

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: 11/29/21

Please mark one: Bill Request or Resolution Request

1. Type of Request:

- Contract/Grant Agreement Intergovernmental Agreement (IGA) Rezoning/ext 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.)

Approves a new contract with current vendor Sterling Infosystems, Inc. to provide background screening services to the City and County of Denver.

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: Cindy Bishop
Email: christopher.obrien@denvergov.org	Email: cindy.bishop@denvergov.org

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

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.

The current contract expires on 12/31/21. This new contract established a new 5-year agreement from 1/1/22 – 12/31/26 at a cost not to exceed \$1,300,000.00.

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****

Key Contract Terms

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

Expenditure – Professional Services

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR21 1489

Date Entered: _____

Vendor/Contractor Name: STERLING INFOSYSTEMS, INC.

Contract control number: CSAHR-202160650

Location: N/A

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

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

Contract Amount (indicate existing amount, amended amount and new contract total): new contract amount \$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>
	5 years	12/31/26

Scope of work:

Sterling Infosystems, Inc. is the primary vendor that conducts background checks for the city mandated in 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.

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: General Fund

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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: RR21 1489

Date Entered: _____