

# Mayor and Council Communication

**DATE:** 05/12/26

**M&C FILE NUMBER:** M&C 26-0386

**LOG NAME:** 13PAMEND CSC 62703 STRATEGIC COMM AR PD

## **SUBJECT**

(ALL) Authorize Execution of an Amendment to a City Contract with Strategic Communications, LLC, an Authorized Reseller for Ingram Micro Public Sector, LLC., for Background Investigation Software to Increase the Annual Amount by \$200,000.00 for a New Total Annual Amount Up to \$300,000.00 and Authorize One One-Year Renewal Option in the Same Amount for the Police Department

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## **RECOMMENDATION:**

It is recommended that City Council authorize execution of an amendment to a contract with Strategic Communications, LLC an authorized reseller for Ingram Micro Public Sector, LLC., for background investigation software to increase the annual amount by \$200,000.00 for a new total annual amount up to \$300,000.00 and authorize one one-year renewal option in the same amount for the Police Department.

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## **DISCUSSION:**

The purpose of this Mayor and Council Communication (M&C) is to authorize an amendment to City Secretary Contract (CSC) No. 62703 with Strategic Communications, LLC, to increase the annual amount by \$200,000.00.

On June 24, 2025, the Police Department executed CSC No. 62703, authorizing an annual amount up to \$100,000.00 using Omnia Partners Contract No. R220802 with Strategic Communications, LLC., as an authorized reseller for Ingram Micro Public Sector, LLC., for access to the Guardian Background Investigation Software system used for full background checks, social media screenings, and credit checks. Since then, the Emergency Management and Communications and Development Services Departments requested authorization to utilize the agreement.

On April 14, 2026, the Police Department approached Purchasing requesting an amendment to increase the annual amount by \$200,000.00 for a new total amount up to \$300,000.00. The amendment request is being made to establish sufficient contract capacity for the increased number of background investigations for potential candidates and specialized background checks to accommodate the Police, Emergency Management and Communications, and Development Services Departments' needs.

**FUNDING:** Funding is budgeted in the Other Contractual Services account within the General Fund for the Police, Emergency Management and Communications and Development Services Departments.

**COOPERATIVE PURCHASE:** State law provides that a local government purchasing an item under a Cooperative Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for the purchase of the items. Omnia Partners contracts have been competitively bid to increase and simplify the purchasing power of government entities.

Region 4 Education Service Center (ESC) published Request for Proposal No. 22-08 for Total Cloud Solutions and Services on March 9, 2022, March 10, 2022, March 11, 2022, and March 16, 2022. Contract No. 011124 was awarded to Ingram Micro Public Sector, LLC on October 1, 2022.

**AGREEMENT TERMS:** The term of the agreement expires on September 30, 2026.

**RENEWAL TERMS:** The agreement may be renewed for one additional one-year term. This action does not require specific City Council approval, provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

**ADMINISTRATIVE CHANGE ORDER:** An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

**SMALL BUSINESS:** This COOP was executed before September 1, 2025, preceding the implementation of the Small Business Program. Therefore, a Small Business Waiver was not required.

This project will serve ALL COUNCIL DISTRICTS.

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## **FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the General Fund to support the approval of the above recommendation and execution of the contract amendment. Prior to an expenditure being incurred, the Police, Emergency Management and Communications, and Development Services Departments have the responsibility to validate the availability of funds.

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