

Agenda Report

July 15, 2019

TO: Honorable Mayor and City Council

FROM: Fire Department

SUBJECT: AUTHORIZATION TO ENTER INTO A FIVE YEAR CONTRACT WITH SINTRA GROUP, INC. TO PROVIDE PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS SERVICES FOR AN AMOUNT NOT TO EXCEED \$250,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed actions herein are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule); and
2. Authorize the City Manager to enter into a contract for an amount not to exceed \$250,000 or five years, whichever comes first, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code (P.M.C.), with Sintra Group, Inc. to provide pre-employment background investigations services. Competitive Bidding is not required pursuant to City Charter Section 1002 (F), contracts for professional or unique services.

BACKGROUND:

The Pasadena Fire Department holds recruitments based on vacancies and departmental needs. Background investigations are a critical component of the hiring process and can help to minimize potential personnel problems for the Department. Components of comprehensive background investigation services include assessment of criminal history, drug usage, credit history, personal history, and employment records. Based upon annual expenditures and the unique requirements for this service, the Department would like to initiate a multi-year contract for pre-employment background investigations for future recruitment efforts.

A Request for Proposal (RFP) was issued on April 17, 2019. The RFP was advertised for over three weeks on Planet Bids through the Purchasing Department. 442 vendors were notified and 36 prospective vendors downloaded the RFP document. Of the 36,

one (1) vendor is local to Pasadena but did not participate in the selection process as they indicated the work requested is beyond their scope.

The Department received seven (7) proposals from vendors on May 6, 2019. An evaluation panel consisting of three (3) independent evaluators from the Human Resources Department and the Fire Department was assembled. Proposals received were scored based on pre-established criteria listed in the RFP, as shown in Table 1:

Table 1: RFP Scoring Criteria

<u>Scoring Criteria</u>	<u>Maximum Points</u>
Project Approach	25 points
Experience	35 points
Cost Proposal	30 points
Local Pasadena Business Preference	5 points
Small / Micro-Businesses Preference	5 points

Table 2 summarizes the average scores of the proposals by the three (3) evaluators:

Table 2: Proposal Evaluations

<u>Proposer</u>	<u>Average Total Points (Out of 100)</u>
Sintra Group, Inc., Ventura, CA	87
TruView BSI, LLC, Arcadia, CA	85
National Testing Network, Inc., Lynnwood, WA	79
Hall Investigations, Nuevo, CA	78
Guardian Alliance Investigations, Stockton, CA	77
North American Security and Investigations, Inc, Carson, CA	74
Norman A. Traub & Associates (NATA), Newbury Park, CA	71

Following staff's thorough evaluations, Sintra Group, Inc. has been selected to provide pre-employment background investigations services for the Fire Department. Sintra Group's proposal presented the highest qualifications for meeting project understanding and the scope of work indicated in the RFP, professional experiences of key staff, prior experiences with similar municipal agencies, and pricing of services. Sintra Group also provided strong references across the fire industry, proposed a flexible turnaround time for project completion, and has a positive track record with the City of Pasadena.

The Fire Department currently contracts with Sintra Group, Inc. for background investigations. Contract 31,010 was executed on February 1, 2018 following a competitive selection process, for an amount not-to-exceed \$112,000 for four (4) years. Funds under the current contract were fully expended as a result of significant recruitment efforts over the past 16 months. With the conclusion of Contract 31,010, the Department initiated another RFP process to provide vendors an equal opportunity to compete for a new multi-year contract for this valuable service.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers the City Council's strategic planning goals to ensure public safety.

ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061 (b) (3), the general rule that CEQA only applies to projects that may have an effect on the environment. The action proposed herein, services for a pre-employment background investigations, will not have a potentially significant environmental effect.


FISCAL IMPACT:

The total cost of this action will be \$250,000 for the five year term of the contract. Funding will be addressed by the utilization of existing budgeted appropriations in the Fire Department's General Fund operating budget account for Fire and Rescue Services (10131015-811400). There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,


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