

**DOA-Business Operations Division – Procurement Services Section**

**Waiver of Finance & Personnel Committee Approval  
For Single / Sole Source Contract  
Contract #E4626**

**Background:**

<b>User Department:</b>	Department of Employee Relations
<b>Purchasing Agent:</b>	Angelique M. Pettigrew
<b>Contract Description:</b>	Vendor Service Contract for City Employment Verification Services
<b>Vendor Name and Location:</b>	TALX UCM Services, Inc. d/b/a TALX UC eXpress, Equifax
<b>Contract Term:</b>	Five (5) years from June 3, 2004 through June 2, 2009 with the option to renew indefinitely upon mutual consent
<b>Requisition # and Date Received:</b>	13043, 2/4/2014
<b>Original Contract Amount:</b>	\$ 5,300.00
<b>Current Contract Amount:</b>	\$150,925.00

**If Amendment, History of Contract Amendments:**

<b>Date</b>	<b>Item</b>	<b>Term</b>	<b>Cost</b>
04/22/2004	Original Contract	01/01/04 through 04/30/05	\$5,300.00
04/29/2004	<b>CHANGE ORDER #1:</b> changed contract's commencement date from 5/1/04 through "to be determined"	05/01/04 through "TBD"	
06/03/2004	<b>CHANGE ORDER #2:</b> changed contract's time of performance from 06/03/04 to 06/02/05.	06/03/04 through 06/02/05	
06/25/2004	<b>CHANGE ORDER #3:</b> 1. Changed contract's time of performance to 5 years from 6/3/04 through 6/2/09 2. Change the total amount of the contract to not to exceed \$12,500. [this is broken down as a \$3500 start-up fee and \$150 per month for 60 months = \$9000. \$3500 + \$9000 = \$12500.]	06/03/04 through 06/02/09	\$7,200.00
07/18/2006	<b>CHANGE ORDER #4:</b> 1. Added UC Express Component in accordance with Vendor's Quote dated 06/30/06 2. Increased the estimated contract total by \$31,525.00 from \$12,500.00 to \$44,025.00	n/a	\$31,525.00
08/15/2006	<b>CHANGE ORDER #5:</b> 1. Added vendor's additional proposed language to Vendor Service Contract	n/a	\$0.00
10/03/2007	<b>CHANGE ORDER #6:</b> 1. Increased the number of unemployment claims from 541 @ a cost of \$10,300.00/year to 900 @ a cost of \$11,230.00/year 2. Increased the estimated contract total by \$3,000.00 from \$44,025.00 to \$47,025.00	n/a	\$3,000.00

02/25/2008	<b>CHANGE ORDER #7:</b> 1. Increased the estimated contract total by \$4,800.00 from \$47,025.00 to \$51,825.00 2. Expanded the scope of this contract to include TALX's I9 management services module to automate the process of verifying new employees are eligible to work for the city based on federal requirements	n/a	\$4,800.00
07/13/2009	<b>CHANGE ORDER #8:</b> 1. Increased the estimated contract total by \$99,100.00 from \$51,825.00 to \$150,925.00 2. Extended contract term for five years from June 3, 2009 through June 2, 2013	June 3, 2009 through June 2, 2014	\$99,100.00
Pending	<b>CHANGE ORDER #9:</b> 1. Increased the estimated contract total by \$15,000.00 from \$150,925.00 to \$165,925.00 to cover anticipated expounders for the duration of the contract term which expires 06/02/14 2. Change the vendor's id number from 0001054351 to 0001091719 3. Change contract number from E4626 to E4626-A for City accounting purposes	n/a	\$15,000.00
<b>Total (including the pending amendment)</b>			<b>\$165,925.00</b>

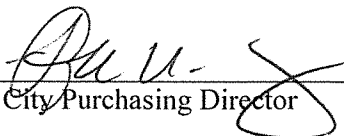
**Purpose of Contract/Amendment:**

1. Increase the estimated contract total by \$15,000.00 from \$150,925.00 to \$165,925.00 to cover anticipated expenditures during the remainder of the contract due to expire on June 2, 2014; and,
2. Change the vendor's id number from 0001054351 to 0001091719; and,
3. Change the contract number from E4626 to E4626-A for City accounting purposes.

**Justification for Waiver:**

Since 2004, the City has contracted with TALX, the largest provider of automated employment and income verifications in the United States. TALX's Talk Work Number component for employment and income verification is part of the existing functionality in the PeopleSoft ePay module owned by the City. No other vendor has this functionality and compatibility.

For these reasons, Finance and Personnel Committee approval is waived.

  
City Purchasing Director

3-18-2014  
Date