



## Request for City Council Committee Action from the Information Technology Department

Date September 17, 2012

To: The Honorable Betsy Hodges, Chair, Ways and Means Committee

Subject: Finalize 5-Year Contract with TALX Corporation for I-9 Services, not to Exceed a Total of \$50,000

Recommendation Authorize proper City officials to finalize contract terms and conditions and execute a five-year contract with TALX Corporation to provide electronic services related to managing the I-9 process

Prepared by Elise Ebhardt, Interagency Coordinator, 673-2026

Submitted by Mark Paulsen \_\_\_\_\_, 673-3596  
IT Manager

Approved by Paul Aasen \_\_\_\_\_  
City Coordinator

Presenter in Committee Robert Arko

Policy Review Group  Not Applicable

Permanent Review Committee (PRC)  Not Applicable

Prior Directives:  
July 20, 2012: Approval to execute five-year contract with TALX Corporation for I-9 services, in an amount not to exceed \$50,000 through August 2017, using TALX corporation's contract document.

**Financial Impact:** None.

<p><b>Financial Impact</b> (Check those that apply)</p> <p><input checked="" type="checkbox"/> No financial impact (If checked, go directly to Background/Supporting Information)</p> <p><input type="checkbox"/> Action requires an appropriation increase to the Capital Budget</p> <p><input type="checkbox"/> Action requires an appropriation increase to the Operating Budget</p> <p><input type="checkbox"/> Action provides increased revenue for appropriation increase</p> <p><input type="checkbox"/> Action requires use of contingency or reserves</p> <p><input type="checkbox"/> Other financial impact (Explain):</p> <p><input checked="" type="checkbox"/> Request provided to department's finance contact prior to the Committee Coordinator</p>
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## **Background/Supporting Information**

The TALX I-9 Service is an automated system which allows the City, as an employer, to electronically manage the requirements of the Immigration Reform and Control Act of 1986. Recent changes to the Act permit electronic signatures and electronic storage for Forms I-9. The IT and Human Resources departments have researched options, including PeopleSoft and other vendors, for electronically managing the City's I-9 process and have selected TALX as the best solution for the City at this time.

In July 2012, the City Council approved the request from the City's Information Technology and Human Resources Departments to work with the proper city officials to execute a new 5-year contract with TALX Corporation for I-9 services, using TALX's contract document instead of the City's standard agreement form, with the provision that the City's 2012 contract terms and conditions be included.

**Contract terms and conditions:** While negotiating the contract with TALX Corporation, City and TALX representatives have tentatively agreed to variations of the City's standard terms and conditions. Because of these slight deviations to the City's pre-approved terms and conditions, a representative of the Minneapolis City Attorney's Office recommended that IT return to the City Council for approval of these deviations.

Instead of adhering to the City's language concerning its Conflict of Interest/Code of Ethics as codified in Minneapolis Code of Ordinances, Title 2, Chapter 15, the City Attorney is proposing to:

- 1) Adhere to TALX's ethics policy, which is very similar to the City's policy.
- 2) Slightly modify the language concerning TALX certify the City's employees and officers comply with this ordinance. The modification changes a few words but keeps the intent of the Ordinance in place.

In addition, there is a slight modification to the Audit provisions of the contract. TALX's audit practices are consistent with the intent of the City's language, however we would like to include clarifying notes to this provision.

**Contract end date:** IT would like to clarify that the contract will be for a five-year term. The July 2012 request to the City Council specified August 2017 as the contract end date. IT requests approval to set the end date five years from the date the last signature on the contract is obtained.

**Contract execution:** IT will continue to work with representatives of the Minneapolis City Attorney's Office to ensure that the City's interests are upheld.