

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: August 10, 2021

Item Details

Presenter(s): Mary Beth Manville, Human Resources Director

Department(s): Human Resources

Requested Motion

Motion to approve a three (3) year, auto-renewing agreement with Mitrates Holding, Inc., for employee I-9 and E-verify services.

Approval Recommended?

Yes

Item Details

In an effort to expedite the hiring process, the Human Resources Department would like to enter into an agreement with Mitrates Holding, Inc. to provide I-9 and E-verify services for Town new hires. The HR Department evaluated three vendors for these services - Castlebranch, HireRight, LLC, and Mitrates. While services and prices offered by all vendors were similar, Mitrates also has the capability of being fully integrated with our Recruiting system, which would fully automate the I-9 and E-verify process. This automation will not only save time in hiring process, but will also be more convenient for both the HR department and candidate being hired. Mitrates also includes I-9 Form record retention and audit support, ensuring that the Town is in compliance with federal recordkeeping requirements. Because this agreement is a multi-year, auto-renewing agreement, it requires Town Council approval.

Attachments

- Mitrates Tracker I9 Agreement

