

# Mayor and Council Communication

**DATE:** 09/01/20

**M&C FILE NUMBER:** M&C 20-0612

**LOG NAME:** 13P 20-0127 BACKGROUND SCREENING SERVICES HRD JPB

**SUBJECT**

(ALL) Authorize Execution of an Agreement with TruView BSI, LLC for Background Screening Services in an Annual Amount Up to \$120,000.00, for a Three-Year Initial Term with Option to Renew for an Additional Two-Year Term at the City's Sole Discretion for the Human Resources Department

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**RECOMMENDATION:**

It is recommended that the City Council authorize the execution of an agreement with TruView BSI, LLC for background screening services in an annual amount up to \$120,000.00, for a three-year initial term with option to renew for an additional two-year term at the City's sole discretion for the Human Resources Department.

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**DISCUSSION:**

The Human Resources Department (HRD) approached the Purchasing Division to secure an agreement for background screening services for the HRD. HRD will use this contract to provide pre-employment background and screening checks of candidates on an as needed basis. QuickSIUS, L.L.C. d/b/a Quick Search has been providing these services since June 15, 2016 under its previous agreement (City Secretary Contract (CSC) No. 47993; Mayor and Council Communication (M&C) P-11881) with the City. This agreement expires on June 14, 2021.

Staff issued a Request for Proposals (RFP) that consisted of detailed scope of services. The RFP was advertised in the *Fort Worth Star-Telegram* every Wednesday from April 15, 2020 through June 3, 2020. Ten vendors were solicited from the purchasing database; twenty-one responses were received.

An evaluation team consisting of staff from the HRD and the Public Events Department evaluated proposals received and ranked the proposals based on pre-defined factors. Two finalists were selected for presentations. Following the presentations, the evaluation team determined TruView BSI, LLC provides the best overall solution and recommended that the City Council authorize the execution of an agreement with TruView BSI, LLC in an annual amount up to \$120,000.00 for a three-year term with option to renew for an additional two-year term at the City's sole discretion. No guarantee was made that a specific amount of services would be purchased. The department will obtain the service on an as-needed basis and availability of their budget.

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.

A waiver of the goal for MBE/SBE subcontracting requirements was requested by the Department and approved by the M/WBE Office, in accordance with the BDE Ordinance, because the purchase of goods or services from source(s) where subcontracting or supplier opportunities are negligible.

Upon City Council approval and execution of agreement, the three-year term of this contract shall begin and shall continue for a term up to three years. The contract may be renewed for up to one successive two-year term at the City's option. This action does not require specific City Council approval, provided that the City has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the above recommendations funds are available in the current operating budget, as previously appropriated, and upon adoption of the Fiscal Year 2021 Budget by the City Council, funds will be available in the Fiscal Year 2021 Operating Budget, as appropriated, in the General Fund. Prior to an expenditure being incurred, the Human Resources Department has the responsibility to validate the availability of funds.

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