

DeKalb County
Department of Purchasing and Contracting
Contract Renewal Request Form

User Department: Human Resources and Merit

From: Crystal Creekmore

SWC No.: 90801

Title: Pre-Employment Background Investigative Services

Effective Date: March 12, 2009

Expiration Date: May 30, 2018

Contract APPROVED Amount: \$125,000.00

Number of Renewals to Date: 1

Amount Released: \$96,616.79

Contractor(s)	Contract No.	Agrees to Extend
HR TruCheck, Inc.	1019635	Yes

User Department Recommendation:

Renew ☒

Bid ☐

Funding for Renewal Term: \$75K

(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): _____

Justification:

Funding needed to maintain contract for an additional year to conduct County required new hire background checks. Funding requested in 2018, corresponds w/ previous year allocation and utilization.

Zenita C. Ramon
Department Director Signature

4/6/18
Date

For Use by Purchasing and Contracting:

Approve ☒

Deny ☐

Additional Comments:

C. Horne
Purchasing and Contracting Signature

4/6/18
Date