

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED
ORDINANCE OR RESOLUTION ADOPTED BY CITY COUNCIL**

AN ORDINANCE

**AUTHORIZING A PROFESSIONAL SERVICES
CONTRACT WITH PRE-EMPLOY.COM TO PROVIDE
POST-OFFER CRIMINAL BACKGROUND CHECK
SERVICES CONSISTENT WITH THE FAIR CREDIT
REPORTING ACT FOR A THREE-YEAR TERM,
BEGINNING JANUARY 1, 2017 AND ENDING
DECEMBER 31, 2019, WITH TWO, ONE-YEAR
RENEWAL TERMS AT THE CITY'S OPTION, AT AN
ESTIMATED ANNUAL EXPENSE OF \$30,000.00.**

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WHEREAS, the City's Finance Department, Purchasing Division, on behalf of the Human Resources Department released a Request for Proposal (RFP) seeking proposals for post-offer criminal background check services; and

WHEREAS, eight (8) finalists were reviewed by the selection committee; and

WHEREAS, the criteria used to evaluate the responses included experience, background and qualifications, proposed plans, price schedule; Local Preference; and Veteran-Owned Small Business Preference; and

WHEREAS, as a result of the RFP process, the staff recommends that Pre-employ.com be awarded the contract to provide services; and

WHEREAS, said Contract provides for an initial 3-year term, beginning January 1, 2017, with two (2), one (1) year options to renew; and

WHEREAS, the estimated annual cost of this contract is \$30,000; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The City Manager or her designee is hereby authorized to execute a contract with Pre-employ.com to provide post-offer criminal background check services. The contract shall be executed for an initial three (3) year term, beginning January 1, 2017, and ending December 31, 2019, and includes an option for the City to extend the contract for two (2) one (1) year periods, subject to subsequent funding and approval by City Council. A copy of the contract, in substantially final form, is attached hereto as Exhibit A. The terms and conditions of said contract are hereby approved.

SECTION 2. Funds are available in the FY 2017 Adopted Budget, General Fund, Human Resources Department, Recruitment Division, Cost Center 1003010001, Fees to Professional

Contractors. Departments will be responsible for funding background checks for their prospective volunteers.

SECTION 3. The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

SECTION 4. This ordinance is effective immediately upon passage by eight affirmative votes; otherwise, it is effective on the tenth day after passage.

PASSED AND APPROVED this ____ day of _____, 2016.

M A Y O R
Ivy R. Taylor

ATTEST:

APPROVED AS TO FORM:

Leticia M. Vacek, City Clerk

City Attorney