



## Legislation Text

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**File #:** 190294., **Version:** 1

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### **Background Screening Services (NB)**

The City of Gainesville entered into a contract with AccuSource, Inc. on July 23, 2018 to provide applicant background screening services. The selection of AccuSource was based upon feedback from proposals received from four different background screening vendors. Each vendor was evaluated and it was determined that AccuSource, Inc. was the best fit for the City's background screening needs, especially since it integrated directly with the City's existing NeoGov applicant processing platform.

NeoGov offers a background check application programming interface (API) integration that allows users to purchase, monitor status, and collect data on their background checks. This is made possible by close technical integration with its partnered background check provider, AccuSource. NeoGov provides an API which allows the customer to pre-populate applicant or candidate background check forms with pertinent information, such as a first name, last name, and email address, and will automatically send an email notification to the applicant or candidate for further information needed for the background check (Social Security Number, Date of Birth, consent signatures, etc.). NeoGov, through its certified eligible partner, AccuSource, will automatically start the background check process after the information is gathered. When results are provided by AccuSource, NeoGov will automatically display statuses for review and further hiring steps in NeoGov Insight's Online Hiring Center (OHC) platform.

In March 2020, the City of Gainesville will transition to a new Enterprise Resource Planning (ERP) platform, which will integrate the City's Finance, Risk, and Human Resources applications. During the February 21, 2019, City Commission Meeting, the Commission awarded the bid to Workday, Inc. for Enterprise Resource Planning (ERP) Product Solutions and Implementation Services. The Workday, Inc. software application will include a built-in applicant processing platform, meaning NeoGov will no longer be utilized when the City's contract with them expires on August 27, 2020. Since AccuSource is the partnered background check provider integrated with NeoGov, which will no longer be used when Workday is rolled out in March 2020, the City must select a new background screening vendor that has full integration capability with Workday, Inc. The City's new background check vendor will include the following requirements: Complete integration of critical recruiting and background screening tasks supported by a patented integration platform; will be a Workday-select partner and Certified Cloud Solutions Partner, and will include a bi-directional intergration platform. Per the City of Gainesville's Purchasing Policy, City Commission approval is required prior to every purchase of an item of supplies, materials, equipment, contractual services, or extensions to existing contracts, costing in excess of \$100,000.00. The annual cost of background screening services is a non-discretionary expense. The cost fluctuates based on the hiring rate of the City. Therefore, regardless of vendor, cost will be dependent on the total volume of background screenings required in any given period of time. The City is billed on a monthly basis, and the cost is determined by both the number of applicants requiring a background screening and the type of background screening package. Forecasting each year for the next five years, the cost may exceed \$100,000 total. Recurring funds are allocated in the Human Resources budget for background screening services.

The City Commission: 1) approve the funding of a selected background screening vendor.