

# Mayor and Council Communication

**DATE:** 05/14/24

**M&C FILE NUMBER:** M&C 24-0413

**LOG NAME:** 35INFORMATION DISCOVERY SERVICES POLICE COMMUNICATIONS

## **SUBJECT**

(ALL) Authorize an Amendment to the Cooperative Agreement with Information Discovery Services, LLC for Background Investigations to Increase the Total Amount of the Agreement by \$80,000.00 to a New Total Amount Not to Exceed \$180,000.00 Annually and Add Four (4) One-Year Renewal Options for the Police Department

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## **RECOMMENDATION:**

It is recommended that City Council authorize an amendment to the Cooperative Agreement with Information Discovery Services, LLC for background investigations to increase the total amount of the agreement by \$80,000.00 to a new total amount not to exceed \$180,000.00 annually and add four (4) one-year renewal options for the Police Department.

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## **DISCUSSION:**

Prior to February 2023, background investigations for the Police Communications Division were performed by other Police Department staff. However, due to increased workload related to Police applicants, that staff was no longer able to provide background investigation services to the Communications Division (Communications). Communications has no full-time personnel dedicated to or trained to conduct background investigations.

On September 6, 2023, the City entered into City Secretary Contract (CSC) 60059 with Information Discovery Services, LLC (IDS) for background investigation services using cooperative agreement Texas SmartBuy TXMAS-19-738X01 in the amount of \$100,000.00 for the Police Department, Communications Division. CSC 60059 expired on March 24, 2024 without renewal options in place.

IDS provides credible, in-depth investigation services for police dispatcher and call taker applicants. IDS makes initial contact with the applicant for any additional information before proceeding with character references, employment verification and references, credit history, and Fair Credit Reporting Act compliant pre-employment social media investigations.

Communications is processing more applicants for dispatcher and call taker positions each year. This Mayor and Council Communication (M&C) is to request authorization to execute a contract amendment to increase the annual amount of CSC 60059 with IDS to \$180,000.00 using a Texas SmartBuy cooperative agreement.

Funding is budgeted in the in the General Oper & Maint category within the General Fund for the Police Communications Department.

**COOPERATIVE PURCHASE:** State law provides that a local government purchasing an item under a cooperative purchase agreement satisfies State laws requiring that the local government seek competitive bids for purchase of the item. Cooperative contracts have been competitively bid to increase and simplify the purchasing power of local government entities across the State of Texas.

**SUCCESSOR CONTRACTS:** The City will initially use the Texas SmartBuy cooperative agreement to make purchases authorized by this M&C. In the event the Texas SmartBuy cooperative contract is not renewed, staff would cease purchasing at the end of the last purchase agreement coinciding with a valid cooperative contract. If the City Council were to not appropriate funds for a future year, staff would stop making purchases when the last appropriation expires, regardless of whether the then-current purchase agreement has expired.

In the event the Texas SmartBuy cooperative agreement is not extended, but Texas SmartBuy executes a new cooperative agreement with IDS with substantially similar terms, this M&C authorizes the City to purchase the goods and services under the new Texas SmartBuy contract. If this occurs, in no event will the City continue to purchase goods and services under the new agreement for more than four (4) years without seeking Council approval.

**BUSINESS EQUITY:** A goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

**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.

**AGREEMENT TERM:** Upon City Council's approval, the amendment will become retroactively effective for the date of March 24, 2024, once the contract amendment is executed by the Assistant City Manager with the first renewal term beginning on March 25, 2024, and will expire in accordance with the Texas SmartBuy cooperative contract or successor contract, with options to renew.

**RENEWAL TERMS:** If amended accordingly, the agreement may be renewed for up to four (4) one-year renewal terms, in accordance with the underlying cooperative agreement, at the City's option. 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 period.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the recommendation, funds are available in the current operating budget, as previously appropriated, in the General Fund. Prior to an expenditure being incurred, the Police Department has the responsibility to validate the availability of funds.

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