

Mayor and Council Communication

DATE: 01/14/25

M&C FILE NUMBER: M&C 25-0029

LOG NAME: 13PILA PRE-EMPLOYMENT SCREENING SERVICES PD JJ

SUBJECT

(ALL) Authorize Execution of an Agreement with Information Discovery Services, LLC. to Provide Pre-Employment Screening Services in an Annual Amount Up to \$180,000.00 with No Renewals for the Police Department Using an Interlocal Agreement with the City of Grand Prairie

RECOMMENDATION:

It is recommended that the City Council authorize the execution of an agreement with Information Discovery Services, LLC. to provide pre-employment screening services in an annual amount up to \$180,000.00 with no renewal for the Police Department using an Interlocal Agreement with the City of Grand Prairie.

DISCUSSION:

The purpose of this Mayor & Council Communication is to procure an agreement to provide background investigation services using an Interlocal Agreement. The Police Department (PD) has continually seen an increase in the volume of applicants for various civilian position vacancies within the department. Due to legal requirements for access to sensitive information, a thorough pre-employment background investigation must be conducted. These investigations are in-depth and time-consuming. Therefore, PD will use Information Discovery Services (IDS) to provide pre-employment screening services and in-depth investigation services for civilian candidates. IDS makes initial contact with the applicant for any additional information before proceeding with character references, employment verification and references, credit history, and compliance with the Fair Credit Reporting Act (FCRA) when conducting pre-employment social media investigations.

FUNDING: The maximum annual amount allowed under this agreement will be \$180,000.00; however, the actual amount used will be based on the needs of PD and the available budget. Funding is budgeted in the General Operating & Maintenance category in the General Fund for the Police Department.

COOPERATIVE PURCHASE: State law provides that a local government purchasing an item under an Interlocal Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for the purchase of the item. Notice of bid #22045 was advertised in the *Fort Worth Star-Telegram* and Public Purchase; it was distributed to twenty-three vendors, including two HUBs.

DIVERSITY & INCLUSION: A Business Equity goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

AGREEMENT TERMS: The agreement will begin upon execution and end on July 31, 2025, with no renewal options to correspond with the terms of the Interlocal Agreement. This action does not require specific City Council approval provided that 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 has been appropriated.

This agreement serves ALL COUNCIL DISTRICTS.

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 award of the contract. Prior to any expenditure being incurred, the Police Department has the responsibility to validate the availability of funds.

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