

How to Buy Background Checking Services ^[1]

This commodity covers background checking services. Such services include, but are not limited to, the following: criminal (felony and misdemeanor) records search, sexual offender search, motor vehicle records search, Social Security Number trace, credit history, employment history verification, and credential and/or education verification.

Procurement Options and Procedures

- **\$10,000 or less:** Submit a Purchase Requisition through the CU Marketplace.
- **Above \$10,000:** Submit a Purchase Requisition, or a Standing Purchase Order Requisition, through the CU Marketplace.

Supplier Information

HireRight, Inc. (Vendor ID # 203099, Address # 1)

Contact Information

- Lisa Nicely Phone: 909.932.0099

Additional Information

Through its relationship with the Educational & Institutional (E&I) Cooperative, the University of Colorado can use HireRight, Inc., for background checking services in any dollar amount. E&I selected this vendor as the result of a competitively bid solicitation. For additional information on HireRight services:

- Denver departments should contact Cindy Melvin (HR office, 303.315.2706)
- Boulder/Colorado Springs/System departments should contact the designated purchasing agent

University Price Agreement

Agreement # CNR01336 valid until Sept 30, 2023

Purchasing Agent

Katie Wilson

- **Email:** Katie.Wilson@cu.edu [2]

Source URL: <https://www.cu.edu/psc/how-buy-background-checking-services>

Links

[1] <https://www.cu.edu/psc/how-buy-background-checking-services> [2] <mailto:Katie.Wilson@cu.edu>