



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Employer's Reference Source (ERS)

Doing Business As, if applicable:

Business Address: 1587 Hamilton Ave., Waterbury, CT 06706

Business Phone: 888-512-2525

Business email: lorit@employersreference.com

SS# OR Tax ID #: On File

Funding Source & Acct # including location code: School Volunteer Program

Principal or Supervisor: Patricia DeMaio

Agreement Effective Dates: From 09/15/2020 to 06/30/2021

Hourly rate or per session rate or per day rate from \$24.99 to \$85.00 per person
Total amount: \$10,000.00

Description of Service: To provide criminal background screening services for volunteers who serve as tutors, science fair mentors and in other classroom support roles.

Submitted by: Patricia A. DeMaio

Phone: 475-220-1372



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Patricia A. DeMaio
Date: August 25, 2020
Re: ERS, Inc. Agreement for School Volunteer Screening

Please answer all questions and attach any required documentation as indicated below. Please have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

Contractor Name: Employer's Reference Source (ERS), Inc.

Description of Service: ERS conducts criminal background searches of individuals who apply to become volunteers in New Haven Public Schools. In general, volunteers serve as tutors, science fair mentors, class room and library assistants and other support functions.

Due to the cost of finger-printing and lengthy turnaround time for results, ERS conducts screening using the individual's Social Security number which allows access to court and criminal records. They provide results within 24-48 hours, dependent upon level of screening. ERS conducts local, state and national searches, including sex offender's registries, motor vehicle and Social Security traces which identify name and address changes that may prompt additional screening. All applications for volunteer service are reviewed by the Grant Manager and if complete, are forwarded to ERS for screening.

There is no cost to the District or volunteers for screening. The volunteer screening is paid entirely through an endowment fund set up exclusively for the NHPS School Volunteer Program. The endowment provides salary of a part-time program assistant who manages process of volunteer registration, screening and placement. The Agreement amount is an "up to" amount and if funds are not spent in a fiscal year, the funds automatically roll over to the new fiscal year

This year, due to Covid, volunteers will be accepted for online science fair mentoring and other activities that can be closely monitored by staff. When school reopens we will need to address volunteer access and roles.

1. **Amount** of Agreement and hourly or session cost: \$10, 000.00 total. Cost for screening: \$8.00 per CT Criminal Record; \$2.00 per Social Security Trace; up to \$32.50 per motor vehicle check; \$7.00 per nationwide check and additional costs for out of State court fees, up to \$85.00 per

case. In general, the average cost is \$25.00 to \$85.00 per case, dependent upon the number of applications received and applicant history of moves or name changes. The number of applications varies from year to year, but the amount of the Agreement has covered the cost without need for amendments.

2. **Funding Source** and account number: School Volunteer Program, Acct. #2528-6028-56694-0000

3. **Continuation/renewal or new Agreement?** This service is a continuation Agreement.

Answer all questions:

- a. If continuation/renewal, has the cost increased? If yes, by how much? Prices have not increased for the past two years.
- b. *What would an alternative contractor cost:* Alternative prices range from \$39.00 to \$79.00, dependent upon the services requested; prices appear competitive. However, the other two services require more staff time because as we would be required to enter applicant data into their data base and monitor the results. At this time, NHPS has 1 part-time program assistant who handles registration of volunteers, including application review and assignment of schools. In addition the staff person assists with Grants Office functions, including the processing of Agreements approved by the Board of Education through the business office. We do not have funding to provide additional staff for a lower rate contractor. ERS has provided effective service for the past ten years and has maintained a "non-profit" rate for us. Rates have not increased for the past two years.

Funding for the Agreement is entirely covered by a School Volunteer endowment, which funds background screening and pays the salary of the part time program assistant. The district does not incur expense from its operating budget.

- c. *If this is a continuation, when was the last time alternative quotes were requested?* We annually obtain quotes from competitors.
- d. *For new or continuation: is this a service existing staff could provide. If no, why not?*
No, the staff is not qualified to perform criminal background screening. ERS has 30 years' experience of which 15 years have been involved in the school volunteer program for New Haven. They have access to local, State and national court records; Department of Justice sex offender registries, motor vehicle records, and 7-year Alias/maiden name criminal search. Their services searches are conducted in compliance with Freedom of Information Act, Privacy Act, American Disabilities Act, Driver's Privacy Act and other state and federal laws.

4. **Type of Service:**

Answer all questions:

- a. Professional Development? No.
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not?
- b. After School or Extended Hours Program? No.
- c. School Readiness or Head Start Programs? No
- d. Other: (Please describe) School Volunteer criminal background screening.

5. Contractor Classification:

Answer all questions:

- a. *Is the Contractor a Minority or Women Owned Business?* Woman owned
- b. *Is the Contractor Local?* State: ERS is located in Waterbury, CT
- c. *Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?* No
- d. *Is the Contractor a public corporation?* No
- e. *Is this a renewal/continuation Agreement or a new service?* This is a renewal service
- f. *If it is a renewal/continuation has cost increased? If yes, by how much?* Cost has not increased.
- g. *Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:* School volunteers contribute to internal capabilities by providing supplemental services as tutors, mentors, science fair mentors, classroom assistants and library assistants to support student achievement.

6. Contractor Selection:

Answer all questions

- a. *What specific skill set does this contractor bring to the project? If a new contractor, please attach a copy of the contractor's resume.* ERS has over 25 years' experience. They were originally referred to NHPS through the Big Brother/Big Sister organization because ERS provides a non-profit rate and they do not additional staff resources.
- b. *How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source? Quotes. Please describe the selection process including other sources considered and the rationale for selecting this Contractor:* We obtained 3 quotes. Among the three quotes, ERS, Sterling Volunteers and Background Screening for Volunteers, Inc. the rates were competitive. However, ERS was the most cost effective because additional staff hours are not required to maintain their service. The other contractors all require staff to input applicants into their data base and conduct screening through their site. We do not have the additional staff for data entry. At any one time, we could have as many as 25-30 applications to process.

7. Evidence of Effectiveness & Evaluation

Answer all questions

- a. *What specific need will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met?* The contractor will provide criminal background screening of volunteers. The contractor is evaluated by their thoroughness and response time. ERS has reported back within 24-48 hours in most cases and up to 72 hours if we request additional screening. The invoices are monitored monthly. If there is a negative criminal background, ERS immediately alerts staff.
- b. *If this is a renewal/continuation service attach a copy of the evaluation or archival data that demonstrates effectiveness.* We don't have archival information as the reports we receive are confidential, listing names etc. Staff checks the reports by the application so we know that everything is up to date. In an effort to comply with evaluation, this year, we will keep a spreadsheet of dates requests for screening were sent to ERS and dates we received reports, to demonstrate timeliness of their service.

- c. *How is this service aligned to the District Continuous Improvement Plan?* Screened volunteers support student achievement as tutors and mentors.
8. *Why do you believe this Agreement is fiscally sound?* The service is an important one because it is imperative that volunteers are screened. Due to the School Volunteer Endowment, there is no cost to the district or to volunteers for the cost of screening, which is an added benefit.
9. *What are the implications of not approving this Agreement?* We would ask volunteers to arrange their own screening through their local police departments and pay for the service. In that case, cost be problematic for volunteers and the local police offices don't have nationwide screening. That must be conducted through the FBI. At one time, ACES provided a finger print screening service. It is unclear if that service is still available. If so, volunteers would pay for both state and national services. The timing of the FBI response is problematic because results are not immediately available. In addition, at times, fingerprints must be redone if there is smearing or problems with the quality of the prints. With the system we are currently using, we have some control over the quality of the service and the consistency of the service.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Employer's Reference Source (ERS)

FOR DEPARTMENT/PROGRAM:

School Volunteer Program

This Agreement entered into on the 26 day of August 2020, effective (*no sooner than the day after Board of Education Approval*), the 15th day of September, 2020, by and between the New Haven Board of Education (herein referred to as the "Board" and, Employer's Reference Source (ERS), located at, 1587 Hamilton Avenue, Waterbury, CT 06706 (herein referred to as the "Contractor").

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$8.00 per CT Criminal Record; \$2.00 per Social Security Trace; up to \$32.50 per motor vehicle check; \$7.00 per nation-wide check; and additional costs for out State court fees up to \$85.00 per case.

The maximum amount the contractor shall be paid under this agreement: Ten Thousand dollars and no cents (\$10,000.00). Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and date of service.

Fiscal support for this Agreement shall be by School Volunteer **Program** of the New Haven Board of Education, **Account Number:** 2528-6028-56694 **Location Code:** 0000.

This agreement shall remain in effect from September 15, 2020 to June 30, 2021.

SCOPE OF SERVICE: *Please provide brief summary of service to be provided.*

To conduct national criminal background screening, including Social Security trace, sex offenders registry and motor vehicle records for volunteers serving in New Haven Public Schools.

Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service on contractor letterhead with all costs for services including travel and supplies, if applicable.

Exhibit B: Student Data and Privacy Agreement: Attached

APPROVAL: This Agreement must be approved by the New Haven Board of Education **prior to service start date**. Contractors may begin service no sooner than the day after Board of Education approval.

HOLD HARMLESS: The Contractor shall insure and/or indemnify the Board and its members, employees and agents against all claims, suits, and expenses, including reasonable attorney's fees, in connection with loss of life, bodily injury or property damage arising from any neglect act or omission of the Contractor or its employees or agents. Further, the Contractor covenants and agrees that it shall hold the Board and its members, employees and agents harmless against any and all claims, suits judgments of any description whatsoever caused by the Contractor's breach of this agreement or based upon the conduct of the Contractor, or its agents or its employees or arising out of in connection with their activities under this agreement.

TERMINATION: The Board may cancel this agreement for any reason upon thirty (30) days' written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through the last day of thirty (30) day notice period, as long as the Agreement was approved by the Board prior to the start date of service.


Contractor Signature

President
New Haven Board of Education

8/26/2020
Date

Date

Lori Keeskes - President
Contractor Printed Name & Title



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT B

STUDENT DATA PRIVACY AGREEMENT SPECIAL TERMS AND CONDITIONS

For the purposes of this Exhibit B "directory information," "de-identified student information," "school purposes," "student information," "student records," "student-generated content," and "targeted advertising" shall be as defined by Conn. Gen. Stat. §10-234aa.

1. All student records, student information, and student-generated content (collectively, "student data") provided or accessed pursuant this Agreement or any other services agreement between the Parties are not the property of, or under the control of, the Contractor.
2. The Board shall have access to and the ability to delete student data in the possession of the Contractor except in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the Contractor. The Board may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery. The Board may request the deletion of student data by the contractor within two (2) business days of receiving such a request and provide to the Board confirmation via electronic mail that the student data has been deleted in accordance with the request, the date of its deletion, and the manner in which it has been deleted. The confirmation shall contain a written assurance from the Contractor that proper disposal of the data has occurred in order to prevent the unauthorized access or use of student data and that deletion has occurred in accordance with industry standards/practices/protocols.
3. The Contractor shall not use student data for any purposes other than those authorized pursuant to this Agreement.
4. A student, parent or legal guardian of a student may review personally identifiable information contained in student data and correct any erroneous information, if any, in such student data. If the Contractor receives a request to review student data in the Contractor's possession directly from a student, parent, or guardian, the Contractor agrees to refer that individual to the Board and to notify the Board within two (2) business days of receiving such a request. The Contractor agrees to work cooperatively with the Board to permit a student, parent, or guardian to review personally identifiable information in student data that has been shared with the Contractor, and correct any erroneous information therein.

5. The Contractor shall take actions designed to ensure the security and confidentiality of student data.
6. The Contractor will notify the Board, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student data. Such notification will include the following steps:

Upon discovery by the Contractor of a breach of student data, the Contractor shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not more than thirty (30) days after such discovery, shall provide the Board with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature of and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

7. Student data shall not be retained or available to the Contractor upon expiration of the contract between the Contractor and Board, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with the Contractor after the expiration of such contract for the purpose of storing student-generated content.
8. The Contractor and Board shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.
9. The Contractor acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd.
10. The Parties agree that this Agreement controls over any inconsistent terms or conditions contained within any other agreement entered into by the Parties concerning student data.



Employers Reference Source, Inc.

[\(https://www.employersreference.com/\)](https://www.employersreference.com/)

CLIENT

LOGIN

 [\(HTTPS://EMP](https://emp)

ABOUT US

Employers Reference Source, Inc. was founded to help employers make the right choice with all their hiring decisions. Since 1990 ERS has provided employment screening services with unsurpassed quality of customer service and support.

ERS' employee background screening directly addresses employers concerns for workplace violence; employee fraud & theft; falsified employment applications; drug use; turnover; and negligent hiring liability. The thoroughness of our research and final reports help contribute to peace of mind in the hiring decision.

ERS' commitment to its clients is to provide the most comprehensive, cost effective and technologically advanced means to make well-informed, fact based hiring decisions.

Our reputation has been built on the integrity and accuracy of each report we produce for every client.

We will only provide information that is in full compliance with the Fair Credit Reporting Act, Freedom of Information Act, Privacy Act, American Disabilities Act, Driver's Privacy Act, and other local, state and federal laws.

Since finding the right individual to fit a particular job typically has time constraints, **ERS will deliver a completed report to a client within 24 to 48 hours of the order and same day turn-around is available on many services.**

ERS provides service flexibility to meet your needs. You can order our services on an individual basis or create a combined custom screening process that meets your company needs. Our experienced staff will help you design a program to assure due diligence is performed to protect your business. Secure online service is provided for your convenience. Our user friendly, web-based service allows our clients to easily order employee

background checks and other screening services online, view reports in progress, and securely retrieve, print and store completed reports. Clients can securely submit requests or access reports 24 hours a day, 7 days a week, from anywhere with an Internet connection.

LASTEST NEWS

10.28.18

Welcome To Our New Website! (<https://www.employersreference.com/welcome-to-our-new-website/>)

CALL TODAY FOR A FREE CONSULTATION

We'll help you guard your company's reputation by knowing your applicant's background and make the right choice!

**Call Toll-Free
(888)512-2525**



(<https://www.facebook.com/EmployersReferenceSource/>)



(<https://plus.google.com/100645867772009115999>)



(<https://twitter.com/employsourcect>)



(<https://www.youtube.com/channel/UCGD4ckVQ1IGkYNSO1sGNGbg>)



(<https://www.sterlingvolunteers.com>)

Your Volunteer Screening Just Got Easier

Use our online sign up process to get started with quality background screening

Two Packages To Choose From



Advanced

\$19/ea

Price excludes state, county, and motor vehicle repository fees. Set-up fees may apply.



Social Security Number Trace	+
Nationwide Criminal History Search	+
Department of Justice (DOJ) Sex Offender Search	+
Terrorist Watch List (OFAC)	+
Current County or State of Residence Search	+
Motor Vehicle Report	+\$7.50
Volunteer Background Check Sharing	+
Additional Products	-

Additional a la carte products can be added any time after an account has been created by calling one of our reps.
Additional products include: Credit Reports, Reference Checks, Global Searches, Federal and Civil Searches, Neglect/Abuse Registries, and more.

SIGN UP TODAY

Complete
\$39/ea

Price excludes state, county, and motor vehicle repository fees. Set-up fees may apply.

Social Security Number Trace	+
Nationwide Criminal History Search	+
Department of Justice (DOJ) Sex Offender Search	+
Terrorist Watch List (OFAC)	+



Current County or State of Residence Search**Locator Select****7-year Address Criminal Search****7-year Alias/Maiden Name Criminal Search****Motor Vehicle Report**

+\$7.50

Volunteer Background Check Sharing**Additional Products****SIGN UP TODAY**

Have more than 500 volunteers? Contact us with questions or to inquire about special pricing for orders greater than 500 screenings per year.

CONTACT US

Ready To Begin? Here's How It Works:



	Basic \$12 ⁹⁹	Standard \$18 ⁹⁹	Expanded \$39 ⁹⁹
Social Security Trace	✓	✓	✓
TrueCrim National Criminal Search	✓	✓	✓
Sex Offender Registry Search	✓	✓	✓
County Criminal Search for current county		✓	✓
County Criminal Search for up to two previous counties			✓
Education Verification for highest degree obtained			✓
Employment Verification for the 2 most recent employers			✓

Substance abuse testing can be added to any package for as low as \$38.

Basic Package \$12.99



Social Security Number Trace

This report is critical in establishing positive identification on an applicant and can uncover undisclosed aliases and previous addresses.

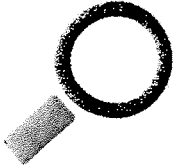
The Social Security Number Trace verifies the validity of the social security number, the applicant's name, addresses and alias names.



TrueCrim (National Criminal Search)

This database is an exclusive product that searches the largest repositories of criminal records for the entire country. Also included are known fugitive databases, homeland security databases and more than 130 million individual criminal records from county, national and state

agencies!



Sex Offender Registry Search

This search will check the National Sex Offender Registry database and records in all 50 states.

Standard Package \$18.99

Includes everything in the Basic Packages, plus...



County Criminal Search for Current County of Residence

A county criminal search can help you avert violence issues and reduce your liability with hiring problems. A typical result will show any criminal records including felonies and misdemeanors in the county of residence. (Subject to state regulations.)

Extended Package \$39.99

Includes everything in the Basic & Standard Packages, plus...



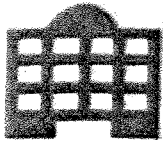
All County Criminal Search for Up to Two Previous Counties of Residence

This search can be conducted in up to two additional counties where the applicant has resided in the past seven years. (subject to state regulations.)



Education Verification

An Education Verification verifies educational background information including confirmation of attendance or highest degree received.



Employment Verification

Verifying an applicant's previous employment assures the accuracy of the application and uncovers lies, omissions and exaggerations. Prior job performance information is provided along with salary when

available.

Ready to sign up? Click here to get started!

(<https://backgroundchecksforvolunteers.com/>,

Custom Packages

Create a custom package for your specific needs. Choose from the services listed above or from additional services that we offer, including Credit Bureau Reports, Driving Records, Workers Comp Reports, Drug Testing and more. Please call us at 1 (800) 262-7301 for a custom quote.



Background Checks for Volunteers by True Hire

11366 Cleveland Avenue



(<https://www.sterlingvolunteers.com>)

Your Volunteer Screening Just Got Easier

Use our paperless online sign up process to get started with quality background screening

Two Packages To Choose From

Basic

Advanced

\$19/ea

Price excludes state, county, and motor vehicle repository fees. Set-up fees may apply.

Social Security Number Trace	⊕
Nationwide Criminal History Search	⊕
Department of Justice (DOJ) Sex Offender Search	⊕
Terrorist Watch List (OFAC)	⊕
Current County or State of Residence Search	⊕
Motor Vehicle Report	+\$7.50
Fast Pass & Rebates	⊕
Additional Products	⊕

SIGN UP TODAY

Complete
\$39/ea

Price excludes state, county, and motor vehicle repository fees. Set-up fees may apply.

Social Security Number Trace	⊕
Nationwide Criminal History Search	⊕
Department of Justice (DOJ) Sex Offender Search	⊕
Terrorist Watch List (OFAC)	⊕
Current County or State of Residence Search	⊕
Locator Select	⊕
7-year Alias/Maiden Name Criminal Search	⊕
Motor Vehicle Report	+\$7.50

Fast Pass & Rebates

Additional Products

SIGN UP TODAY

Have more than 500 volunteers? Contact us with questions or to inquire about special pricing for orders greater than 500 screenings per year.

CONTACT US

Ready To Begin? Here's How It Works:



1

Get started by submitting the form at the bottom of this page