

MEMORANDUM
Department of Human Resources and Civil Service

To: Councilperson Strassburger
City Council

From: Janet K. Manuel, Director *JKM/DMC*
Human Resources and Civil Service

Date: September 14, 2022

RE: **Legislation for the Civil Service Commission's Background Provider**

Please be advised that the City of Pittsburgh's Department of Human Resources and Civil Service will propose legislation to be introduced to City Council on September 28, 2022 and discussed at the Council Meeting scheduled for October 4, 2022.

The legislation provides that the City of Pittsburgh enter into a Professional Services Agreement(s) and/or Contract(s) with Employers Choice Screening in connection with pre-employment and promotional background investigations for all City of Pittsburgh candidates excluding Uniformed Police, Fire and EMS personnel, and providing for payment of the cost thereof. Cost not to exceed \$200,000.00 over four (4) years.

Human Resources has followed the established process for RFP; reviewed and negotiated the best price and services for the City. If you have any further questions or need additional information, please contact me.

JKM/ch