

**AUTHORIZE A NEW AGREEMENT WITH ACCURATE BIOMETRICS, INC FOR MANAGED SERVICES SYSTEM**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Authorize a new agreement with Accurate Biometrics, Inc to provide a managed services system to the district at an estimated annual cost set forth in the Compensation Section of this report. Vendor was selected on a competitive basis pursuant to Board Rule 7-3. A written agreement for Vendor's services is currently being negotiated. No services shall be provided by Vendor and no payment shall be made to Vendor prior to the execution of their written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

Contract Administrator : Washington, Ms. Nealean T / 773-553-2273  
CPOR Number : 19-0827-CPOR-7374

**VENDOR:**

- 1) Vendor # 98972  
ACCURATE BIOMETRICS, INC  
500 PARK BOULEVARD, STE 1260  
ITASCA, IL 60143

Timothy Daniels  
773 685-5696

Ownership: Peggy Critchfield - 100%

**USER INFORMATION :**

Project  
Manager: 10610 - School Safety and Security Office  
  
42 West Madison Street  
  
Chicago, IL 60602  
  
Dabney, Mrs. Kimyatta Lencarole  
  
773-553-1588

**TERM:**

The term of this agreement shall commence on November 1, 2019 and shall end October 31, 2020. This agreement shall have two (2) options to renew for periods of one (1) year each.

**EARLY TERMINATION RIGHT:**

The Board shall have the right to terminate this agreement with 30 days written notice.

**SCOPE OF SERVICES:**

Vendor will provide a managed services system for the background check process. The Office of Safety and Security, Chicago Public Schools, is responsible for conducting background checks for six

work-streams: employees, vendor staff, charter and contract school staff, volunteers, university students and Local School Council members.

**DELIVERABLES:**

Vendor will provide a managed services system which will be developed using the following phases:

Phase 1 - Requirements Analysis

1. Focus on functional requirements documentation and end user needs.
2. Meet on-site with CPS subject matter experts to identify candidate profile and workflow requirements which will then be mapped to field level data and documents.
3. Map each CPS work-stream (CPS employment candidates, CPS vendor candidates, CPS volunteers, charter school; contract school; Alternative Learning Opportunity Program; and SAFE Program staff (vendors, volunteers and staff), University students and Local School Council Members) to the appropriate AB case management and registry check workflows.
4. Document the various email templates that are required for each work-stream and map those templates to the new workflows in the AB case management system.
5. Define candidate document data types, retention requirements, and retention schedules for each document type the system will hold.
6. Review Reporting and data import/export requirements
7. Define security levels and identify what data each level would have access to.

Phase 2 - Design and Build

1. Elaborate core specifications, features, and workflows to meet all requirements gathered in phase 1.
2. Implement AWS GovCloud secure compute architecture
3. Create the automated registry check sub- system to interface with Illinois State Police Murder and Violent Offender Against Youth Registry (IMVOAYR), National Sex Offender Public Website (nsopw.gov), Illinois State Registry (ISR).
4. Configure SAML 2.0 single sign-on integration with CPS IT Team
5. Build workflows alongside CPS staff to support each of the CPS work-streams that were defined.
6. The majority of this phase will be performed off-site with on-site meetings as needed for clarification

Phase 3 - Testing and Deployment

1. Testing activities are mostly involved in all the stages of the project, however, this phase refers to the testing only phase of the system where defects are reported, tracked, fixed and retested.
2. Meeting will be held on-site with CPS subject matter experts to test each element of the system and the expected outcomes of each of the workflows.
3. Deployment and cut-over activities will be coordinated with CPS team members to ensure a smooth transition to use of the new system.

**OUTCOMES:**

Vendor's services will result in providing the following:

Candidate Profiles:

1. System should be able to initiate cases for candidates both manually and by importing Excel files provided with details of fingerprinting (mainly the Name, Organization, Transaction Control Number (TCN), etc.).
2. The system should be able to assign each case a unique identifier, which is a combination of personal details unique to each candidate. If this is a repeat candidate, the system should be able to match and identify that this person already has a unique identifier in the system.
3. The system should be able to combine any duplicate candidate data (such as two different control numbers).

4. The system should have the ability to house upwards of 70,000 candidate profiles, which will also include multiple backup PDF and word documents per profile.

Background Check Steps:

1. System should be able to use the TCN for a candidate to query FBI and Illinois state Criminal History Record Information (CHRI) databases by interfacing directly and automatically with the database to identify if there are any criminal background history results.
2. If there are any results, system should be able to automatically decrypt those files and save to an online/internal centralized server that is compliant with federal requirements. The system should also be able to name the decrypted and documented files with a standard naming convention.
3. Conduct registry checks for the following databases for each candidate: Illinois State Police Murder and Violent Offender Against Youth Registry (IMVOAYR), National Sex Offender Public Website (nsopw.gov), Illinois State Registry (ISR).
4. The system should have the ability to have workstream-specific workflows for background checks. Currently there are six different work-streams (but more could be added i.e. union employees who are not CPS employees) or six ways a background check can be initiated - CPS employment candidates, CPS vendor candidates, CPS volunteers, charter school; contract school; Alternative Learning Opportunity Program; and SAFE Program staff (vendors, volunteers and staff), University students and Local School Council members. Please see below for examples of two different work flows:

- CPS volunteers fall within two categories and both groups have different checks:
- Level 1 volunteers require registry, do not hire, criminal background and DCFS checks..
- Level 2 volunteers only require registry and do not hire checks. The system should have a field to mark this, which will then prevent it from attempting to check any other databases.
- Different email templates need to be used for vendor employee candidates versus charter school staff. The system should be able to use the different templates when sending out emails.

5. The system should be customizable to possible changes in the workflow. Vendor must specify if there will be a cost for these changes and if so, is it a fixed cost or a per change cost. Examples of possible changes include:

- If work history or financial check (bankruptcy liens) are added as a component of the background check process, the workflow will change.
- If there is a new law that requires CPS to check any other registries or databases, those will need to be added.
- If there is a CPS policy change that creates a new work-stream: for example union members at schools, a new workflow will need to be created in the system.

6. System should have the ability to interact with rap back data from the Illinois State Police, and when available at the federal level -- to upload this data (whichever format it is available in) to the candidate case, subsequently send an email to administrators that there is new rap back data in the system for them to review.

Candidate Documentation and Information:

1. Ability to store all decrypted criminal history reports (PDF files) with standardized naming conventions such as TCN plus last name of candidate and date of fingerprinting.
2. Ability for administrators to upload word, Excel and PDF documents that CPS receives directly from candidates.
3. Ability for candidates to upload above mentioned word and PDF documents.
4. Ability to store DCFS results that are sent via email and are in the form of a PDF document.
5. Ability to store any investigative finding report from Law.

- System should have an upload function that allows users to upload these reports (Word or PDF files)

6. The system should have the ability to track user edits (time of edit, who made the edit, what was the edit) to the data.
7. The system should allow an admin to be able to type in notes for each candidate - for example to put in details of when they spoke with the candidate last and what was discussed. Similarly it should allow for other departments such as Employee Engagement and Law to be able to enter comments.
8. Once a candidate case is closed (for example they either cleared the background check process or fail it), the system should retain this information indefinitely and not delete any records.
9. Ability to upload and store historical data including from previous checks conducted during the refresh phase. This includes but is not limited to word and pdf documents provided by candidates and employees related to their criminal background history; internal reports generated as Excel files etc. System should allow for manual and automatic uploading of these files.

Reporting:

1. Ability to send candidate an automatic email when a case is created for them in the system by administrator.
2. Ability to send candidates emails when administrator requires additional data - administrator types in the request and system sends the request when the administrator marks it as ready to send.
3. Ability to send candidate an email when any administrator signs off on a status for them in the system - for example if they are cleared; if they are marked as having failed; if they are marked as having their appeal denied. The administrator should be able to select this option in the system, which triggers an email daily.
4. Ability to run Excel and PDF reports, which show status of background checks for people using a variety of parameters including but not limited to candidate status in the background check process (initiated, which step are they at etc.), date of last fingerprint, date of last completed check, last communication received from candidate. Examples of reports include:

- How many vendor employees were fingerprinted in one month?
- How many vendor employees failed the background check process?
- How many employment candidates needed to be contacted in one school year?
- Other parameters can include: number of candidates who needed to provide documents; number of candidates who are part of multiple work-streams; number of candidates who have flags on their record etc.

5. Ability to send candidates customizable clearance emails when they have cleared the background check process.
6. Ability to encrypt and send customizable emails to candidates their criminal background history checks.
7. Ability to set up different security levels for different user views: for example what a background team specialist needs to see is different from what a principal should be able to see. The former will be able to see personally identifiable information including their background history, while the latter should only be able to see the status (pending, cleared or failed) of candidates who have applied to work at their schools. The background committee should only be able to see candidates whose files need review and not any other candidates.
8. Ability to run reports to identify refresh candidates (based on the date of their last check and refresh date requirements as provided by CPS). These refresh dates may also be different by work-stream.
9. Ability to automatically perform criminal background check and registry candidates for all identified refresh candidates.

Technical Specifications:

1. Be compliant with all federal/FBI and state/ISP regulations for data and information security.
2. Have the potential to integrate with existing CPS systems for transfer of information (both to and from) through standard methods such as SFTP or API.
3. Able to integrate through SAML 2.0 for single sign-on.

**COMPENSATION:**

Vendor shall be paid as follows:

Estimated annual costs for the one (1) year term are set forth below:

\$152,000, FY 20

\$75,500, FY 21

**REIMBURSABLE EXPENSES:**

None.

**AUTHORIZATION:**

Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement. Authorize Chief of Safety and Security to execute all ancillary documents required to administer or effectuate this agreement.

**AFFIRMATIVE ACTION:**

Pursuant to the Remedial Program for Minority and Women-Owned Business Enterprise Participation in Goods and Services contracts (M/WBE Program), the Business Diversity goals for this contract include 30% MBE and 7% WBE as the Prime vendor is 100% WBE.

**LSC REVIEW:**

Local School Council approval is not applicable to this report.

**FINANCIAL:**

Fund 115, Office of Safety and Security, Unit 10610

\$152,000, FY 20

\$75,500, FY 21

Not to exceed \$227,500 for the one (1) year term.

Future year funding is contingent upon budget appropriation and approval.

**CFDA#:**

Not Applicable

**GENERAL CONDITIONS:**

Inspector General - Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness - The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics - The Board's Ethics Code adopted May 25, 2011 (11-0525-PO2), as amended from time to time, shall be incorporated into and made a part of the agreement.

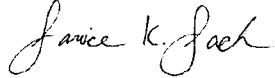
Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:




JONATHAN MAPLES  
Chief Procurement Officer

Approved:



JANICE K. JACKSON  
Chief Executive Officer

Approved as to Legal Form: 



JOSEPH T. MORIARTY  
General Counsel