



# Broward County

## Legislation Details (With Text)

**File #:** 22-750 **Version:** 1

**Status:** Agenda Ready

**In control:** Finance - Human Resources Division

**On agenda:** 5/24/2022 **Final action:** 5/24/2022

**Title:** MOTION TO APPROVE Second Amendment to Agreement between Broward County and Applicant Insight, Inc., for Pre-Employment Background Screening Services, Request for Proposal (RFP) No. R2113263P1, to extend the existing agreement on a month-to-month basis through July 24, 2023 and increase the Agreement not-to-exceed amount by \$100,000, authorize the Mayor and Clerk to execute same; and authorizing the County Administrator to take all administrative and budgetary actions to implement the Amendment to the Agreement.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Exhibit 1- Second Amendment

Date	Ver.	Action By	Action	Result
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### Broward County Commission Regular Meeting

**Director's Name:** George Tablack

**Department:** Finance and Administrative Services **Division:** Human Resources

### Information

#### Requested Action

MOTION TO APPROVE Second Amendment to Agreement between Broward County and Applicant Insight, Inc., for Pre-Employment Background Screening Services, Request for Proposal (RFP) No. R2113263P1, to extend the existing agreement on a month-to-month basis through July 24, 2023 and increase the Agreement not-to-exceed amount by \$100,000, authorize the Mayor and Clerk to execute same; and authorizing the County Administrator to take all administrative and budgetary actions to implement the Amendment to the Agreement.

#### Why Action is Necessary

In accordance with the Broward County Procurement Code, Section 21.53(a), no County contract duration shall exceed five years without the express approval of the Board.

#### What Action Accomplishes

Allows for continuance of services for pre-employment background screenings while the new solicitation is in process.

#### Is this Action Goal Related

No

#### Previous Action Taken

None.

**Summary Explanation/Background**

THE FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT/HUMAN RESOURCES DIVISION RECOMMEND APPROVAL OF THE ABOVE MOTION.

On July 25, 2017, the County entered into an agreement with Applicant Insight, Inc. to provide pre-employment background screening services. On November 2, 2017, the First Amendment was entered to update the Fair Credit Reporting Act requirements. The initial and first amendment agreements were entered into under the authority of the Director of Purchasing. All renewal options have been exercised, and the agreement is scheduled to terminate on July 24, 2022.

Approval of this item extends the current agreement on a month-to-month basis for up to an additional 12 months through July 24, 2023, and increases the not-to-exceed budget by \$100,000 for a total contract price not-to-exceed \$334,000 (Exhibit 1). The additional funding is necessary due to an increase in annual hiring since the current contract was put in place five years ago; planned hiring in the upcoming months; and the use of this agreement for out-of-state criminal background checks, which were previously performed by a different vendor. The additional time is necessary to complete the RFP solicitation currently in process and to ensure continuation of pre-employment screening services.

**Source of Additional Information**

David Kahn, Director, Human Resources, 954-357-6005

**Fiscal Impact**

**Fiscal Impact/Cost Summary**

Each invoice will be processed against the contract during the extension period utilizing the requested threshold increase amount of \$100,000.