

Washington Metropolitan Area Transit Authority
Board Action/Information Summary

<input checked="" type="radio"/> Action <input type="radio"/> Information	MEAD Number: 101139	Resolution: <input type="radio"/> Yes <input checked="" type="radio"/> No
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TITLE:

Background Screenings

PURPOSE:

To obtain Board approval to initiate and award a competitive contract to multiple vendors for comprehensive background screenings for two base years and three option years per award. The funding for FY 2012 and subsequent years is subject to Board approval of the fiscal budget.

DESCRIPTION:

Background screenings authenticate information supplied by candidates to determine suitability for employment. The components of a background screening include a national search of criminal history, social security number trace, review of driving record, verification of high school and post-secondary education, employment history and professional licensure (if applicable); reviews of the terrorist watch and national sex offender databases; and a credit review (if applicable). Background screenings are only performed on candidates who have consented to a screening as applicable to the positions for which they have applied. Background screenings can also be initiated on current employees should Metro learn, or reasonably suspect, misconduct by employees.

Consistent with public law, safety and security, Metro is obligated to conduct background screenings in accordance with the criteria established by the Federal Transit Administration, Transportation Security Administration and Public Law 110-53 (*Implementing Recommendations of the 9/11 Commission Act of 2007*) for all positions. Collectively, these directives establish the standards for security threat assessments and background screening criteria based on the agency size and regulatory requirements.

Historically, Metro has utilized multiple vendors attributable to economy of scale, flexibility and information validation. Metro awarded a contract to multiple vendors in July 2007 and has done so for the past ten years. Economy of scale allows for negotiating reduced cost for high volume background screenings. Using multiple vendors ensures the background information has been sufficiently validated, should the results of background

screening be disputed; and provides the flexibility to utilize vendors whose concentration is specialized (such as professional licensure verification versus those who can quickly deliver criminal history reports). Utilizing multiple vendors who are either collectively or independently capable of obtaining this information ensures the most desirable candidates are selected for employment.

This request supports creating a safer environment, using resources wisely and recruiting, retaining and rewarding the best and brightest. Through the use of multiple vendors to deliver comprehensive background screenings, Metro can ensure the candidate verification and hiring processes are effective, efficient and consistent with public law, the Fair Credit Reporting Act and Equal Employment Opportunity regulations.

FUNDING IMPACT:

Budget:	Operating Budget, Fiscal 2012
Project/Account:	Background Screenings/ 50908050
Project Manager:	Ethel Roy
Project Department/Office:	DGMA/HR
This Action:	<p>\$300,000 first base year FY 2012</p> <p>2nd Base Year FY 2013 \$309,000</p> <p>Option Year 1 FY 2014 \$319,000</p> <p>Option Year 2 FY 2015 \$329,000</p> <p>Option Year 3 FY 2016 \$339,000</p> <p>Total for five years \$1,596,000</p>
Remarks:	<p>Positions: Additional positions to be added to the budget. NONE</p> <p>Funds in FY2012 and beyond are subject to approval by the Board.</p>

	FY2012	FY2013	FY2014	FY2015	FY2016
Budget:	\$528,276	\$544,124	\$562,686	\$579,633	\$597,022
This Action:	300,000	309,000	319,000	329,000	339,000
Prior Approval:	0	0	0	0	0
Remaining Budget:	\$228,276	\$235,124	\$243,686	\$250,633	\$258,022

RECOMMENDATION:

Approval to initiate and award a competitive contract to multiple vendors for comprehensive background screenings for two base years and three option years per award. The funding for FY 2012 and subsequent years is subject to Board approval of the fiscal budget.