

EDWARD C. GAINEY
MAYOR



JANET K. MANUEL
DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE
CITY-COUNTY BUILDING

September 14, 2022

President and Members
of City Council
Fifth Floor
City-County Building
Pittsburgh, Pennsylvania 15219

Dear Council Members:

Please find enclosed for your consideration a resolution providing that the City of Pittsburgh enter into Professional Service Agreement(s) and/or Contract(s) with Employers Choice Screening for professional services 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.

The Mayor and the Director of the Department of Human Resources and Civil Service, on behalf of the City of Pittsburgh, are hereby authorized to enter into Professional Services Agreement(s) and/or Contracts in a form authorized by the City Solicitor in order to provide compensation in the amount of Two Hundred Thousand Dollars (\$200,000.00) chargeable to and payable from:

<u>Account Code</u>	<u>Amount</u>	<u>Budget Year</u>
11101.55.55301.109000.2023	\$50,000.00	2023
11101.55.55301.109000.2024	\$50,000.00	2024
11101.55.55301.109000.2025	\$50,000.00	2025
11101.55.55301.109000.2026	\$50,000.00	2026

These services will include, but are not limited to, the pre-employment and promotional background investigations for all candidates for the City of Pittsburgh excluding Uniformed Police, Fire and EMS Personnel.

Sincerely,

Janet K. Manuel JMC Acting Director

Janet K. Manuel, MS, SHRM-CP, PHR
Director and EEO/Diversity & Inclusion Officer
JKM/ch