



ITEM SUMMARY

MEETING DATE: September 3, 2025

FROM: Monica Powery, Director of Purchasing

SUBJECT: Award of RFP No. 25-008 Background Screening Services

BACKGROUND

The City of Greenacres desires to hire an experienced and qualified vendor to provide background screening services for the City's Human Resources Division. The RFP was advertised by the City's Purchasing Department on June 1, 2025.

ANALYSIS

The proposals were opened July 1, 2025 with four (4) proposers responding. One submission was deemed non-responsive because the vendor did not submit the required documents. The attached tabulation sheet summarizes the responses received. The Selection Committee was comprised of the following City personnel: Assistant City Clerk, Human Resources Manager, and the Human Resources Coordinator.

The Selection Committee meeting was held on July 24, 2025 to discuss evaluations, determine if further discussions/presentations were desired, rank and award proposers. The committee determined that further discussions and presentations were not necessary. The committee ranked First Choice Research & Investigations, LLC dba First Choice Background Screening as the highest ranked firm. The attached tabulation sheet summarizes the committee's final ranking.

FINANCIAL INFORMATION

Funds will be utilized as needed throughout the fiscal year; sufficient funds are budgeted in the Human Resources and Risk Management Department.

LEGAL

The recommendation for award is in accordance with the requirements of City policies and procedures.

STAFF RECOMMENDATION

Approval of Resolution No. 2025-35 authorizing execution of a one-year agreement with the option for four (4) additional one-year renewals for RFP No. 25-008 Background Screening Services to First Choice Research & Investigations, LLC dba First Choice Background Screening.