



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: 04/16/2024

* = Mandatory, information must be provided

or Procurement Director Award: []

*Contractor/Vendor Name/Grantor (DBA):

AccuSource, Inc.

*Project Title/Description:

AccuSource Employment Screening Services

*Purpose:

Amendment of Award: Master Agreement No. MA-PO-19-183, Amendment No. 10. This Amendment extends the termination date to 03/31/2025 and increases the not-to-exceed contract amount by \$120,000.00 for a cumulative not-to-exceed contract amount of \$615,000.00. Administering Department: Human Resources.

*Procurement Method:

Pursuant to Pima County Procurement Code 11.24.010, Cooperative procurement authorized, on 06/27/2019, the Procurement Director approved an award of contract for an initial term of one (1) year in the annual award amount of \$60,000.00 with four (4) one-year renewal options.

On 08/27/2019, the Procurement Director approved Amendment No. 01, which replaced Exhibit A: Pricing with Exhibit A-1 Pricing, adding Employment Verification Bundled Package and Employment Verification Education Bundled Package.

On 10/10/2019, the Procurement Director approved Amendment No. 02, which increased the annual award amount by \$30,000.00 from \$60,000.00 to \$90,000.00 for a cumulative not-to-exceed contract amount of \$90,000.00. This increase was required for additional spending capacity for background checks and variable "pass-through" costs.

On 12/06/2019, the Procurement Director approved Amendment No. 03, which added an additional Background check package for No Employment + Education.

On 03/18/2020, the Procurement Director approved Amendment No. 04, which extended the termination date to 06/30/2021. No additional funds required. Three (3) renewal options remained.

Effective 07/01/2021, the Procurement Officer processed Amendment No. 05, which extended the termination date to 06/30/2022 and added a partial annual award amount of \$71,000.00 for a cumulative not-to-exceed contract amount of \$161,000.00. Two (2) renewal options remained.

On 05/12/2022, the Procurement Director approved Amendment No. 06, which increased the not-to-exceed contract amount by \$95,000.00 for a cumulative not-to-exceed contract amount of \$256,000.00. This increase was required to address the more frequent usage of the system as a result of an increase in recruitment needs.

Effective 07/01/2022, the Procurement Officer processed Amendment No. 07, which extended the termination date to 06/30/2023 and added a partial annual award amount of \$74,000.00 for a cumulative not-to-exceed contract amount of \$330,000.00. One (1) renewal option remained.

Effective 07/01/2023, the Procurement Officer processed Amendment No. 08, which extended the termination date to 06/30/2024, added the annual award amount of \$90,000.00 for a cumulative not-to-exceed contract amount of \$420,000.00, and added the Forced Labor of Ethnic Uyghurs language pursuant to A.R.S. § 35-394. No renewal options remained.

On 01/02/2024, the Procurement Director approved Amendment No. 09, which increased the not-to-exceed contract amount by \$75,000.00 for a cumulative not-to-exceed contract amount of \$495,000.00. This increase was required to address the more frequent usage of the system as a result of an increase in recruitment needs.

This extension is required to maintain employment screening services during the implementation of HR functionality in the new ERP system.

PRCUID: 335098

TO: COB 03/21/2024 (1)

Attachment: Master Agreement.

VERS: 16 PGS: 5

***Program Goals/Predicted Outcomes:**

Provide the County with a better approach and methodology for verifying the credential and qualifications for candidates selected for hire.

***Public Benefit:**

Ensuring the public of the County's due diligence and transparency in the hiring process of future employees.

***Metrics Available to Measure Performance:**

The County's applicant tracking system, partnered with the vendor's Application Program Interface will provide reporting capabilities that allow the County to track the vendor's turnaround time in providing required background reports.

***Retroactive:**

No.

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
Expense Amount \$ _____ Revenue Amount: \$ _____

*Funding Source(s) required: _____

Funding from General Fund? Yes No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 19-183

Amendment No.: 10 AMS Version No.: 16

Commencement Date: 07/01/24 New Termination Date: 03/31/25

Prior Contract No. (Synergen/CMS): N/A

Expense Revenue Increase Decrease

Amount This Amendment: \$ 120,000.00

Is there revenue included? Yes No If Yes \$ N/A

*Funding Source(s) required: General Fund

Funding from General Fund? Yes No If Yes \$ _____ % 100

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Commencement Date: _____ Termination Date: _____ Amendment Number: _____

Match Amount: \$ _____ Revenue Amount: \$ _____

*All Funding Source(s) required: _____

*Match funding from General Fund? Yes No If Yes \$ _____ % _____

*Match funding from other sources? Yes No If Yes \$ _____ % _____

*Funding Source: _____

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Procurement Officer, Kelsey Braun-Shirley

Acting Division Manager, Troy McMaster

Department: Acting Procurement Director, Ana Wilber

Telephone: 520.724.8728

Department Director Signature: Cathy Bohland

Date: _____

Deputy County Administrator Signature: [Signature]

Date: 3-19-2024

County Administrator Signature: [Signature]

Date: 3/21/2024



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION

Master Agreement No: 1900000000000000183

MA Version: 16

Page: 1 of 5

Description: AccuSource Employment Screening Services

I S S U E R	Pima County Procurement Department
	150 W. Congress St. 5th Fl
	Tucson AZ 85701
	Issued By: TROY MCMASTER
	Phone: 5207248728
	Email: troy.mcmaster@pima.gov

T E R M S	Initiation Date: 07-01-2024
	Expiration Date: 03-31-2025
	NTE Amount: \$615,000.00
	Used Amount: \$449,950.70

V E N D O R	AccuSource, Inc.	Contact: Dani Hughes
	30650 Rancho California Rd Ste D406-215	Phone: 888-649-6272
	Temecula CA 92591	Email: dhughes@accusource-online.com
		Terms: 0.00 %
		Days: 30

Shipping Method:	Vendor Method
Delivery Type:	
FOB:	FOB Dest, Freight Prepaid
Modification Reason	
This Amendment No. 10 extends the termination date for this Master Agreement to 03/31/2025 and increases the not-to-exceed contract amount by \$120,000.00 for a cumulative not-to-exceed contract amount of \$615,000.00	

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



MASTER AGREEMENT DETAILS

Master Agreement No: 19000000000000000183

MA Version: 16

Page: 2 of 5

Line	Description					
1	Customer Service					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
2	AccuSource Proprietary Verification Process					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
3	Account Implementation					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
4	Best Practices					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
5	Training					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
6	Instascreen					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
7	QuickApp					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
8	Quality Control & Compliance					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
9	User-friendly Management Reports					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
10	E-Signature Feature					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
11	Integrated E-verify with Instascreen Platform					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
12	Integrated Drug and Background Screening Reports					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
13	No Employment					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$41.50			
14	Basic					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$55.50			
15	Basic + Education					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$62.50			
16	Basic + License/Certification					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$62.50			
17	Basic + Education & License/Certification					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$69.50			
18	All Option Package					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$77.75			
19	Employment Verification Bundled Package					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$21.00			



MASTER AGREEMENT DETAILS

Master Agreement No: 1900000000000000183

MA Version: 16

Page: 3 of 5

Line	Description					
20	County Criminal Direct Search					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$7.00			
21	Federal Criminal Primary Record Search					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$6.00			
22	Nationwide Sex Offender Registry					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$3.00			
23	Multi-State/National Criminal Database					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$4.00			
24	Statewide Criminal Record Search					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$7.00			
25	Global Homeland Security Search					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$2.50			
26	OFAC Search					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$2.75			
27	Education Verification (Highest Degree Earned)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$7.00			
28	Employment Verification (Per Employer)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$7.00			
29	Professional References (Per Reference)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$8.00			
30	License Verification (Per License)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$7.00			
31	International Education Verification					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$45.00			
32	Motor Vehicle Record (Per State)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$3.25			
33	Nationwide CDL Search (CDLIS)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$4.50			
34	DOT Drug, Alcohol & Safety Verification (Per Employer)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$13.00			
35	DOT PSP Verification					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$16.00			
36	Social Security Trace (SST)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$2.00			
37	Credit History					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$6.00			
38	Database verification fee, if applicable					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$7.00			



MASTER AGREEMENT DETAILS

Master Agreement No: 1900000000000000183

MA Version: 16

Page: 4 of 5

Line	Description					
39	Additional Research Fee					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$7.00			
40	Set-up Fee					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$99.00			
41	NeoGov ATS integration Fee					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$750.00			
42	Employment Verification Bundled Pkg 5 yr history 3 employers					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$17.50			
43	Employment Verification/Education Bundled Pkg					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$24.50			
44	Criminal Records Services					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
45	Federal Criminal Records Search					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
46	Multi-State/National Criminal Database Search					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
47	County Criminal Records Search					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
48	Statewide Repository Criminal Records Search					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
49	Sexual Offender Search					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
50	Global Homeland Security Search					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
51	OIG/GAS Screening					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
52	Employment Verification					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
53	Motor Vehicle Record (MVR)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
54	Commercial Driver's License Information System (CDLIS)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
55	License/Certification Verification					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
56	Education Verification					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
57	Credit History					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			



PIMA COUNTY

MASTER AGREEMENT DETAILS

Master Agreement No: 1900000000000000183

MA Version: 16

Page: 5 of 5

Line	Description					
58	No Employment + Education (Background Check Pkg)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$48.50			