



Legislation Text

File #: 22-1670, Version: 1

**Contract Request Template (Contracts; IGAs; Leases)**

**Date Submitted: 12-26-2022**

**Requesting Agency: Office of Human Resources  
Division:**

**Subject Matter Expert Name: Chris O'Brien  
Email Address: Christopher.obrien@denvergov.org  
Phone Number:**

**Item Title & Description:**

*(Do not delete the following instructions)*

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

**A resolution approving a First Amendment to Agreement with Sterling Infosystems, Inc. between the City and County of Denver and Sterling Infosystems, Inc. to include an exhibit with the new global product codes used for employment hiring background screenings, citywide.**

Amends a contract with Sterling Infosystems, Inc. to include an exhibit with the new global product codes used for employment hiring background screenings, citywide. No changes to contract amount or duration (CSAHR-202160650/ CSAHR-202265113-01). The last regularly scheduled Council meeting within the 30-day review period is on 1-30-2023. The Committee approved filing this item at its meeting on 12-27-2022.

**Affected Council District(s) or citywide? Citywide**

**Contract Control Number: CSAHR-202160650/ CSAHR-202265113-01**

**Vendor/Contractor Name (including any "DBA"): Sterling Infosystems, Inc.**

**Type and Scope of services to be performed:**

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.

**Location (if applicable): Citywide**

**WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts): N/A**

**Are WBE/MBE/DBE goals met (if applicable)?**

**Is the contract new/a renewal/extension or amendment?**

Amendment

**Was this contractor selected by competitive process or sole source?**

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.

**For New contracts**

**Term of initial contract:**

**Options for Renewal:**

**How many renewals (i.e. up to 2 renewals)?**

**Term of any renewals (i.e. 1 year each):**

**Cost of initial contract term:**

**Cost of any renewals:**

**Total contract value council is approving if all renewals exercised:**

**For Amendments/Renewals Extensions:**

**Is this a change to cost/pricing; length of term; terms unrelated to time or price (List all that apply)?**

Terms unrelated to time or price

***If length changing***

**What was the length of the term of the original contract?**

**What is the length of the extension/renewal?**

**What is the revised total term of the contract?**

***If cost changing***

**What was the original value of the entire contract prior to this proposed change?**

**What is the value of the proposed change?**

**What is the new/revised total value including change?**

***If terms changing***

**Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.) Adding a new exhibit with global product codes.**