

DEPARTMENT RECOMMENDATION OF
BID (ITB, RFP, BEB, RFQ) INTENDED AWARD

190939A

To: Purchasing, Box 32

Attn: Gayle Dykeman (Buyer)

Bid #: HRDX-200015-GD

Bid Due Date: December 20, 2019

Bid Title: Background Screening Services

☐ **NO AWARD – REJECT ALL BIDS**

Justification for No Award:

- ☐ Bids over budget
☐ Only one bid received
☐ Other (provide detailed explanation: _____)

IMPORTANT: The blackout period is in effect until the contract is awarded including City Commission approval. Violation of this provision shall result in disqualification of the bidder/vendor.

☒ **RECOMMENDATION FOR INTENDED AWARD**

If straight low bid (no evaluation – i.e. construction, materials):

Recommended Bidder: _____

Bid award amount: \$ _____

Justification for the Recommendation:

OR

If BEB/RFP/RFQ (turn in evaluation notes, comments points, etc.). Recommended Ranking:

Vendor

HireRight, LLC

Ranking

1
2
3
4
5

Bid award amount: \$100,000 - estimated

Justification for the Recommendation:

During the implementation of the new ERP system (Workday), it was determined it was necessary for the City to identify a background check solution which could successfully integrate into the new ERP system.

A Request for Proposal (RFP) was issued and managed through the City's Procurement Department. The City received seven (7) responses to the RFP. All bid proposal received were dispersed to the evaluation committee. The RFP evaluation committee reviewed and determined one (1) of the seven (7) bid proposals met all minimum requirements as specified in the RFP. The bid proposals ranked based on RFP specifications. HireRight, LLC was identified as the one (1) firm which submitted a bid proposal which met all minimum qualifications as specified in the RFP. HireRight, LLC bid proposal received highest ranking. HireRight, LLC was invited to provide an oral presentation to the evaluation committee, through which the firm successfully demonstrated capability to meet the City's background check solution needs.

The evaluation committee recommends awarding the contract to HireRight, LLC.

I hereby certify the recommended straight low bidder/vendor ranked No. 1 is the most responsive and responsible bidder meeting all requirements, certifications, forms, and/or minimum criteria/qualifications listed below (include qualifications/requirements directly from ITB, RFP, BEB, RFQ document):

☐
☐
☐
☐

☐
☐
☐
☐

Recommended by: _____

SIGNATURE

Veronica Davis

PRINTED NAME

Title: Assistant Human Resources Director

Phone: 8701

Date: 1/22/2020

IMPORTANT: The Project Manager is responsible for initiating, completing and executing the contracts. Fully signed (including City Attorney and City Commission approval) contracts are forwarded to Purchasing for the issuance of a purchase order.

☐ No City Commission approval is not required: _____ (Indicate Policy exemption section (i.e. Sec 7.1(c))