

# Memorandum

**REPORT TO:** City Commission

**FROM:** Eilis Redmond, HR Generalist  
Cassandra Tozer, HR Director

**SUBJECT:** Authorize the City Manager to sign an End User Agreement with Accurate Background, LLC, to Provide Background Screening Services to the City.

**MEETING DATE:** September 23, 2025

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** Authorize the City Manager to sign an agreement with Accurate Background, LLC.

**STRATEGIC PLAN:** 7.2 Employee Excellence: Recruit, retain and value a diverse, well-trained, qualified and motivated team capable of delivering superior performance. Be accountable and expect accountability from others. Make demonstrated use of good judgement a part of the evaluation process for promotions.

**BACKGROUND:** The City's Human Resources Department uses a third party vendor to conduct routine background checks on new employees, returning employees, and volunteers. The City is entering into a contract with a new vendor to provide these services.

**UNRESOLVED ISSUES:** None.

**ALTERNATIVES:** As suggested by Commission.

**FISCAL EFFECTS:** None.

Attachments:

[End User Agreement with City of Bozeman.pdf](#)

Report compiled on: September 3, 2025