



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Materials Management

CM: Todd Hileman

DATE: May 22, 2018

SUBJECT

Consider adoption of an ordinance of the City of Denton, Texas, a Texas home-rule municipal corporation, authorizing the City Manager to execute a contract for background check service with Quick Acquisition LLC., dba Quick Search; providing for the expenditure of funds therefor; and providing an effective date (RFP 6712 - awarded to Quick Acquisition LLC., dba Quick Search, in the three (3) year not-to-exceed amount of \$114,000).

RFP INFORMATION

Post-offer criminal background checks are one of several pre-employment and post-offer checks listed in Human Resource Employment Process Policy 102.01. Background check services needed include criminal background, moving violations, complete address history, social security number verification, nationwide sex offender registry, county level searches, and OFAC (terrorist database) searches. Criminal history background checks are also run on volunteers that work City programs except for work that involves single day events, as well as those employees being promoted within the organization. Vendors are required to hold a Texas Department of Public Safety Certificate of Licensure as an Investigations Company in accordance with the Occupations Code Chapter 1702.

Request for proposals (RFP) were sent to 623 prospective contractors to provide these services. In addition, specifications were placed on the Materials Management website for prospective respondents to download, and advertised in the local newspaper. Ten (10) proposals were received meeting the minimum qualifications and evaluated based upon published criteria including price, project schedule, compliance with specifications and indicators of probable performance. Quick Acquisition LLC., dba Quick Search was ranked the highest and determined to be the best value for the City (Exhibit 2).

RECOMMENDATION

Award a contract with Quick Acquisition LLC dba Quick Search for background check services in the three (3) year not-to-exceed amount of \$114,000.

The ultimate final cost will be contingent on the number of background checks conducted. The estimated costs is calculated on an average yearly number of new employees, volunteers, and

promotions. However, the complexity of those checks, (e.g., the number of counties someone lived in, whether county records are online, and if the vendor needs to physically visit a county), will increase the cost for the check. Actual contract amount is an estimate based on cost history and projected costs for FY 2018-2019.

PRINCIPAL PLACE OF BUSINESS

Quick Acquisition LLC., dba Quick Search
Dallas, TX

ESTIMATED SCHEDULE OF PROJECT

This will be an initial one (1) year contract with options to extend the contract for two (2) additional one (1) year periods.

FISCAL INFORMATION

These services are funded by individual department operating accounts with the costs allocated based on the department's need to have the background checks performed.

STRATEGIC PLAN RELATIONSHIP

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

Related Key Focus Area: Organizational Excellence

Related Goal: 1.2 Develop a high-performance work force

EXHIBITS

Exhibit 1: Agenda Information Sheet
Exhibit 2: Pricing Evaluation
Exhibit 3: Contract
Exhibit 4: Ordinance

Respectfully submitted:
Karen Smith, 940-349-7100
Purchasing Manager

For information concerning this acquisition, contact: John Whitmore, 940-349-7747