

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **11 a.m. Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: 12/15/22

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 the current CSAHR-202160650-00 contract with vendor Sterling Infosystems, Inc. to add a new exhibit to the current contract to update new global product codes for employment hiring background screenings.

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: Chris O’Brien	Name: Tara Thompson
Email: Christopher.obrien@denvergov.org	Email: tara.thompson@denvergov.org

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

Processing a 1st amendment to current CSAHR-202160650-00 contract with Sterling Infosystems, Inc. This amendment is adding a new exhibit to the current contract to update new global product codes for employment hiring background screenings. This amendment is not changing the term dates or the max contract amount.

Sterling Infosystems, Inc. is 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): Rob McDermott

7. City Council District: Citywide

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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

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

Expenditure – Professional Services

Vendor/Contractor Name: STERLING INFOSYSTEMS, INC.

Contract control number: CSAHR-202265113-01 [CSAHR-202160650-00]

Location:

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? 01

Contract Term/Duration (for amended contracts, include existing term dates and amended dates): 1/2/2022 – 12/31/2026

Contract Amount (indicate existing amount, amended amount and new contract total): \$1,300,000.00

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$1,300,000.00		\$1,300,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/2/22 – 12/31/26		

Scope of work:

Amends the current CSAHR-202160650-00 contract with vendor Sterling Infosystems, Inc. to add a new exhibit to the current contract to update new global product codes for employment hiring background screenings.

Was this contractor selected by competitive process? No **If not, why not?** In early 2021, OHR requested an exemption from the contract duration limitation set forth in Executive Order 8. As stated in section 5 of Memorandum No. 8B, the city's current economic situation and the importance of continuity in the hiring process make it unfavorable for the city to re-bid the contract at this time.

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

Source of funds:

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

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

Who are the subcontractors to this contract? N/A

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