



Maloof Administration Building / 1300 Commerce Drive / Suite 100 / Decatur, Georgia 30030 / 404-371-2332 / FAX 404-371-4993

Benita C. Ransom, Human Resources Director

Michael Thurmond, CEO

DATE: April 24, 2019
TO: Purchasing and Contracting
FROM: Benita C. Ransom *BCR*
SUBJECT: **Ratification of Change Order No. 1 to Contract No.101963 - HR TruCheck for Pre-Employment Background Investigative Services**

Original Contract Term and Dollar Amount: \$50,000 on June 1, 2016

Previous Extension of the Term: 1st Renewal May 9, 2017

Previous Changes to the Dollar Amount: \$75,000

Previous Extension of the Term: 2nd Renewal May 22, 2018

Previous Changes to the Dollar Amount: \$75,000

Current Amount Not To Exceed: \$179,435.24

Proposed Amount Not To Exceed: \$202,287.82 (increase by \$22,852.58)

Detailed Description of Requested Changes: To date, Contract No. 1019635 has been approved for an amount not to exceed \$179,435.24. Inadvertently, this contract has been overspent by \$22,852.58.

Contract No. 1019635 was a cooperative agreement with Statewide Contract (SWC) No. 90801 which expired on March 31, 2019. There are outstanding invoices for work performed while Contract No. 1019635 was still valid. These invoices are in the process of being paid through Change Order No. 1 to prevent the vendor from suspending services. Please ratify Change Order No. 1 to increase the Contract to an Amount Not To Exceed by \$22,852.58. In addition, the State contract expired two months sooner than anticipated.

Justification for the Proposed Changes and an Explanation of why the County should not consider a Competitive Bid. The services provided under Change Order No. 1 have already been performed. This request is to reconcile payments to corresponding invoices.

HR TruCheck is an Oracle partner that delivers seamless background screening through custom integrations with Taleo (Oracle's applicant tracking system) to provide a flexible



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ordering system and reporting of employment screening background checks quickly and easily, saving the County time and money. In 2018, the County experienced a significant increase in onboarding of employees resulting in expenditures exceeding contract amount. The nature of these services is such that the vendor bills the County for work performed before receipt of a Purchase Order. Instead, work is performed and then invoiced monthly. The County subsequently reconciles each invoice based on services ordered and preestablished rate for services.

The State of Georgia has extended the SWC multiple times. A pattern of inconsistent information provided by the State regarding the term dates of these extensions has led to confusion in the County over when Contract No. 1019635 would expire.

As the County pursues a new contract for Pre-Employment Background Investigative Services, the plan is for HR TruCheck to provide imminent future services under the exemption in Part 1, Section II. I. of the County Purchasing Policy dated August 6, 2014