

September 23, 2020

AUTHORIZE THE FIRST RENEWAL AND AMEND THE AGREEMENT WITH ACCURATE BIOMETRICS, INC. FOR MANAGED SERVICES SYSTEM

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize the first renewal and amend the 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. A written document exercising this option and amendment is currently being negotiated. Vendor was selected on a non-competitive basis. This item was presented to the Single/Sole Source Committee on September 1, 2020 and approved by the Chief Procurement Officer. Upon approval as a Single Source, the item was published on the Procurement website on September 1, 2020, found here: cps.edu/procurement. The item will remain on the Procurement website until the September 23, 2020 Board Meeting. This process complies with the independent consultant's recommendations for single source procurements and the Board's Single/Sole Source Committee Charter. No payment shall be made to the Vendor during the option period prior to execution of the written document. The authority granted herein shall automatically rescind in the event a written document is not executed within 90 days of the date of this Board Report. Information pertinent to this option is stated below.

This September 2020 amendment is necessary to add system enhancements, including: (i) external candidate notification acknowledgement; (ii) digital signature capability; (ii) Charter school ID integration; (iii) redaction tool; (iv) ability to create workflow without the need for custom coding; (vi) ability for vendors to check on candidate clearance status and manage rosters. The maximum compensation will be increased to \$433,332 to reflect the enhancements.

Contract Administrator : Washington, Ms. Nealean T / 773-553-2273

VENDOR:

- 1) Vendor # 98972
ACCURATE BIOMETRICS, INC.
500 PARK BOULEVARD, STE 1260
ITASCA, IL 60143
Ray Palys
773 685-5696

Ownership: Peggy Critchfield - 100%

USER INFORMATION :

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

ORIGINAL AGREEMENT:

The original Agreement (authorized by Board Report #19-0925-PR14) in the amount of \$227,500 is for a term commencing November 1, 2019 and ending October 31, 2020, with the Board having two (2) options to renew for one (1) year terms. The original agreement was awarded on a competitive basis pursuant to former Board Rule 7-2.

OPTION PERIOD:

The term of this agreement is being renewed for one (1) year commencing November 1, 2020 and ending October 31, 2021.

OPTION PERIODS REMAINING:

There is one (1) option period for one (1) year remaining.

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 continue to provide a managed services system for the background check process.

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:

FY21 \$216,666

FY22 \$216,666

AUTHORIZATION:

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

AFFIRMATIVE ACTION:

Pursuant to the Remedial Program for Minority and Women-Owned Business Enterprise Participation in Goods and Services Contracts (M/WBE Program), this contract is in full compliance with the Business Diversity goals of 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

FY21 \$216,666

FY22 \$216,666

Not to exceed \$433,332 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.

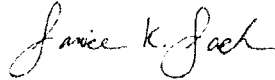
Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

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