




Interoffice Memorandum

September 10, 2020

TO: Mayor Jerry L. Demings  
and the Board of County Commissioners

FROM:  Carrie Mathes, CFCM, CPPO, C.P.M., Manager, Procurement Division

CONTACT: John Petrelli, Manager, Risk Management Division  
407-836-9636

SUBJECT: Approval of Amendment No 2, Contract Y18-1141, Web Based Individual Driver Records Checks and Risk Assessments

**ACTION REQUESTED:**

Approval of Amendment No. 2, Contract Y18-1141, Web Based Individual Driver Records Checks and Risk Assessments, with Embark Safety, LLC, in the amount of \$49,996, for a revised estimated contract amount of \$157,870.

**PROCUREMENT:**

This amendment will add supplementary funding for additional Department of Motor Vehicle (DMV) checks and driver license monitoring for the Web Based Individual Driver Record Check and Risk Assessment program.

**FUNDING:**

Funding is available in account number 5510-025-0328-4020.

**APPROVALS:**

The Risk Management Division concurs with this recommendation.

**REMARKS:**

On December 1, 2018, Y18-1141, Web Based Individual Driver Records Checks and Risk Assessments, was awarded to Embark Safety, LLC in the amount of \$46,800. The County needed to add DMV checks and driver license monitoring for two departments and one division (Fire, Utilities, and Facilities), all of which were using different platforms for these services. Senior Management directed Risk Management to bring all departments under the same program. This included utilization by the Office of Professional Standards (OPS) for their background activities.

Approval of Amendment No. 2, Contract Y18-1141, Web Based Individual Driver Records Checks and Risk Assessments

This was creating invoicing issues so in January 2020, the County decided to move to option 2 (DMV records + driver license monitoring) with an estimated 1,800 units/year plus the migration of all 6,000 County employees.

While Amendment No. 1 increased utilization to 1,800 units/year, the contract amount increased by \$46,800, bringing the new contract amount to \$107,874 (7,800 units x \$13.81). Amendment No. 1 contains a typo, whereby the estimated three-year quantity should be 7,800 not 3,800. This correction is addressed in Amendment No. 2.

Due to public safety recruitment efforts the current units are being utilized by Risk Management and OPS more rapidly than what was originally anticipated. Therefore, we request to increase the contract accordingly.

Description	Unit Cost/Ea.	Estimated Annual Qty	Estimated three-year Qty
DMV Records + Driver License Monitoring	\$13.83	3,805	11,415

The total amount of the contract has changed from \$107,874 to \$157,870.

Previous contract amendments are as follows:

Amendment No. 1: Added funding for 1,800 estimated annual quantity licenses at an estimated 3-yr total of 3,800 licenses and software services for the Web Based Individual Driver Record Check and Risk Assessment program. The Contract increased by \$61,074, for a revised contract amount of \$107,074.