

# STAFF REPORT

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**DATE:** October 14, 2024  
**TO:** Sacramento Regional Transit Board of Directors  
**FROM:** David Topaz, VP, Employee Development and Engagement  
**SUBJ:** APPROVING A SOLE SOURCE PROCUREMENT AND THE SECOND AMENDMENT TO THE CONTRACT FOR PRE-EMPLOYMENT BACKGROUND INVESTIGATION SERVICES WITH TRUVIEW BSI, LLC

## RECOMMENDATION

Adopt the Attached Resolution.

## RESULT OF RECOMMENDED ACTION

The action would allow Staff to complete the formal solicitation process for a new contract while continuing to perform pre-employment background investigations for applicants for use in hiring decisions.

## FISCAL IMPACT

Total fiscal impact for the remaining contract term and contract extension will be \$35,000, for a total contract not-to-exceed amount of \$185,000. The cost for these services is included in the FY 2025 Operating budget.

## DISCUSSION

In January 2020, after a competitive solicitation, a Contract for Pre-Employment Background Investigation Services was awarded to TruView BSI, LLC (“TruView”) for a 5-year term, expiring December 31, 2024, for an amount not to exceed \$90,000. In August 2022, due to an increase in the estimated quantity of services required, the First Amendment was executed to add \$60,000 to the Total Consideration, bringing the Contract total to \$150,000.

TruView provides background information searches on all requested applicants for use in hiring decisions. Searches include, at a minimum, per person: verification and validation of names used, social security number, address (residency), employment history, county criminal records, and sex offender registry.

A new Request for Proposal (RFP) for a long-term contract will be released soon and it is estimated that it may take up to five months to complete the full procurement process and award of a new contract for these services. In the meantime, SacRT requires these services to continue for all requested applicants for use in hiring decisions. Due to the

short duration of time for the extension, it is in SacRT's best interest to approve a sole source amendment to the existing contract with TruView while the new solicitation is conducted.

In addition, due to higher-than-expected quantities of background checks, the Total Consideration has almost been exhausted with three months remaining until the planned termination of the Contract. The nature of the service is not changing, it is the quantity of services that is increasing. Additional funds are needed for the remainder of the Contract term and for the three-month contract extension for SacRT to continue hiring.

This amount is considered fair and reasonable as TruView has confirmed that the current prices would remain in effect for the duration of the contract extension, which were previously deemed fair and reasonable in 2019.

RESOLUTION NO. 2024-10-103

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

October 14, 2024

**APPROVING A SOLE SOURCE PROCUREMENT AND THE SECOND AMENDMENT TO THE CONTRACT FOR PRE-EMPLOYMENT BACKGROUND INVESTIGATION SERVICES WITH TRUVIEW BSI, LLC**

WHEREAS, TruView BSI, LLC (“TruView”) has provided background investigation services to SacRT since 2020 under a competitively-solicited contract (“Contract”); and

WHEREAS, SacRT has been satisfied with the services provided by TruView; and

WHEREAS, the Contract with TruView will expire December 31, 2024; and

WHEREAS, SacRT’s adopted background check ordinance and implementing Standard Operating Procedure require that SacRT conduct background checks for certain positions; and

WHEREAS, due to higher-than-anticipated hiring activities, the current Contract total consideration will be exhausted prior to the current Contract termination date; and

WHEREAS, in addition, there is insufficient time to conduct a new competitive solicitation for background investigation services prior to the current Contract termination date.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, pursuant to Section 1.505 of the Procurement Ordinance, the Board finds that although the Contract was solicited using an informal solicitation, the need to increase the Contract Total Consideration above \$150,000 for the remaining Contract term arises from an unforeseeable increase in quantities due to the growth of SacRT’s workforce since the initial solicitation in 2019 and that there was not improper procurement splitting; and

THAT, pursuant to Section 1.405.B.2 of the Procurement Ordinance, the Board has determined that it is in the best interest of SacRT to amend the existing service Contract with TruView to provide for continued services until March 31, 2025, while a new competitive solicitation is conducted for a long-term contract for these services and to provide adequate funding for additional quantities of services during the remaining Contract term; and

THAT, the Second Amendment to the Contract for Background Investigation Services by and between the Sacramento Regional Transit District ("SacRT") and TruView BSI, LLC ("CONTRACTOR"), whereby the total consideration is increased by \$35,000, from \$150,000 to \$185,000, and the term is extended by three months, to March 31, 2025, is hereby approved; and

THAT, the General Manager/CEO is authorized and directed to execute the foregoing amendment.

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PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Tabetha Smith, Assistant Secretary