



TO: Mayor Linda Gorton
Urban County Council

FROM: Chief Jason Wells
Lexington Fire Department

DATE: August 30, 2023

SUBJECT: Agreement – Miller Mendel, Inc.

Request authorization to:

Authorization to accept the attached Agreement(s) with Miller Mendel, Inc. to establish Miller Mendel, Inc. as a Sole Source Vendor for the eSOPH Background Software System.

Why are you requesting it?

eSOPH will be used by Recruiting/Hiring personnel as a cloud-based system to streamline much of the background hiring process. This platform will allow investigators to have sole source to access their candidate's information and forms while allowing candidates to upload and complete necessary forms for investigator access. eSOPH will also make tracking candidates much more manageable than manually entering data into Excel. In doing so, the time it takes to conduct thorough background investigations should be shortened significantly by using live forms and a platform that can be accessed via tablet, smartphone, laptop, or desktop. The Lexington Fire Department requests approval from the Urban County Council to authorize Mayor Gorton to sign the attached documents. Upon signing, please return a completed signed copy of the attached documents to the Chief's Office.

For termination language, please review section 4 of the attached agreement. Summarized: The initial term of the agreement is one year and automatically renews each year upon Mendell Miller's receipt of the following year's purchase order. If no purchase order is received for the next year, the contract automatically terminates upon expiration of the subscription term. Either party may give the other party written notice of its intent to terminate the agreement by providing at least 60 days' notice.

The department needs this action completed because:

This Agreement benefits the members of the Division of Fire and the community we serve.

What is the cost in this budget year and future budget years?

The cost for this FY is: The estimated price is \$13,950.

Are the funds budgeted?

The funds are budgeted, or a budget amendment is in process: Yes.

Account number: 1101-505703-5731-75106

File Number:

Director/Commissioner: Jason G. Wells, Chief
Lexington Fire Department

