

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Less FY21-010 – Employment/Income Verification and Unemployment Compensation Administrative and Cost Control Services

---

#### Introduction

##### Responsible: Procurement & Warehousing (PWS)

This request is to approve the recommendation to award Request for Proposal (RFP) FY21-010 – Employment/Income Verification and Unemployment Compensation Administrative and Cost Control Services to Strategic Cost Control, Inc. d/b/a Corporate Cost Control, Inc. (CCC) for a period of three (3) years from July 1, 2020 through June 30, 2023. This RFP may be renewed for two (2) additional one (1) year periods.

Due to the COVID-19, the spending authority being requested is \$16,000, and covers the estimated amount projected for the first twelve (12) months; therefore, additional spending authority to cover the remaining term of the RFP will be requested in a future date.

#### Goods/Services Description

##### Responsible: Human Resources Support Services (HRSS)

CCC will provide Employment/Income Verification and Unemployment Compensation Administrative and Cost Control Services and will serve as the designated agent of Record for Unemployment and Employment Verifications. The School Board of Broward County, Florida (SBBC), staff will work directly with CCC to assist with data collection and data verification for processing all unemployment compensation claims, decisions, appeals, and hearings for SBBC. SBBC staff will work directly with CCC to:

- (i) Gather data to provide necessary claimant separation details to appropriate state agencies;
- (ii) Audit all unemployment benefit charge statements seeking corrections and adjustments to correct S813C's unemployment accounts, and;
- (iii) Will conduct income and employment verification services ([www.cccverify.com](http://www.cccverify.com)), which allow for the employee, private, and public entities to request wage and employment information.

CCC is the incumbent and has been providing these services for the last five (5) years. Staff has found over those years that utilizing CCC saves the District money when SBBC dispute unemployment cases such as those that are protested (i.e., resignations, terminations “for cause”). CCC aims to win ninety-seven (97) percent of these cases.

They received a good evaluation from the end-user department, which is Human Resources Support Services (HRSS). The evaluation form has been included.

CCC will be providing Small/Minority/Women Business Enterprises (S/M/WBE) participation under this Agreement to provide unemployment hearing consulting services as outlined in their proposal. The percentage of participation is twenty-four (24) percent.

CCC will contribute \$500 annually for scholarships to minority students through the Broward Education Foundation.

The following information is historical district data provided by HRSS:

Current Number of Active Employees: thirty-six thousand four hundred (36,400). Full-time, Part-time, Temporary, Substitutes, and Student Workers.

**FY21-010 – Employment/Income Verification and Unemployment Compensation  
 Administrative and Cost Control Services  
 May 19, 2020 Board Agenda  
 Page 2**

	2016	2017	2018	2019
Total Unemployment Claims and Employment/Income Verifications	8058	6549	5816	5179

**Procurement Method**

**Responsible: PWS**

The solicitation for this RFP ran from September 9, 2019 through October 2, 2019. Three hundred seventy-five (375) vendors were notified, and nine (9) vendors downloaded the RFP documentation. Procurement & Warehousing Services received two (2) responses.

The Evaluation Committee, consisting of four (4) members, evaluated the two (2) proposals on October 23, 2019, which were based on Experience and Qualifications, Scope of Services, Cost of Services, and S/M/WBE participation. As a result of the evaluation and subsequent negotiations on October 23, 2019, the Evaluation Committee voted to recommend CCC as the recommended vendor. The contract term is for three (3) years with two (2) additional one (1) year renewal periods.

Other Agencies were contacted regarding these services, but it was difficult to have a point of comparison as the scope of work is different in each Agency.

The Affirmative Procurement Initiative implemented in this solicitation is the Small Business Enterprise (SBE) Evaluation Preference for Prime Bidders.

In accordance with SBBC Policy No. 3330, Section E.7.c., the GSC has established the SBE Evaluation Preference for Prime Bidders.

**Financial Impact**

**Responsible: PWS & HRSS**

Due to the COVID-19, the spending authority being requested is \$16,000, and covers the estimated amount projected for the first twelve (12) months; therefore, additional spending authority to cover the remaining term of the [ITB/RFP/Agreement] will be requested in a future date.

Please see below the breakdown below of the financial impact to the District for the entire RFP term:

Annual Cost	Number of Years	Total Cost
\$16,000	3	\$48,000

Under the current contract 15-038R, the annual cost is \$18,000 per year for three (3) years, with a total cost of \$54,000. This new contract resulted in a total cost savings of \$6,000.

Funding for this Contract is coming from the District’s General Fund as set aside from the unemployment line item. The amount requested was determined based on the Department’s requirements to satisfy the needs of the District.

The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.