

| 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 an auto-renewing agreement with HireRight, LLC, for employee background check 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 HireRight, LLC to provide background check services for Town new hires/employees. The HR Department evaluated two vendors for these services - our current vendor, Castlebranch, and HireRight. While services and prices offered by both vendors were similar, HireRight also has the capability of being fully integrated with our Recruiting system, which would fully automate the background check process. This automation will not only save time in hiring process, but will also be more convenient for both the recruiter and candidate being hired. Because this agreement is auto-renewing and includes the vendor's standard contract language that is not normally included in Town contracts, it requires Town Council approval. The Town's legal department has reviewed the contract and is comfortable with us moving forward with Town Council's approval.

Attachments

- HireRight Service Agreement
- HireRight Compliance Certification
- HireRight Schedule of Fees

