



Department of Purchasing and Contracting

INSTRUCTIONS FOR NON-COMPETITIVE PURCHASE REQUESTS

The Competitive Bidding Process is the preferred method of purchasing good or services. A waiver of this process must be requested on a case by case basis by completing a Non-Competitive Purchase Request Form in its entirety.

The form must be signed by Department Director of the User Department and submitted to the Director of the Department of Purchasing and Contracting by attachment to the requisition in Oracle.

Justification for the waiver must be provided on the request form. Additional pages may be attached if necessary.

Non-Competitive Purchase Requisitions must have a market/price reasonableness determination.

Emergency Purchase Request

An Emergency Purchase Request is to be used when a User Department seeks goods or services due to an unexpected and urgent request where health and safety or the conservation of public resources is at risk. The request must be completed regardless of the time of the emergency occurrence or dollar amount of the requisition, and must include an explanation as to why the emergency cannot be responded to using the competitive process. Expiration of funds, administrative delay or expiration of a contract or quote is not acceptable criteria for an Emergency Non-Competitive Purchase.

Sole Source Purchase Request

A Sole Source Purchase Request is to be used when a User Department seeks goods or services from the only qualified vendor or supplier that possesses the unique ability or available capacity to provide the requested goods or services. A vendor may be a sole source when the procurement involves proprietary technology, copyright, or patented information, goods or services. Additional justification for a Sole Source Purchase Request may include the requirement to match piece of existing equipment available only from the same source of original equipment or authorized dealer or an upgrade to existing software only available from the producer of the software;

A Sole Source Public Notice Form shall be posted on the County's website for five (5) business days and the results shall be attached to this Sole Source Purchase Request.



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Human Resources
Department Contact Person: Catrina Rives Telephone: 470 5806526
Email: carives@dekalbcountyga.gov

Requisition Number: _____ Suggested Supplier: HireRight
Estimated Amount of Purchase: \$ 243,818.00
Detailed Description of the Goods or Services to be purchased: Oracle integration and services for I-9 verifications and background investigations

Emergency (For Emergency Requests, Please check this box and answer all questions below.)

1. Date and Time of Emergency Occurrence _____

2. Please state the nature of the emergency posing a risk to public health, welfare, safety or resources:

3. State how the Estimated Amount was determined to be Fair and Reasonable (attach supporting documentation):

Sole Source (Please check box and answer all of the following completely.)

1. Provide an explanation why the product, service or supplier requested is the only method that can satisfy the requirements. Please explain why alternatives are unacceptable. Be specific with regard to specification, features, characteristics, requirements, capabilities and compatibility. (Attach additional documents, if necessary):

The County is upgrading its HR system to Oracle HCM with a go-live date of Jan 2022. To streamline and automate the background investigation and I-9 verification processes, an Oracle partner, with established integration is required to meet the go-live date and system requirements.

2. Will this purchase obligate us to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we need more "like" items in the future to match this one?) Explain in detail.

Yes. As the vendor is the only Oracle partner that offers background and I-9 integration.

3. Explain the impact to the County or Public if this request is not approved.

Not taking advantage of Oracle's delivered functionality will require manual workarounds, which could result in delays in receiving background investigation results and processing I-9 verifications.

I hereby request that this non-competitive procurement request be approved for the purchase of the above stated work, material, equipment, commodity, or service.

Department Director (Typed/Printed Name) Benita C. Ransom

Benita C. Ransom Signature: _____ Date: 10/25/2

Do Not Write Below – for the Department of Purchasing and Contracting Use Only

Procurement Agent (Typed/Printed Name) Sharice Feagins-Bailey

Signature: _____ Date: _____

Sharice Feagins-Bailey
Date: 2021.11.13
10:14:11 -0500

Procurement Manager (Typed/Printed Name) Crystal Creekmore Signature: _____ Date: _____

Approved Not Approved

Signature: _____, Director, Department of Purchasing and Contracting Date: _____

Benita C. Ransom

(Additional information, attach pages if required):

From Jeff Kleven <jeff.kleven@oracle.com>, Oracle (6/35/2021):

Oracle Market Place Integrations are built with 3rd party background check vendors based on client demand.

Unfortunately, we don't have any other clients asking for a True Check integration to Oracle Recruiting Cloud, so our Market Place would not consider building this at any point soon.

From Oracle Customer Success Manager, Pradeep:

At this time this partner program is not open to anyone like Taleo Business Edition program for requesting a new Integration. At present we only invite partners to get their Integration enabled based on our EIP customers need. As this being the case, I would request you to please wait until the program is open.

Also see attached email documenting communication between current vendor, Oracle and IT department.

Public Notice of Proposed Award of Sole Source Procurement

Section A – Description of Proposed Sole Source Procurement

Description of Supplies/Services: Oracle integration and services for I-9 verification and background investigations

Demonstration of Contractor’s Unique Qualifications: HireRight is the world’s largest provider of background checks services. HireRight specializes in helping organizations of all sizes and locations efficiently implement, utilize and refine their background screening programs.

Section B – To Be Completed by the Department of Purchasing and Contracting

Market Survey Results

Date Public Notice posted on website: November 1, 2021

Date Public Notice closed: November 5, 2021

Review of Offers

Were any offers received (Yes/No): No

Number of offers received: 0

Responders: 0

Purchasing Agent review and recommendation:

HireRight, LLC developed the industry’s first internet-based background screening solution and launched it in June 1997. HireRight was the first to develop pre-integrated background screening solutions with leading e-recruiting applications, and now offers more solutions than any provider in the industry. HireRight is Professional Background Screening Association (PBSA) accredited. Currently, they provide over 150 unique background check services globally to support businesses specific needs. HireRight specializes in helping organizations of all sizes and locations efficiently implement, utilize, and refine their background screening programs. HireRight is trusted by the many of the world’s most innovative and successful organization to provide and deliver customer-focused solutions that increases efficiency and speeds up the time-to-hire process. This is DeKalb County and HireRight, LLC first time establishing a business relationship. My recommendation is to approve the sole source to improve the streamline solutions that would result in solving background screenings problems and help with DeKalb County work smarter. The amount spent with HireRight, LLC is \$0.

Sharice Feagins-Bailey

Digitally signed by Sharice Feagins-Bailey

Date: 2021.11.13 10:14:31 -05'00'

Agent Signature

Date

Procurement Manager Signature

Date

Dear Dekalb County Purchasing Dept. & Board Members:

HireRight helps more than 40,000 companies and government organizations hire great talent, from small businesses across every industry to nearly half of the Fortune 100 and beyond. Many of the world's most innovative and successful organizations trust HireRight for our technologically advanced, industry-leading products and superior customer service.

Background screening is a complicated process, affected by legal issues, industry-specific best practices, and evolving considerations. Reliable background check companies not only have long track records of success to address these issues, but also deep experience in your particular government sector or industry. HireRight boasts more than 50 years of background screening experience, demonstrating our extensive familiarity with background checks.

In addition, risk mitigation while building your employment brand is a key pillar of strong hiring. HireRight proactively develops products and services that meet current and future screening needs. We also provide tools and outreach to help customers stay informed of changing regulations.

Finally, given the importance of the background screening process to the overall hiring effort, it's crucial that your e-recruiting solution provides visibility into the process. HireRight's signature platforms integrate with leading applicant tracking system (ATS) technology better than anything else on the market, meaning you can hire faster, better, and easier. Further, to the best of our knowledge, HireRight is the sole vendor with the needed combination of services (i.e., background checks and I-9 services), that has integration access with Oracle and can deliver the requisite technology for Dekalb County's Human Resources project plan.

HireRight is excited and honored at the opportunity to work with Dekalb County and provide a comprehensive suite of background screening and I-9 solutions via our partnership integration with Oracle.

Please let us know if there are any questions we can answer or be of further assistance.

Sincerely,



Randy Steigerwalt
Enterprise Sales Executive

Office: 770-736-7881

Cell: 404-452-3335

3349 Michelson Drive, Suite 150, Irvine, CA 92612

www.hireright.com

3349 Michelson Drive, Suite 150, Irvine, CA 92612

HireRight's private investigation licenses: hireright.com/legal/license-information/

HireRight Package	Price	Cases	Cost
Dekalb County - Standard Package Unlimited	\$138.80	1068	\$148,238.40
Dekalb County - Professional License Package	\$145.80		\$0.00
Dekalb County - MVR Package	\$141.05		\$0.00
Dekalb County - Finance/Fire Package	\$142.80		\$0.00
Dekalb County - CDL/DOT Package	\$126.55		\$0.00
Dekalb County - Executive Package	\$247.80	10	\$2,478.00
Dekalb County - Summer Package (Criminal Only)	\$85.45	1000	\$85,450.00
e-Verify	\$3.70	2068	\$7,651.60
			\$243,818.00
HR TruCheck Backgrounds 2020		882	
HR TruCheck Backgrounds 2021		1068	