

# ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by 9 a.m. Friday. Contact the Mayor's Legislative team with questions

Date of Request: 10/07/24

Please mark one:  Bill Request or  Resolution Request

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

Yes  No

## 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.)

This is the second amendment for increased dollar amount for CSAHRCSAHR-202265113-01 with Sterling Infosystems, Inc. This amendment will be changing the dollar amount of the original contract of \$1,300,000 to \$2,300,000.

3. **Requesting Agency:** Talent Acquisition

## 4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Tara Eckberg	Name: Lori Smith
Email: tara.eckberg@denvergov.org	Email: Lori.smith@denvergov.org

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

Sterling offers continuity of service and going out to bid for a background check vendor would require significant staff time and resources from OHR as it is trying to support its client agencies through unique challenges, such as return to work plans, early retirements, workforce planning, furlough days, and assisting leaders with managing employees remotely. Switching to a new vendor would also require additional resources and potentially costs to set up and transition over, which would place an undue burden on the agency in the current situation of COVID-19. Furthermore, Executive Order 135 stipulates that all background check records and data must be retained for 5 years. There would be costs to incur as well to ensure access to historical records after the switch. Budget reductions have left no room in the OHR budget to cover these costs in the foreseeable future.

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):**  
 Professional Services – Agreement with Sterling Infosystems, Inc, for employment background checks

**Vendor/Contractor Name (including any dba’s):** Sterling Infosystems, Inc

**Contract control number (legacy and new):** CSAHR-202475651-02 [CSAHR- 202160650]

**Location:** Citywide

**Is this a new contract?**  Yes  No **Is this an Amendment?**  Yes  No **If yes, how many?** 02

**Contract Term/Duration (for amended contracts, include existing term dates and amended dates):**

Original contract dates: 1/2/22 – 12/31/26

Amended contract dates: 1/2/22 – 12/31/26

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

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$1,300,000	\$1,000,000	\$2,300,000

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/2/22 – 12/31/26	0 years	12/31/26

**Scope of work:**

Professional Services – Agreement with Sterling Infosystems, Inc, for employment background checks

**Was this contractor selected by competitive process?** no **If not, why not?** Sterling offers continuity of service and going out to bid for a background check vendor would require significant staff time and resources from OHR as it is trying to support its client agencies through unique challenges, such as return to work plans, early retirements, workforce planning, furlough days, and assisting leaders with managing employees remotely. Switching to a new vendor would also require additional resources and potentially costs to set up and transition over, which would place an undue burden on the agency in the current situation of COVID-19. Furthermore, Executive Order 135 stipulates that all background check records and data must be retained for 5 years. There would be costs to incur as well to ensure access to historical records after the switch. Budget reductions have left no room in the OHR budget to cover these costs in the foreseeable future.

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

**Source of funds:** General Funds

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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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