

**QUEENS LIBRARY  
EXECUTIVE COMMITTEE  
TUESDAY, NOVEMBER 20, 2018**

Central Library  
89-11 Merrick Blvd., Jamaica, NY 11432

**AGENDA**

**6:15 PM EXECUTIVE COMMITTEE REGULAR MEETING**

**I. CALL TO ORDER**

**II. AGENDA**

**A. Action Items**

1. Pre-Employment & Pre-Volunteer Background Check Services (ID # 1887)
2. Contract Agreement with the Parkside Group to Provide Consulting Services on State Budget and Legislative Affairs (ID # 1888)
3. Contract Agreement with Connelly McLaughlin & Woloz to Provide Consulting Services on City Budget & Legislative Affairs (ID # 1889)

**B. Report Items**

1. Personnel Report - September 2018 (ID # 1847)
2. Personnel Report - October 2018 (ID # 1866)

**III. ADJOURNMENT**

1. Motion to Adjourn (ID # 1871)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Executive Committee

*DATE OF MEETING:* November 20, 2018

*ITEM ID #:* 1887

*AGENDA:* Pre-Employment & Pre-Volunteer Background Check Services

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### **Background:**

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees for the Library to enter into an agreement with TruView BSI, LLC, a New York State Service-Disabled Veteran-Owned Business ("SDVOB"), to provide comprehensive pre-employment and pre-volunteer background check services. The Board's approval is required pursuant to the Library's Purchasing Policy, which states, in pertinent part, that contracts for professional services with an annual cost in excess of \$35,000 must be approved by the Board of Trustees.

The Library has used the services of Sterling Testing Systems, Inc. since 2004 for pre-employment background checks. Separately, the Library has utilized the services of Sterling Infosystems, Inc., DBA Verified Volunteers for pre-volunteer background check services.

### **Current Status:**

On May 15, 2018, the Library issued a Request for Proposals ("RFP") for pre-employment and pre-volunteer background check services. RFP # 1117-1 was advertised in the New York City Record, BidNet and New York State Contract Reporter, posted on the Library's website, and notification of the solicitation was sent to over two hundred (200) firms on the Library's internal bidders' list, including fourteen (14) NYS certified M/WBE firms, one hundred and seventy (170) NYC certified M/WBE firms and fifty-eight (58) NYS SDVOB firms.

The RFP stated that the Library's Human Resources Department and the Volunteer Services division was seeking a qualified firm to provide a per year estimate of two-hundred and forty (240) pre-employment and three-hundred and seventy-five (375) pre-volunteer background check services and additional specified services as the Library may require. Such background

check services include a firm's ability to gather and provide criminal history records using online databases. Also, firms were required to be able to verify a variety of information, such as employment history, sex-offender status, Social Security number traces, education, degrees, professional licenses, reference checks, credit reports, Motor vehicle records, address history and other requirements for candidates seeking employment with the Library and for volunteers seeking to participate in the Library's volunteer programs. In addition, the RFP required that the performance of these services must be in compliance with the Federal Fair Credit Reporting Act guidelines.

The RFP informed proposers that the awarded contract would be for a three (3) year term with two (2) one-year options to renew at the Library's sole discretion. The RFP also instructed firms that met the stated threshold criteria to submit proposals detailing the firm's experience and qualifications in accordance with the RFP's instructions. Proposers were required to provide pricing for a bundled employee background check service, which consists of Social Security trace and verification, and searches of New York statewide criminal databases and the U.S. Department of Justice National Sex Offender Public Registry. Proposers were also required to provide a volunteer background check bundled service, which consists of Social Security trace and verification, and searches of National Criminal File Databases and the U.S. Department of Justice National Sex Offender Public Registry. Additionally, proposers were required to provide per unit pricing searches, which includes the aforementioned services plus providing educational degree verification, unscored credit reports, employment verifications, references and driver's license checks. The RFP stipulated that proposers' pricing was to remain fixed and firm for the first two (2) years of the contract term and that increases for years three, four and five of the contract shall be subject to the annual January increase in the Consumer Price Index for New York, Northern New Jersey, and Long Island, as set forth by the U.S. Department of Labor, Bureau of Labor Statistics for each of the preceding contract years.

Thirteen (13) firms submitted timely proposals as detailed in the table below. CareerBuilder Employment Screening, LLC was deemed non-responsive because the firm failed to either agree to the Library's contract terms or identify any exceptions to such terms in its proposal. DDCues LLC was deemed non-responsive because it did not meet the RFP stated criteria of having (5) years of experience in providing background check services.

|    | <b>Firm Name</b>                                  | <b>M/WBE SDVOB</b> |                |
|----|---------------------------------------------------|--------------------|----------------|
| 1  | AccuSource Inc.                                   |                    |                |
| 2  | Alliance 2020, Inc.                               |                    |                |
| 3  | Alliance Worldwide Investigative Group, Inc.      |                    |                |
| 4  | CareerBuilder Employment Screening, LLC           |                    | Non-Responsive |
| 5  | Castle Branch, Inc.                               |                    |                |
| 6  | Choice Screening, Inc.                            |                    |                |
| 7  | Commercial Investigations LLC                     | WBE- NYS           |                |
| 8  | DDCues LLC                                        | NYS- SDVOB         | Non-Responsive |
| 9  | Employers Choice Online Inc.                      |                    |                |
| 10 | FS Consulting LLC                                 | WBE- NYS & NYC     |                |
| 11 | International Investigative Group. LTD            |                    |                |
| 12 | Sterling Infosystems Inc. DBA Verified Volunteers |                    |                |
| 13 | TruView BSI, LLC                                  | NYS-SDVOB          |                |

A selection committee comprised of Library Human Resources, Volunteer Services and Procurement staff determined that the other eleven (11) proposals met the following RFP threshold criteria:

1. Proposer must have a minimum of at five (5) years’ experience in providing background check services.
2. Proposer must have worked with public sector and/or not-for-profit entities within the last three (3) years.

As such, the selection committee evaluated the proposals, utilizing the cost and technical evaluation criteria set forth in the RFP. The results were as follows:

|  | <b>Firm Name</b> | <b>Technical and Cost Score</b> | <b>Estimated Annual Costs for Human Resources Bundled Service and Volunteer Bundled Service (Excludes Governmental and Third Party Fees)</b> | <b>Average Per Unit Search Costs (Excludes Governmental and Third Party Fees)</b> | <b>M/WBE SDVOB</b> |
|--|------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------|
|  |                  |                                 |                                                                                                                                              |                                                                                   |                    |

|    |                                                   |       |             |         |                |
|----|---------------------------------------------------|-------|-------------|---------|----------------|
| 1  | AccuSource Inc.                                   | 77.31 | \$5,505.00  | \$4.69  |                |
| 2  | TruView BSI, LLC                                  | 68.62 | \$8,610.00  | \$8.28  | NYS-SDVOB      |
| 3  | Castle Branch, Inc.                               | 65.72 | \$15,789.00 | \$4.36  |                |
| 4  | Employers Choice Online Inc.                      | 64.77 | \$7,215.00  | \$5.89  |                |
| 5  | Sterling Infosystems Inc. DBA Verified Volunteers | 62.13 | \$11,964.90 | \$8.29  |                |
| 6  | Commercial Investigations LLC                     | 56.02 | \$12,794.25 | \$11.31 | WBE- NYS       |
| 7  | Choice Screening, Inc.                            | 52.31 | \$11,700.00 | \$6.78  |                |
| 8  | Alliance Worldwide Investigative Group, Inc.      | 41.39 | \$40,035.00 | \$17.00 |                |
| 9  | Alliance 2020, Inc.                               | 34.22 | \$25,609.50 | \$14.41 |                |
| 10 | International Investigative Group. LTD            | 32.72 | \$45,851.25 | \$30.10 |                |
| 11 | FS Consulting LLC                                 | 31.50 | \$88,125.00 | \$79.21 | WBE- NYS & NYC |

The selection committee determined that the top three (3) scoring firms be invited for interviews. The results of the combined technical, cost and interview scores are as follows:

|                     | Technical/Cost Interview | M/WBE<br>SDVOB |
|---------------------|--------------------------|----------------|
| TruView BSI, LLC    | 83.62                    | SDVOB          |
| AccuSource Inc.     | 82.64                    |                |
| Castle Branch, Inc. | 66.58                    |                |

The selection committee identified TruView BSI, LLC, (“TruView”) as the top scoring firm. TruView is a New York State Service-Disabled Veteran-Owned Business (“SDVOB”), previously known as Summit Security Services of Long Island Inc.(“Summit Security”), which was established in 2005. TruView’s owner, Nicolas Auletta, is a graduate of West Point and a former active duty regular army infantry Captain with over twenty-five months of combat leadership experience and a combined forty-four months of deployment time to a combat zone.

In 2011, Nicolas Auletta joined his family's business, Summit Security, as Vice President of its Background Screening and Investigations Division. In 2017, Nicolas Auletta purchased Summit Security from his family and renamed it TruView. Under his ownership, TruView qualified and obtained SDVOB certification.

TruView holds over \$6 million in contracts with various New York agencies and entities, including the Office of the State Comptroller, Gaming Commission, City University's Accounting Office, Office of the Medicaid Inspector General and the Department of Motor Vehicles. In addition, TruView has been providing the City's Law Department with services since 2017. TruView is listed in the City's PASSPort system without any cautions.

References for the firm were positive and indicated that TruView is a reputable vendor fully capable of providing the requisite services. A reference from Teachers College, Columbia University, stated that TruView/ Summit Security has been performing over four-hundred and fifty background checks for the college for the past ten years and that it has performed exceptionally. A reference from the Roman Catholic Diocese of Albany stated that TruView/ Summit Security started performing services in 2014 and that the services have been expanded throughout the Diocese since 2015. The reference stated that TruView/ Summit Security is very responsive and thorough. The reference also stated that the Diocese is subject to background check audits and not only did the Diocese pass the last audit but it received high ratings in the audit and the audit management letter provided a positive commentary on the work performed by TruView/Summit Security. A reference from Suffolk Community College indicated that TruView has performed well and has been very responsive.

TruView's fees for the employee background check bundled service and volunteer background check bundled service is \$14.00 per search and the per unit search services range from \$2.00 to \$14.00. All third party and government fees are to be billed at cost to the Library and are estimated to range from \$9.95 to \$68.00. Subsequent to selecting TruView, the Library identified the need to add National Criminal File searches as part of the bundled search package in lieu of a separate service item. Accordingly, the Library requested that TruView provide its best and final offer to provide this additional search as part of the bundled package. In this regard, the RFP explicitly stated that the Library reserved the right to negotiate lower fees with any firm selected, or a different fee structure than proposed. TruView responded to the best and final offer by lowering its pricing to \$27.00 for a pre-employment bundled search inclusive of National Criminal File databases instead of the combined pricing of \$28.00 as initially proposed.

Additionally, TruView lowered its volunteer background check bundled service to \$13.50 from \$14.00 and maintained its pricing for per unit searches.

**Recommended Motion for Consideration by the Executive Committee:**

*I move that the Executive Committee recommend to the Board of Trustees that the President and CEO be authorized to execute a contract with TruView BSI, LLC for pre-employment and pre-volunteer background check services for a three-year term with two one-year options to renew at the Library's sole discretion at the rates proposed herein.*

| <b>The Queens Library Human Resources Department Requires the Following Back Ground Checks as a Bundled Service:</b> |                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Full-time and Part-time Employee Searches</b>                                                                     | <b>Types of Back Ground Check</b>                                                                                                                    |
| 1                                                                                                                    | Social Security Trace - Verifies SS Number And Identity.                                                                                             |
| 2                                                                                                                    | New York Statewide Criminal History Record Search (CHRS) for the Past 7-10 years.                                                                    |
| 3                                                                                                                    | The U.S. Department of Justice National Sex Offender Public Registry (NSOPR) <a href="https://www.nsopw.gov/en">https://www.nsopw.gov/en</a> .       |
| 4                                                                                                                    | National Criminal File History - Checks State And Federal Databases For Current And Previous Misdemeanor And Felony Cases (Pending And Adjudicated). |
| <b>Price for Bundled Service for a Single Employee (includes a single name plus one alias) Candidate:</b>            | <b>\$27.00</b>                                                                                                                                       |

| <b>The Queens Library Volunteer Division Requires the Following Back Ground Checks as a Bundled Service:</b> |                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Volunteer Searches</b>                                                                                    | <b>Types of Back Ground Check</b>                                                                                                                    |
| 1                                                                                                            | Social Security Trace - Verifies SS Number And Identity.                                                                                             |
| 2                                                                                                            | National Criminal File History - Checks State And Federal Databases For Current And Previous Misdemeanor And Felony Cases (Pending And Adjudicated). |
| 3                                                                                                            | The U.S. Department of Justice National Sex Offender Public Registry (NSOPR) <a href="https://www.nsopw.gov/en">https://www.nsopw.gov/en</a>         |
| <b>Price for Bundled Service for a Single Volunteer (includes a single name plus one alias) Candidate:</b>   | <b>\$13.50</b>                                                                                                                                       |

**The Queens Library Human Resources Department and the Volunteer Divisions Requires the Following Back Ground Checks On a Per Item Basis:**

| <b>Employee and Volunteer Searches<br/>(includes a single name plus one alias)</b> | <b>Types of Back Ground Check</b>                                                                                                                    | <b>Maximum Pricing For Each Search</b> |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 1                                                                                  | Social Security Trace - Verifies SS Number And Identity.                                                                                             | <b>\$2.00</b>                          |
| 2                                                                                  | New York Statewide Criminal History Record Search (CHRS) for the Past 7-10 years.                                                                    | <b>\$14.00</b>                         |
| 3                                                                                  | National Criminal File History - Checks State And Federal Databases For Current And Previous Misdemeanor And Felony Cases (Pending And Adjudicated). | <b>\$14.00</b>                         |
| 4                                                                                  | Non-NY Background Checks. (Provide your highest fee.)                                                                                                | <b>\$14.00</b>                         |
| 5                                                                                  | The U.S. Department of Justice National Sex Offender Public Registry (NSOPR)<br><a href="https://www.nsopw.gov/en">https://www.nsopw.gov/en</a> .    | <b>\$2.00</b>                          |
| 6                                                                                  | Educational Degree Verification.                                                                                                                     | <b>\$7.00</b>                          |
| 7                                                                                  | Unscored Employee Credit Report.                                                                                                                     | <b>\$9.00</b>                          |
| 8                                                                                  | Employment Verification & References.                                                                                                                | <b>\$10.00</b>                         |
| 9                                                                                  | Driver's License Check.                                                                                                                              | <b>\$2.50</b>                          |



## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Executive Committee

*DATE OF MEETING:* November 20, 2018

*ITEM ID #:* 1888

*AGENDA:* Contract Agreement with the Parkside Group to Provide Consulting Services on State Budget and Legislative Affairs

### **Background:**

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into a professional services contract with the Parkside Group ("Parkside") to provide consulting services to the Library on New York State budget and legislative affairs. The Board's approval is required pursuant to the Library's Purchasing Policy, which states, in pertinent part, that professional services contracts with an annual cost in excess of \$35,000 must be approved by the Library's Board of Trustees.

The Library has historically had outside consultants to provide consulting services on New York State budget and legislative affairs. The Library's engagement with Parkside began in February 2016. Working with the Library's Department of Government and Community Affairs ("GCA") and through targeted advocacy and network building, Parkside helped the Library secure funding for various programs. Parkside also assists with tracking and developing legislation, as well as other budget-related matters.

Highlights from this past fiscal year include:

- Supporting GCA's annual Albany Advocacy Day where we meet with the 25 members of the Queens state Assembly and Senate delegation.
- Securing over \$500,000 in discretionary operating funding from New York State Assembly Members for various community libraries.

### **Current Status:**

The Library is seeking to enter into a one-year professional services contract with Parkside at the rate of \$4,000 per month for a total cost of \$48,000 for the year. This new contract will ensure that Parkside's work on behalf of the Library will continue without interruption.

**Recommended Motion for Consideration by the Executive Committee:**

*I move that the Executive Committee recommend to the Board of Trustees that the President and CEO be authorized to execute a contract with the Parkside Group in the amount of \$48,000 for a term of one year to provide consulting services to the Library on State budget and legislative affairs.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Executive Committee

*DATE OF MEETING:* November 20, 2018

*ITEM ID #:* 1889

*AGENDA:* Contract Agreement with Connelly McLaughlin & Woloz to Provide Consulting Services on City Budget & Legislative Affairs

### **Background:**

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into a professional services contract with Connelly McLaughlin & Woloz ("CMW") to provide consulting services to the Library on New York City budget and legislative affairs. The Board's approval is required pursuant to the Library's Purchasing Policy, which states, in pertinent part, that professional services contracts with an annual cost in excess of \$35,000 must be approved by the Library's Board of Trustees.

The Library has historically had outside consultants to provide consulting services on New York City budget and legislative affairs. The Library's engagement with CMW began in January 2015. Working with the Library's Department of Government and Community Affairs ("GCA"), and through targeted advocacy and network building, CMW helped the Library secure funding for various programs and projects. Additionally, CMW has assisted with other budget, legislative and advocacy-related matters to advance the Library's interests.

Highlights from this past fiscal year include:

- \$2.25 million from the City Council in operating support, \$5 million in capital funding
- \$15 million in capital funding from the Administration
- Nearly \$200,000 in discretionary support from Council Members for community libraries, not including Initiative funding
- Over \$20 million in capital funding from Members for projects at community libraries

**Current Status:**

The Library is seeking to continue its working relationship with CMW and therefore proposes to enter into a one-year professional services contract with CMW at the rate of \$5,000 per month for a total cost of \$60,000 for the year. This new contract will ensure that CMW's work on behalf of the Library will continue without interruption.

**Recommended Motion for Consideration by the Executive Committee:**

*I move that the Executive Committee recommend to the Board of Trustees that the President and CEO be authorized to execute a contract with Connelly McLaughlin & Woloz in the amount of \$60,000 for a term of one year to provide consulting services to the Library on City budget and legislative affairs.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Executive Committee

*DATE OF MEETING:* November 20, 2018

*ITEM ID #:* 1847

*AGENDA:* Personnel Report - September 2018

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### ***PERSONNEL REPORT - 8/16/18 - 9/15/18***

*The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of August 16, 2018 to September 15, 2018:*

- *Appointments*
- *Promotions*
- *Transfers*
- *Leaves Without Pay*
- *Returns from Leave*
- *Separations: Terminations/Resignations*

Attachments:

Personnel Report - September 2018 (XLS)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Executive Committee

*DATE OF MEETING:* November 20, 2018

*ITEM ID #:* 1866

*AGENDA:* Personnel Report - October 2018

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### ***PERSONNEL REPORT - 9/16/18 - 10/15/18***

*The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of September 16, 2018 to October 15, 2018:*

- *Appointments*
- *Promotions*
- *Transfers*
- *Leaves Without Pay*
- *Returns from Leave*
- *Separations: Terminations/Resignations*

#### Attachments:

Accela Bd Report -Sep 16 2018 to Oct 15 2018 (XLS)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Executive Committee

*DATE OF MEETING:* November 20, 2018

*ITEM ID #:* 1871

*AGENDA:* Motion to Adjourn

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**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*