



## Interoffice Memorandum

February 15, 2021

To: Mayor Jerry L. Demings  
-AND-  
County Commissioners

FROM: Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager, Procurement Division

CONTACT: John Petrelli, Director, Risk Management and Professional Standards Division  
(407) 836-9636

SUBJECT: Award of Invitation for Bids Y21-106-MV, Background Checks

### ACTION REQUESTED:

Approval to award Invitation for Bids Y21-106-MV, Background Checks, to the low responsive and responsible bidder, AlertChecks, Inc. in the estimated contract award amount of \$334,800 for a three-year term. Further request authorization for the Procurement Division to renew the contract for two additional one-year terms.

### FUNDING:

Funding is available in account number 0001-025-0461-4434.

### PROCUREMENT:

This contract will provide background checks and related services countywide to prospective candidates for employment.

### APPROVALS:

The Risk Management and Professional Standards Division and Business Development Division concur with this recommendation.

### DISCUSSION:

Ten bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. Accurate Investigation Services was deemed non-responsive for unfavorable references. Castle Branch, Inc., Scott-Roberts and Associates, LLC, and True Hire, LLC were deemed non-responsive for qualifying their bids with additional costs. Safe Hiring Solutions was deemed non-responsive for failing to submit a complete bid package. San Antonio Retail Merchants Association dba United Screening was deemed non-responsive for bid prices outside of acceptable range. SecureCheck 360, LLC and Sports Engine, Inc. dba National Center for Initiatives were deemed non-responsive for failing to meet the minimum reference requirements.

## Award of Invitation for Bids Y21-106-MV, Background Checks

The bidder, AlertChecks, Inc., currently provides background check services under the existing contract for this requirement and has performed satisfactorily. Pricing is considered reasonable based on comparison to current contracted prices. Therefore, award is recommended to AlertChecks, Inc.

The bid tabulation is as follows:

<u>Bidder</u>	<u>Estimated Annual Bid</u>	<u>Total Estimated Three Year Bid</u>	
AlertChecks, Inc.	\$111,600	\$334,800	
TruView BSI, LLC	\$112,900	\$338,700	
Accurate Investigation Services			Non-Responsive
Castle Branch, Inc.			Non-Responsive
Scott-Roberts and Associates, LLC			Non-Responsive
Safe Hiring Solutions			Non-Responsive
San Antonio Retail Merchants Association dba Dba United Screening Services			Non-Responsive
Securecheck360, LLC			Non-Responsive
Sports Engine, Inc. dba National Center for Initiatives			Non-Responsive
True Hire, LLC			Non-Responsive




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

January 13, 2021

TO: Melisa Vergara, Contracting Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y21-106-MV, Background Checks**

The Business Development Division evaluated the **six bids** submitted for this project. **None of the bidders** were Orange County Certified Minority/Women Business Enterprise (M/WBE) firms. At the time of bid openings there were at least four firms certified at the prime level for the scope of service. The bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

c: Sheena Ferguson, Manager, Business Development Division

