



September 9, 2015

Item No. 2

**AUTHORIZATION TO ENTER INTO A FIRM FIXED RATE CONTRACT WITH SCREENING REPORTS, INC.  
FOR CRIMINAL, TENANCY, AND CREDIT BACKGROUND CHECKS**

**TO THE HONORABLE BOARD OF COMMISSIONERS:**

**RECOMMENDATION**

It is recommended that the Board of Commissioners approve the attached Resolution authorizing the Chief Executive Officer (CEO) or his designee to execute a firm fixed rate contract with Screening Reports, Inc. to perform criminal, tenancy, and credit background checks for a base term of three years in an amount not-to-exceed \$2,460,030 and one two-year option period in an amount not to exceed \$1,640,020, for a total amount not-to-exceed \$4,100,050.

The Deputy Chief Housing Officer for HCV, the Office of the General Counsel and the Department of Procurement and Contracts have completed all necessary due diligence to support the submission of this initiative and recommend the approval of this item accordingly.

**CORPORATE GOAL**

The proposed authorization to execute a firm fixed rate contract with Screening Reports, Inc. supports Plan Forward Goal #2: Ensure that CHA's housing portfolio is safe, decent, and sustainable. Screening Reports will perform criminal, tenancy and credit background checks to identify any criminal, tenancy, and credit issues that are in conflict with the CHA's policies. The CHA will use this information to determine if a family or individual can occupy a CHA unit or participate in the HCV program.

**FUNDING**

HCV - General Funds, Funding Code: 8000392520-4230-1  
Asset Management - General Funds, Funding Code: various

**CONTRACT SUMMARY**

**Vendor:** Screening Reports, Inc.  
220 Gerry Drive  
Wood Dale, IL 60191

**Contract Type:** Firm Fixed Rate                      **Base Contract Period:** 3 years  
**Base Contract Term:** 10/1/15 to 9/30/18      **Base Contract Amount:** \$2,460,030

**Option Period:** 1 two-year option  
**Option Term:** 10/1/18 to 9/30/20              **Option Period Amount:** \$1,640,020  
**Aggregate Contract Amount:** \$4,100,050

## **SOLICITATION SUMMARY**

**Pre-Proposal Meeting:** 4/16/2015

**Date Proposals Due:** 5/13/2015

**Dates Advertised:** 4/9, 10, 15/2015

**Advertisement Publication:** Chicago Sun Times, Chicago Defender, and Extra, Supplier Portal, CHA website

**Number of Vendors Solicited:** 35

**Notification to Section 3 Business Concerns:** 211

**Notification to Assist Agencies:** 71

### **M/W/DBE Participation**

Screening Reports, Inc. has requested a partial waiver of its M/W/DBE requirement. Screening Reports, Inc. has committed to indirect M/W/DBE compliance of 8.9% by contracting with a cleaning company and a printing and office supply company.

### **Section 3**

In regard to the Section 3 subcontracting requirement, Screening Reports, Inc. has committed to indirect participation by contracting with a Section 3 business concern for its landscaping and snow removal needs. The contract would be for \$125,500, which meets the 3% minimum subcontracting requirement. In regard to Section 3 hiring, Screening Reports, Inc. anticipates that it will need to hire 4 additional positions and has committed to hiring 2 Section 3 individuals to fill 2 of those positions, or 50% of the new hires. The minimum requirement is 30% of new hires.

## **GENERAL BACKGROUND/EXPLANATION**

The CHA advertised the RFP on April 9, 2015, to solicit vendors to provide, design, and implement an optimal background screening program to perform criminal, tenancy and credit background checks. The RFP was advertised in the Chicago Sun Times, Extra, and the Chicago Defender. Additionally, 71 Agencies and 211 Section 3 Business Concerns received notification of the solicitation. The CHA also directly solicited 35 firms, posted the solicitation announcement on the CHA website and in the CHA Supplier Portal. A Pre-Proposal Conference was held on April 16, 2015 with representatives from five firms in attendance. On May 13, 2015, the CHA received six proposals; all six were deemed responsive. An Evaluation Committee consisting of five CHA staff members evaluated the six responsive proposals; responses to Section 3 and M/W/DBE requirements were evaluated by DPC Compliance staff, and Respondent pricing was evaluated by DPC Procurement staff.

After the Evaluation Committee completed its review of the six proposals, the total points awarded each Respondent resulted in four firms falling within the competitive range and moving forward with oral presentations, which were held on June 26 and 29, 2015. Based upon the evaluations of the written proposals, oral presentations, and the overall proposed fee, including the Best and Final Offer, Screening Reports, Inc. received the highest combined number of points during the evaluation process for the criteria scored and is recommended to provide the best overall service and value to CHA.

Based upon the foregoing, it is in the best interest of the CHA to authorize the Chief Executive Officer, or his designee, to enter into a firm fixed rate contract with Screening Reports, Inc. to perform criminal, tenancy, and credit background checks for a base term of three years in an amount not-to-exceed

\$2,460,030 and one two-year option period in an amount not-to-exceed \$1,640,020, for a total amount not-to-exceed \$4,100,050.

**CONCLUSION**

The Board action recommended in this item complies in all material respects with all applicable Chicago Housing Authority Board policies and all applicable federal (HUD) procurement laws.

The Deputy Chief Housing Officer for HCV concurs with the recommendation to execute a firm fixed rate contract with Screening Reports, Inc. to perform criminal, tenancy, and credit background checks for a base term of three years in an amount not-to-exceed \$2,460,030 and one two-year option period in an amount not-to-exceed \$1,640,020, for a total amount not-to-exceed \$4,100,050.

The Chief Executive Officer recommends the approval to execute a firm fixed rate contract with Screening Reports, Inc. to perform criminal, tenancy, and credit background checks for a base term of three years in an amount not-to-exceed \$2,460,030 and one two-year option period in an amount not-to-exceed \$1,640,020, for a total amount not-to-exceed \$4,100,050.

**RESOLUTION NO. 2015-CHA-81**

**WHEREAS,** the Board of Commissioners of the Chicago Housing Authority has reviewed the Board letter dated September 9, 2015 entitled: AUTHORIZATION TO ENTER INTO A FIRM FIXED RATE CONTRACT WITH SCREENING REPORTS, INC. FOR CRIMINAL, TENANCY, AND CREDIT BACKGROUND CHECKS;

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY:**

**THAT,** the Board of Commissioners authorizes the Chief Executive Officer or his designee to execute a firm fixed rate contract with Screening Reports, Inc. to perform criminal, tenancy, and credit background checks for a base term of three years in an amount not-to-exceed \$2,460,030 and one two-year option period in an amount not-to-exceed, for a total amount not-to-exceed \$4,100,050.

This award is subject to the Contractor's compliance with the CHA's MBE/WBE/DBE/ Section 3 hiring and insurance requirements.

