



# Broward County

## Legislation Text

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File #: 23-975, Version: 1

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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** Third 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, 2024 and increase the Agreement not-to-exceed amount by \$100,000; authorize the Mayor and Clerk to execute the same; and authorize the County Administrator to take all administrative and budgetary actions to implement the Amendment to the Agreement.

#### **Why Action is Necessary**

In accordance with 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.

#### **Is this Action Goal Related**

No

#### **Previous Action Taken**

None.

#### **Summary Explanation/Background**

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

On July 25, 2017, the County entered into an agreement with Applicant Insight, Inc., under the authority of the Director of Purchasing to provide pre-employment background screening services. On November 2, 2017, the First Amendment was entered to update the Fair Credit Reporting Act requirements and executed under the authority of the Director of Purchasing.

On May 24, 2022 (Item No. 24), the Board approved the 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.

This item will extend the current agreement on a month-to-month basis for up to an additional 12

months through July 24, 2024 and increase the not-to-exceed budget by \$100,000 for a total contract price not-to-exceed \$434,000 (Exhibit 1). Since the initial contract was put in place, the County has increased annual hiring, including planned hiring in the upcoming months, and an increase in associated costs. The amendment will allow the County to maintain continuation of pre-employment screening services during completion of solicitation for a successor agreement.

**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.