

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: 11/5/2020 _____

Please mark one: Bill Request or Resolution Request

1. Type of Request:

- Contract/Grant Agreement Intergovernmental Agreement (IGA) Rezoning/Text Amendment
 Dedication/Vacation Appropriation/Supplemental DRMC Change
 Other:

2. Title: (Start with *approves*, *amends*, *dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Amends contract with Sterling Infosystems, Inc. to extend the expiration date to 12/31/2021, update pricing and add additional funds to the total contract amount.

3. Requesting Agency:

Office of Human Resources

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Jordan Dullea	Name: Cindy Bishop
Email: jordan.dullea@denvergov.org	Email: cindy.bishop@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

This tenth amendment to the Sterling Infosystems, Inc. contract extends the contract expiration date from 06/06/2013 to 12/31/2021 and adds \$50,000 in funds to cover expenditures for the additional timeframe. The extension request is based on the need to preserve the continuity of background check services to the city despite the current situation including budget and resource constraints due to COVID-19. An RFP process will be conducted in 2021.

Sterling Infosystems, Inc. has been the primary vendor conducting background checks under Executive Order 135. City agencies are required to complete appropriate background checks on all people working for the city. Background checks are a requirement in hiring, promotions, demotions, and transfers. Background checks are also performed during employment-related investigations or disciplinary actions.

6. City Attorney assigned to this request (if applicable):

Steve Hahn

7. City Council District:

N/A

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR20 1323

Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):
Professional Services

Vendor/Contractor Name:
Sterling Infosystems, Inc.

Contract control number:
CSAHR-202055734

Location:
One State Street, 24th Floor, New York, NY 10004

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? 10

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):
Existing termination date is 12/31/2020 and amended date is 12/31/2021

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$1,664,900	\$50,000	\$1,714,900

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
3/20/2018 – 12/31/2020	12 months	12/31/2021

Scope of work:

Sterling Infosystems, Inc. is the primary vendor that conducting background checks under Executive Order 135. Executive Order 135 also stipulates that all background check records and data must be retained for 5 years, which the vendor maintains and provides access to the city.

Was this contractor selected by competitive process? Yes No If not, why not?

Has this contractor provided these services to the City before? Yes No

Source of funds:
Talent Acquisition budget

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): N/A

Who are the subcontractors to this contract? N/A

To be completed by Mayor's Legislative Team: