

Background Check Vendor Change



Reminder of our Process

- **New Hires**

- All new hires are required to complete a criminal background check
- This includes full-time, variable hour, seasonal, and volunteer positions
- PRT and PPD do their own background checks pursuant to different standards

- **Returning Employees**

- Employees returning to the City after separation will have a background check conducted if their return date is more than 12 months from their previous background check or if they have turned 18 since their previous background check

- **Interdepartmental Shifts**

- Background checks for moves between departments are unnecessary except for movement into the following departments:
 - Library, Parks & Recreation, Fire, Airport, Sanitation, Transit, Grants, Animal Services

Issues with Current Vendor

Accuracy

Multiple issues with background checks coming back with incorrect or incomplete information

Scope

Federal Checks, Sex Offender Registry Search
vs Sex Offender Database Search

Price

Pricing adopted does not match need and costs have expanded based on adding scope items.

Current Scope

- Address History Trace
- Multi-County level search
- Criminal Record Database
- Sex Offender Database Search
- Juvenile Sex Offender Registry Search
- AKA search

Options



(current company)

- **\$29.45** per background check
 - Base price is \$21.45, adding federal will be \$8.00 per check
- Does not integrate into our applicant tracking system

Verified First



HR Recommendation

- **\$27.70** per background check
 - Agreed to match our current base price of \$21.45
 - Adding federal will be \$6.25 per check
- Integrates into our applicant tracking system

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- **\$54.60** per background check
 - Includes federal
- Integrates into our applicant tracking system

Questions?



CITY OF
POCATELLO