



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

November 6, 2023

To: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

From: Terrence D. McCracken, Secretary to the Authority

Subject: Amendment to the Professional Services Agreement with Corporate Screening & Investigative Group, LLC

On January 20, 2022, the Authority executed a Professional Services Agreement with Corporate Screening & Investigative Group, LLC ("CSI") to render pre-employment background investigation services.

I have been informed by CSI that New York State increased the access fees for criminal record inquiries by \$30 plus a \$3 electronic access fee in July of 2023. Consequently, CSI is requesting an amendment to the Professional Services Agreement to reflect the increased costs.

CSI has been the Authority's vendor for background investigations for four years and during that time has provided reliable and efficient services. As Secretary to the Authority and as the Division Head overseeing personnel operations, I am recommending the approval of the amendment with CSI.

A resolution to approve the amendment has been included for your consideration at the meeting of November 16, 2023.

TDM:alh

Budget Information:

- Unit: 6000
- GL: 401000
- Primary Number: 920419

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract:

Project No.: 202200018

Project Description: Amendment to the Professional Services Agreement relative to Pre-Employment

Background Investigation and National Comprehensive Reports

Item Description:

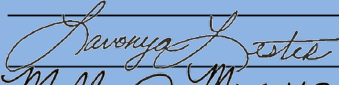
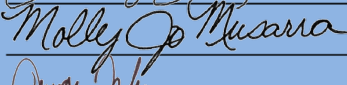


- | | | | |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input checked="" type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT Agreement | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum |
| <input type="checkbox"/> Recommendation for Award of Contract | <input type="checkbox"/> Recommendation to Reject Bids | | |
| <input type="checkbox"/> Request for Proposals | | | |
| <input type="checkbox"/> Other _____ | | | |

Action Requested:

- | | |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute | <input type="checkbox"/> Legal Approval |
| <input type="checkbox"/> Board Authorization to Award | <input checked="" type="checkbox"/> Execution by the Chairman |
| <input type="checkbox"/> Board Authorization to Advertise for Bids | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals | |
| <input type="checkbox"/> Other _____ | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|--|---|-------------------------|
| <input type="checkbox"/> Director of HR | _____ | Date: _____ |
| <input type="checkbox"/> Chief Operating Officer | _____ | Date: _____ |
| <input type="checkbox"/> Executive Engineer | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Director of Administration |  | Date: <u>11/8/2023</u> |
| <input checked="" type="checkbox"/> Claims Rep/Risk Manager |  | Date: <u>11/8/2023</u> |
| <input checked="" type="checkbox"/> Chief Financial Officer |  | Date: <u>11/06/2023</u> |
| <input checked="" type="checkbox"/> Legal |  | Date: <u>11-8-2023</u> |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--|----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>11/8/23</u> |
|--|--|----------------------|

Remarks: Pending receipt of updated Insurance Certificate. MJM

Resolution Date: _____

Item No: _____



Corporate Screening & Investigative Group, LLC
Professional. Ethical. Diligent.

November 6, 2023

Mr. Terrance McCracken
Secretary to The Authority
Erie County Water Authority
3030 Union Road
Cheektowaga, New York 14227

Dear Mr. McCracken,

We wanted to thank you and the staff of the Erie County Water Authority for entrusting us with your Pre-Employment Screening and Investigative needs.

Our contract was initiated in January 2022. In July of 2023, New York State increased the access fees for criminal records inquiries by \$30 plus a \$3 electronic access fee. As such, we are requesting that an addendum to reflect the increased costs to us be approved. The attached pricing fee schedule and outline is reflective of this fee increase.

We have provided high value, investigative services to our clients for almost 30 years and recognize how fee increases affect our clients. Unfortunately, we are at the mercy of NYS regarding access to data necessary for us to conduct a comprehensive and diligent investigation on behalf of our clients.

We would welcome the opportunity to further discuss this matter with you. Thank you for your understanding and we look forward to continuing our relationship and being of service.

Respectfully,

James A. "Tony Olivo"

James A. "Tony" Olivo, LPI
Partner
Corporate Screening & Investigative Group, LLC



Corporate Screening & Investigative Group, LLC
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Pre-Employment /Background Investigations-Addendum Pricing

Level 1:

\$180

- Social Security Verification and Trace
- New York State Criminal Records- *Statewide NY*
- National Sex Offender (Real time)
- Federal Criminal Records Search (By State)
- Federal Civil Records (includes bankruptcy)
- State Department of Corrections
- Federal Bureau of Prisons
- National Terrorist Watch List
- Federal Wanted Persons/Warrant Check
- FBI Fugitive List
- US Marshals Most Wanted Listing
- OFAC-Office of Foreign Asset Control
- HHS-Health and Human Services Excluded Parties

Level 2:

\$190

- All Level I
- **Driver's License

Level 3:

\$280

- All Level I and II
- ***Employment Verification (7 previous years, up to 3 employers, 3 attempts)
- ***Education Verification (Highest Level Claimed)
- ***References (3 references; 3 attempts)
- ***Professional License Verification

Credit Reports (*As Needed)

\$50

****Credit Report

*Please note that criminal record searches are per name and jurisdiction. Additional State and/or County Criminal searches are a flat fee of \$10.00 plus any other court fees levied by that county or OCA. This proposal includes a New York Statewide Criminal Records Inquiry, exclusive of any court fees or surcharges charged. Misdemeanor criminal records are at the county level only. This does not preclude the possible existence of Misdemeanor Offenses and Violations recorded in various Town and/or Village Courts, not recorded in the County Seat. Aka's are considered additional names and charged accordingly.

**Driver's License Records in some states require a signed release from the applicant and are manually processed. Where applicable, any fees incurred will be charged accordingly.



Corporate Screening & Investigative Group, LLC

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*** All employment and reference checks are contingent upon accurate information being submitted to include point of contact and telephone number. With respect to education and employment, should the institution utilize a third-party vendor for verification and a fee is incurred, that fee will be charged accordingly. Employer must provide details of highest level of education claimed. A signed release may be needed. Employer must provide all relevant information regarding Professional Licensing.

**** A signed release is required for all Credit Reports.

It is the responsibility of the employer to provide the applicant with all notices and information relative to pre-employment screening pursuant to Federal, State and Local Laws. The employer should consult with legal counsel prior to taking any adverse action.

All Reports consist of data compiled from various sources, including but not limited to public records, other information repositories, commercial data brokers and third-party information providers. CSI Group, LLC can in no way warrant or guarantee the absolute accuracy of the Report or that the Report will be error free.

Drug Screening

We can provide **Drug Screening** which may be ordered through our secure web server as well. The costs for these services range from \$40-\$80 depending upon the screening requested.

**AMENDMENT NO. 2 TO
PROFESSIONAL SERVICES CONTRACT**

AMENDMENT, effective November 16, 2023, to the Professional Services Contract, entered on January 20, 2022, by and between:

ERIE COUNTY WATER AUTHORITY
295 Main Street, Room 350
Buffalo, New York 14203

hereinafter referred to as the “Authority,” and

CORPORATE SCREENING & INVESTIGATIVE GROUP, LLC
6524 East Quaker Road
Orchard Park, New York 14127

hereinafter referred to as “Consultant.”

WHEREAS, on January 20, 2022, the Authority awarded the Consultant a professional service contract to provide pre-employment background investigation services (the “Contract”) for a three-year term, beginning January 20, 2022; and

WHEREAS, on April 20, 2023, the Authority and the Consultant entered into Amendment No. 1 to the Contract which added additional consulting and security services to the Contract; and

WHEREAS, the Consultant has requested an increase in compensation under the Contract as a result of New York State increasing the access fees for criminal records; and

WHEREAS, in accordance with Article 3, § 3.02 of the Contract, no modification or variation from the terms of the Contract shall be effective unless it is in writing and authorized by a resolution of the Board of Commissioners of the Authority (the “Board”) and signed by all parties; and

NOW, THEREFORE, in consideration of mutual promises herein set forth, the parties agree to the following:

- (1) The parties agree that Article 2, § 2.01 of the Contract be deleted in its entirety and replaced with the following:

2.01 The Consultant agrees to accept the following unit price payments for background investigation services:

Level 1 Screening	\$180.00
Level 2 Screening	\$190.00

Level 3 Screening	\$280.00
Credit Reports	\$50.00

- (2) The parties agree all other terms and conditions of the Contract shall remain unchanged and in effect; and
- (3) This Amendment may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.

IN WITNESS WHERETO, the parties hereto have caused this Amendment No. 2 to be signed by their respective duly constituted officers, attested and sealed pursuant to proper authority.

ERIE COUNTY WATER AUTHORITY

By _____
Jerome D. Schad, Chair

**CORPORATE SCREENING &
INVESTIGATIVE GROUP, LLC**

By _____
James A. Olivo, Partner

STATE OF NEW YORK)
COUNTY OF ERIE) ss:

On the ____ day of April, in the year 2023, before me personally came Jerome D. Schad, to me known, who, being by me duly sworn, did depose and say that he resides in the Amherst, New York, that he is the Chair of the Board of Commissioners for the Erie County Water Authority described in the above instrument, and he signed his name thereto by the authorization of the Board of Commissioners for the Erie County Water Authority.

Notary Public

STATE OF NEW YORK)
COUNTY OF ERIE) ss:

On the ____ day of _____, in the year 2023, before me personally came James A. Olivo, to me known, who, being by me duly sworn, did depose and say that he resides in _____, New York, that he is a Partner of Corporate Screening & Investigative Group, LLC, a New York domestic limited liability company; and that he acknowledged that he signed his name on the above instrument.

Notary Public