

Mayor and Council Communication

M&C FILE NUMBER: M&C 25-0502

SUBJECT

RECOMMENDATION:

DISCUSSION:

An evaluation team consisting of staff from the HRD, Information Technology (IT) Department, Communication and Public Engagement Department, and the Park and Recreation Department reviewed and scored the submittals using the Best Value criteria. Individual scores were averaged for each of the criteria. The evaluation panel invited the top three vendors to interview and present software demonstrations to the panel. The final scores are in the table below. The table only reflects the 3 finalists as we went through an interview/software demonstration process with the top 3 finalists.

Proposer	Evaluation Factors					Total
	a	b	c	d	e	
TruView BSI LLC	11.80	27.60	22.50	19.60	9.60	91.10
First Choice Research and Investigations, Inc. DBA First Choice Background Screening	15.00	21.00	19.00	13.20	6.60	74.80
Accurate Background	9.38	22.20	19.50	15.20	6.80	73.08

- a. Cost
- b. Electronic Capabilities
- c. Qualifications and Experience
- d. Approach to perform services
- e. Ability to meet the City's needs

After evaluation, the panel concluded that TruView BSI, LLC presented the best value for the City. Therefore, the panel recommends that City Council authorize the execution of an agreement with TruView BSI, LLC. No guarantee was made that a specific amount of services would be purchased.

FUNDING: The maximum annual amount allowed under this agreement will be \$200,000.00; however, the actual amount used will be based on the needs of the department and available budget. Funding will be budgeted in Other Contractual Services account within the General Fund for the Human Resources Department for Fiscal Year 2026.

BUSINESS EQUITY - This solicitation was reviewed by The Business Equity Division for available business equity prospects according to the City's Business Equity Ordinance. There were limited business equity opportunities available for the services/goods requested, therefore no business equity goal was established.

AGREEMENT TERMS: Upon City Council approval this agreement shall begin October 1, 2025 and expire three years from that date.

RENEWAL TERMS: This Agreement may be renewed at the City's option for two, two-year terms. This action does not require City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal terms.

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.

This project will serve ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendation and adoption of the Fiscal Year 2026 Budget by the City Council, funds will be available in the Fiscal Year 2026 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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