



MEMORANDUM

Council Agenda
Item No. IX. B
8/27/2024

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Amendment No. 2 to Master Service Agreement with AccuSource, Inc. (R24-C203000), to provide background verification/investigation services for the Human Resources Department and Fire Department, estimated cost \$7,500, extending the term through October 31, 2024.

Purpose:

To continue the professional services agreement with AccuSource, Inc. for background investigation services provided to Human Resources Department and Fire Department until October 31, 2024. This extension will assist staff with the additional time needed to evaluate proposals submitted for RFP25306 and to select the best supplier to meet the needs of the Human Resources Department and Fire Department investigation services.

Background:

On July 30, 2019 (Item No. VII.B.), the City Council approved an agreement for the period ended June 30, 2020. The agreement included four one-year renewal options. On June 16, 2020 (Item No. VII.B.), the agreement was renewed for the period ending June 30, 2021. On June 8, 2021 (Item No. VII.A) the second agreement was renewed, for the period ending June 30, 2022. On May 24, 2022 (Item No. IX.A.) the third agreement was renewed for the period ending June 30, 2023. On June 6, 2023 (Item No. IX.H.) the fourth agreement was renewed for the period ending June 30, 2024. On July 2, 2024 (Item No. IX.C), Amendment No. 1 was approved extending the term of the current agreement through August 31, 2024.

Staff notified the vendor that the City wishes to amend the pricing agreement to extend for an additional two months under the same terms and conditions as previously approved. A letter agreeing to the amendment has been received from the vendor. Staff is recommending the amendment be approved.

Master Service Agreement:
(Pricing Agreement)
(R24-C203000)
AccuSource, Inc.
Background Investigations

Estimated Cost:
\$7,500

Source of Funds:
Various funds and accounts

Review:
Finance Department

Recommendation: Amendment be approved