr), or approved comparable product.	(Per 1 Gallon)	\$58.00	<b>\$46.49</b>	\$60.75
4	4. 1 Quart	Esplanade 200 SC (19.05% Indaziflam)	(Per 1 Quart)	\$310.00	<b>\$303.36</b>	\$303.36
96	5. 1 Quart	Milestone Specialty Herbicide- 40.6% Aminopyralid- pasture and roadside label	(Per 1 Quart)	\$70.75	<b>\$70.75</b>	\$70.75
72	6. 1 Gallon	BASF Plateau (23.6% Imazapic) or comparable approved product	(Per 1 Gallon)	\$133.25	<b>\$99.89</b>	\$119.00
144	7. 2.5 Gallon	Non-ionic Surfactant, minimum 90%	(Per 2.5 Gallon)	\$21.25	\$20.60	<b>\$20.00</b>
96	8. 1 Quart	Poly Control or similar approved drift control	(Per 1 Quart)	\$23.00	\$9.49	<b>\$8.00</b>
96	9. 1 Quart	Defoamer	(Per 1 Quart)	\$58.50	\$11.42	\$10.00
Lead time after PO is placed				2 Days	2-3 Days	3-5 Days

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<b>Unit Quantity</b>	<b>Unit Size</b>	<b>Description</b>	<b>Price per specified size</b>	Morning Star Industries, Inc.	Helena Chemical	VM Distribution Partners Div. of Asplundh Tree Expert Co.
432	1. 2.5 Gallon	Monsanto Round-Up, or comparable product. Must have 41% AI Glyphosate, in the form of its isopropylamine salt, with 14% surfactant. Specimen label use areas must include Roundup Ready crops; and many non-crop areas including roadsides.	(Per 2.5 Gallon)	\$30.60	\$26.42	\$28.38
72	2. 2.5 Gallon	Generic 2,4D with 4# AI Dimethylamine salt of 2, 4-Dichlorophenoxyacetic acid per gallon. Specimen label use areas must include small grains, pastures, rangelands, and other crops; and non-crop areas such as turf and roadside. Must also be labeled for aquatic weed control.	(Per 2.5 Gallon)	\$31.20	\$68.96	\$28.13
64	3. 1 Gallon	Remedy Ultra (60.45% Triclopyr), or approved comparable product.	(Per 1 Gallon)	\$81.60	\$58.95	\$62.89
4	4. 1 Quart	Esplanade 200 SC (19.05% Indaziflam)	(Per 1 Quart)	\$364.03	\$303.36	\$303.96
96	5. 1 Quart	Milestone Specialty Herbicide- 40.6% Aminopyralid- pasture and roadside label	(Per 1 Quart)	\$95.26	\$79.38	\$79.39
72	6. 1 Gallon	BASF Plateau (23.6% Imazapic) or comparable approved product	(Per 1 Gallon)	\$144.00	\$115.00	\$109.00
144	7. 2.5 Gallon	Non-ionic Surfactant, minimum 90%	(Per 2.5 Gallon)	\$72.00	\$25.87	\$24.13
96	8. 1 Quart	Poly Control or similar approved drift control	(Per 1 Quart)	\$26.40	\$12.82	No Bid
96	9. 1 Quart	Defoamer	(Per 1 Quart)	\$21.00	\$12.84	No Bid
Lead time after PO is placed				3-7 Days	14 Days	10 Days

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Unit Quantity	Unit Size	Description	Price per specified size	SiteOne Landscape Supply
432	1. 2.5 Gallon	Monsanto Round-Up, or comparable product. Must have 41% AI Glyphosate, in the form of its isopropylamine salt, with 14% surfactant. Specimen label use areas must include Roundup Ready crops; and many non-crop areas including roadsides.	(Per 2.5 Gallon)	\$38.47
72	2. 2.5 Gallon	Generic 2,4D with 4# AI Dimethylamine salt of 2, 4-Dichlorophenoxyacetic acid per gallon. Specimen label use areas must include small grains, pastures, rangelands, and other crops; and non-crop areas such as turf and roadside. Must also be labeled for aquatic weed control.	(Per 2.5 Gallon)	\$48.22
64	3. 1 Gallon	Remedy Ultra (60.45% Triclopyr), or approved comparable product.	(Per 1 Gallon)	\$54.44
4	4. 1 Quart	Esplanade 200 SC (19.05% Indaziflam)	(Per 1 Quart)	No Bid
96	5. 1 Quart	Milestone Specialty Herbicide- 40.6% Aminopyralid- pasture and roadside label	(Per 1 Quart)	No Bid
72	6. 1 Gallon	BASF Plateau (23.6% Imazapic) or comparable approved product	(Per 1 Gallon)	\$134.89
144	7. 2.5 Gallon	Non-ionic Surfactant, minimum 90%	(Per 2.5 Gallon)	\$33.34
96	8. 1 Quart	Poly Control or similar approved drift control	(Per 1 Quart)	No Bid
96	9. 1 Quart	Defoamer	(Per 1 Quart)	<b>\$8.86</b>
Lead time after PO is placed				2-10 Days

On the recommendation of Kristen McGovern on behalf of the Noxious Weeds Department, Bid Board unanimously voted to **accept the low bid for items 1 - 6 to Van Diest Supply Co., the low bid for items 7 and 8 to Red River Specialties, LLC and the low bid for item 9 to SiteOne Landscape Supply for an initial purchase of \$30,114.08 and establish contract pricing for one (1) year.**

The department is dedicated to increasing crop production by reducing weed competition thus increasing the profit and sustainability of our agriculture partners. This is done through discounted herbicide sales for noxious weeds, custom prescribed vegetation management plans and educational messages.



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### ***Questions and Answers***

Richard Powell: These are regular ongoing purchases we make on an annual basis to address this problem?

Kristen McGovern: That is correct.

Thomas Stolz: I'm getting a little bit away from Bid Board here, this is more of a policy question, is this for farmers for their land? They can come and purchase these at reduced prices from the county. Is that is that the spirit of this?

Deborah Sanchez, Administrative Specialist, Public Works: Not only farmers but any Sedgwick County resident.

Thomas Stolz: Interesting policy decision. Do we do anything for bagworms (jokingly)?

Richard Powell: What could I do for the Bermuda (jokingly)?