



MEMORANDUM

Council Agenda
Item No. IX. H
5/23/2023

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Resolution authorizing an increase in the cost estimate for background verification/investigation services for the Human Resources Department and Fire Department, Master Service Agreement with AccuSource, Inc. (R23-C203000), estimated cost increase of \$45,000 to a total of \$100,000, for the period ending June 30, 2023.

Purpose:

To increase the cost estimate for background verification/investigation services for the Human Resources Department and Fire Department to accommodate increased recruitment efforts by the Human Resources Department to fill an estimated 166 non-uniformed positions by the end of fiscal year 22-23.

Background:

This Master Service Agreement was renewed on May 24, 2022 (Item No. IX.A) for the period ending June 30, 2023. The City has increased recruitment efforts through City-hosted mass hiring events every month. Thus far in fiscal year 22-23, 492 non-uniformed positions have been filled as a result of these hiring events with a total year-end estimate of 658. The original annual estimated amount of \$55,000 is not sufficient to perform the necessary criminal history and motor vehicle reports for these mass hiring events.

Staff requests Council authorization for an increase in the cost estimate for background verification/investigation services for the Human Resources Department and Fire Department, Master Service Agreement with AccuSource, Inc. (R23-C203000), estimated cost increase of \$45,000 to a total of \$100,000, for the period ending June 30, 2023.

Estimated Cost:

\$ 55,000 (Original Estimated Annual Cost)
\$ 45,000 (Increase in Estimated Annual Cost)
\$100,000

Source of Funds:

Various funds and accounts

Review:

Finance Department

Recommendation: Resolution be adopted.