



## CITY OF GRAND PRAIRIE COMMUNICATION

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**MEETING DATE:** 03/18/2025

**PRESENTER:** Tasha Camacho, Human Resources Director

**TITLE:** Annual contract with Investigation Discovery Services, LLC for pre-employment background investigation services in an amount not to exceed \$25,000 annually. The contract will be for an initial term of one year with the option to renew for four additional one-year terms totaling up to \$125,000 if all renewal options are exercised

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Government Committee on 03/04/2025)

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### **SUMMARY:**

<u>Vendor Name</u>	<u>Annual Cost</u>	<u>Total Cost</u>
Investigation Discovery Services, LLC	\$25,000	\$125,000

### **PURPOSE OF REQUEST:**

As part of the hiring process, the City conducts pre-employment background checks. These background checks require access to certain systems which the City doesn't currently have access to and can be time intensive. As such, the City uses a vendor to run background checks as part of the hiring and promotional process. The contract with the current vendor, First Check, expires 3/31/2025. After the RFP process, Investigation Discovery Services, LLC was selected as the lowest bidder. Investigation Discovery Services, LLC has guaranteed rates for background services. The exact amount of background checks needed will vary each year, however, based on historical data, the total fees are not expected to exceed \$25,000 each year.

### **EXPENDITURE HISTORY (2 to 3 yrs info with Prior Vendor):**

	<u>Amount</u>	<u>Approval Date</u>	<u>Vendor</u>
<i>Original Contract:</i>	\$40,000.00/year	December 17, 2019	First Check
<i>FY24 spend</i>	\$15,420.75		
<i>FY23 spend</i>	\$27,477.30		
<b><u>TOTAL:</u></b>	\$42,898.05		

### **PROCUREMENT DETAILS:**

Procurement Method: ☐ Cooperative/Interlocal ☒ RFB/RFP ☐ Sole Source ☐ Professional Services ☐ Exempt

☐ Local Vendor ☐ HUB Vendor

Number of Responses: 4 RFP/RFB #: 25051

Selection Details: ☒ Low Bid ☐ Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Risk Management Fund
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Bid Summary