

User Department: Human Resources	From: Purchasing & Contracting
RFP No.: 2024-100009	Title: Background Screening Services (Annual Contract with 4 Options To Renew)
Effective Date: 9/16/2025	Expiration Date: 9/30/2026
Contract APPROVED Amount: \$689,375.00	Number of Renewals to Date: 0
Amount Released: \$137,941.43	

Contractor(s)	Contract No.	Agrees to Extend
HR TruCheck, Inc.	2000349	Yes

User Department Recommendation:

Renew ☒ X

Bid ☐

Funding for Renewal Term: October 1, 2026 through September 30, 2026
(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General ☒ Enterprise ☐ 3 Digit Fund Code 100
CIP Line Item No. (if applicable): _____

Award Amount(s):

Vendor 1: HR TruCheck, Inc. / \$689,375.00 Vendor 2: _____
Name/Amount Name/Amount

Vendor 3: _____ Vendor 4: _____
Name/Amount Name/Amount

Justification:

Human Resources & Merit System requests approval to exercise the first renewal option for Background Check services for prospective employees and summer hires.


Department Director Signature

6/5/26
Date

For Use by Purchasing and Contracting:

Approve ☐

Deny ☐

Additional Comments: