



Legislation Text

File #: 24-2090, **Version:** 1

To: Board of Supervisors

From: Ann Elliott, Human Resources Director

Report Title: Contract Amendment with Talx Corporation for automated and virtual I-9 verification service.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Human Resources Director, or designee, to execute a contract amendment with Talx Corporation to increase the payment limit by \$300,000 to a new payment limit of \$660,000 and extend the term through May 31, 2027, to provide automated and virtual I-9 verification processing.

FISCAL IMPACT:

The fiscal impact of this action is \$300,000 and is within the Human Resources Department budget. 100% General Fund.

BACKGROUND:

Talx Corporation's Management Solution Service/Compliance Center Platform integrates with the NeoGov Applicant Tracking System and allows completion of the U.S. Citizenship and Immigration Services Form I-9 to be done electronically utilizing the Federal E-Verify program to verify the work authorization status of a candidate. As of June 1, 2024, the I9 Anywhere Services will be added to the services allowing applicants to virtually complete Form I-9.

The software integration process between Talx and NeoGov, allows for a Virtual Completion option with online completers who will act as authorized representatives to virtually complete Form I-9 Section 2 and/or Supplement B, Reverification and Rehire. This solution will allow for self-scheduling to support Form I-9 verification completion virtually, which will be the default option. Candidates have the ability to request an in-person appointment if desired.

An email notification is sent to candidates prompting completion of Section 1 of the Form I-9. Section II of the Form I-9 can then be completed online with an available authorized Talx representative to virtually inspect the identification used in Section 1 to verify employment status. Once all sections of the Form I-9 are complete, the Management Solution Center will automatically check the work authorization through the E-Verify program to ensure compliance and authorization to work in the United States. The Management Solution Center also performs automated retention, purge tracking and re-verification of all Form I-9's stored in the database and provides the County with a monthly compliance report.

The term extension and payment limit increase will allow the Human Resources Department to continue to use the Talx Corporation I-9 automated software solution in addition to the I9 Anywhere services. This new amendment extends the term from May 31, 2024, for three years through May 31, 2027. The contract includes

indemnification adjustments and the is being obtained with sole-source justification in meeting the County's I-9 needs.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County will be unable to offer an automated process of verifying a candidate's work authorization including the new virtual option prior to the start of employment.