

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

125



FROM: Human Resources

SUBMITTAL DATE:
July 28, 2005

SUBJECT: California Department of Justice as the Sole Source Vendor for LiveScan Background Checks

RECOMMENDED MOTION: That the Board of Supervisors approve the California Department of Justice (DOJ) as the sole source vendor for LiveScan fingerprint checks.

BACKGROUND: With the recent adoption of Resolution 2005-58 authorizing background checks and LiveScan fingerprinting services and Countywide Background Check Policy C-33, the value of services that we expect the DOJ to perform will exceed \$100,000. Current average costs are approximately \$10,000 - \$15,000 per month since inception of the new policy. In accordance with the County of Riverside Purchasing Policy Manual Guidelines, Human Resources is seeking approval for sole source services from the DOJ in excess of \$100,000. Human Resources expects to expend approximately \$150,000 to \$250,000 in FY 2005-06. LiveScan fingerprint checks provided through the DOJ have proven to be more effective in identifying applicants with criminal histories than the previous system of records checks or local database checks. The DOJ's LiveScan service offers an added benefit that other background vendors do not provide: upon request, they provide subsequent arrest information on all hires that have been LiveScanned for employment purposes. Subsequent arrest information will continue until the County of Riverside notifies DOJ that the employee has terminated employment.

Departmental Concurrence

[Handwritten Signature]

Ronald W. Komers
Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 200,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 44,000	Budget Adjustment:	No
	Annual Net County Cost:	\$ 44,000	For Fiscal Year:	2005-06

SOURCE OF FUNDS: All departments referring new hires for LiveScan will be charged for services.	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: **APPROVE**

County Executive Office Signature

[Handwritten Signature]

- Policy
- Policy
- Consent
- Consent

Dep't Recomm.:
Per Exec. Ofc.:

Date: 28 July 2005

From: Ron Komers

Department/Agency: Human Resources

To: Board of Supervisors

Via: Purchasing Agent

Subject: Sole Source Procurement; Request for

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

Supply/Service being requested: LiveScan fingerprint checks

Supplier being requested: California Department of Justice

Alternative suppliers that can or might be able to provide supply/service: USA Fact

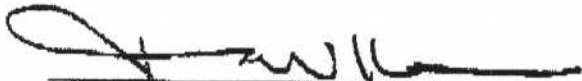
Extent of market search conducted: limited

Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide: proven track record in identifying applicants with criminal histories and offers subsequent updates of employees

Reasons why my department requires these unique features and what benefit will accrue to the county: To comply with new Board Policy - Countywide Background Check Policy C-33

Price Reasonableness: consistent rate for all users of service

Does moving forward on this product or service further obligate the county to future similar contractual arrangements? No.



Department Head Signature

8/31/05
Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove



Purchasing Agent

9-2-05
Date