



## FORTY NINERS STADIUM MANAGEMENT COMPANY

Date: July 26, 2021

To: Jim Mercurio  
Executive Vice President & General Manager

From: Jenti Vandertuig  
Procurement Lead

Subject: Recommendation for Award RFP FY21-0004 for Levi's Stadium Employment Background Screening Services

### Recommendation

Recommend approval and award an agreement to Plexus Global LLC to perform employment background screening services for a three-year period, to commence on August 18, 2021 and expire on August 17, 2024 (dates may be adjusted based on Stadium Authority Board approval) with an option to extend the agreement for two additional one year periods. The amount of the agreement shall not exceed \$16,500 per contract year. Total compensation, in the aggregate, shall not exceed \$49,500 over the three-year period. The term for subsequent fiscal years shall be conditioned upon approval of the Stadium Authority budget for the applicable fiscal year that includes the amounts due under this contract.

### RFP Process

Forty Niners Stadium Management Company LLC ("Stadium Manager") provides management services for the Stadium on a continual, year around basis, including overseeing the day-to-day operations and maintenance of the Stadium. Pursuant to the Management Agreement, Stadium Manager is responsible for recruiting full-time and part-time staff for Stadium operations and events. As part of that work, Stadium Manager conducts pre-employment background screening on approximately 500 employment candidates annually. The Human Resources Department utilizes SAP SuccessFactors as their Human Resources Information System (HRIS) and Applicant Tracking System (ATS). Candidates apply for jobs within the ATS, and the recruiter sources those candidates through SuccessFactors. Once a candidate has accepted an offer of employment, the background check is initiated through the SuccessFactors HRIS system. Therefore, the ability to integrate with SuccessFactors was a mandatory requirement in the selection of the employment background screening firm.

On April 22, 2021, Stadium Manager issued Request for Proposals (RFP) to select qualified firms to provide employment background screening services for Levi's Stadium. Stadium Manager published the RFP on Bonfire Interactive, Stadium Manager's eProcurement portal <https://49ers.bonfirehub.com/portal/>. In addition to inviting a list of firms on our established supplier list, we also selected suppliers registered on the portal with specific commodity codes

offering employment related services. On April 30, 2021, Stadium Manager issued Addendum #1, providing answers to questions received. The RFP closed on May 12, 2021 at 3:00 p.m. (PDT).

Three proposals were received from the following firms:

1. ClearStar Inc.
2. Plexus Global LLC
3. Trueview BSI, LLC

**Evaluation Process**

An evaluation committee (EC) consisting of subject matter experts was formed. An evaluators’ guide outlining the roles and responsibilities of the EC was provided to each EC member to review and execute the following forms to ensure that there was no conflict of interest in evaluating the proposals:

- Proposal Evaluator Guidelines
- Confidentiality Agreement
- Conflict of Interest Disclosure Form

The EC evaluated the proposals utilizing the evaluation criteria as outlined in the RFP. All three firms met the mandatory requirements and acknowledged the need to incorporate the Fair Credit Reporting Act (FCRA) requirement provisions in the agreement. Stadium Manager held clarification meetings with the three firms in June 2021. In addition to any business related clarifications, each firm made their legal department available to discuss the FCRA requirement and revisions to the sample agreement provided in the RFP. Upon completion of the clarification meetings, individual EC scores were utilized to compute an “average score,” summarized below:

<b>Evaluation Criteria</b>	<b>Maximum</b>	<b>ClearStar</b>	<b>Plexus Global</b>	<b>Trueview</b>
<b>Proposal Responsiveness</b>	<b>Pass/Fail</b>	<b>Pass</b>	<b>Pass</b>	<b>Pass</b>
<b>Experience &amp; Qualifications</b>	30%	29%	29%	27%
<b>Methodology &amp; approach to providing services including integration &amp; functionality</b>	40%	38%	34%	38%
<b>Cost</b>	30%	26%	30%	15%
<b>Total</b>	<b>100%</b>	<b>92%</b>	<b>93%</b>	<b>80%</b>

Proposals were evaluated, including all business, legal, and cost discussions completed, and scored based on the evaluation and weighting criteria specified in Section 15 of the RFP. Plexus Global LLC was determined to be the highest ranking proposer offering best value.

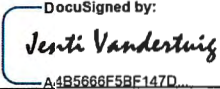
**Notice of Intended Award**

A notice of intended award (NOIA) was issued on July 9, 2021, announcing Stadium Manager’s recommended firm. The RFP process includes a ten-day protest period, which commenced with the issuance of the NOIA and ended on July 19, 2021. Trueview BSI, LLC requested a debriefing of their proposal response. Stadium Manager conducted a debriefing on July 16, 2021 as requested. No protests were received.

**Submission of Post-Award Submittals**

Once Stadium Manager receives approval from the Stadium Authority Board, the agreement will be executed by both parties and a copy forwarded to the Board. Supporting documentation has been provided for review and approval.

The cost for this service is covered in the FY21/22 SCSA Budget, Stadium Operations and Guest Services.

Submitted By:  Date: 7/26/2021  
A4B5668F58F147D  
Jenti Vandertuig, Procurement Lead

Approved By:  Date: 7/26/2021  
C78F2EFA5F32465  
Jim Mercurio, Executive Vice President & General Manager