



Interoffice Memorandum

November 19, 2019

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

FROM: Carrie Mathes, Manager, Procurement Division

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

SUBJECT: Approval of Amendment No 1, Contract Y18-1141, Web Based Individual Driver Records Checks and Risk Assessments

ACTION REQUESTED:

Approval of Amendment No. 1, Contract Y18-1141, Web Based Individual Driver Records Checks and Risk Assessments, with Embark Safety, LLC, in the amount of \$61,074, for a revised estimated contract amount of \$107,874.

PROCUREMENT:

This amendment will add funding for additional licenses and software services 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, the Board approved award of Y18-1141, Web Based Individual Driver Records Checks and Risk Assessments to Embark Safety, LLC in the amount of \$46,800. An original study by Risk Management of new hire Department of Motor Vehicles (DMV) records checks and monitoring was estimated to be 1,200; subsequently, that number was revised and is now estimated at 1,800 for new DMV records checks. In addition, migration of 6,000 current employees to the new DMV record checks and monitoring system is needed. Due to these increases approval for new licenses and monitoring will increase per year, with an increase in funding of \$107,874.