

# Agenda Report

January 14, 2019

**TO:** Honorable Mayor and City Council

**FROM:** Fire Department

**SUBJECT: AUTHORIZE AMENDMENT TO CONTRACT 31,010 WITH SINTRA GROUP INC. FOR PRE-EMPLOYMENT BACKGROUND INVESTIGATION SERVICES TO INCREASE THE TOTAL NOT TO EXCEED AMOUNT BY \$40,000, FROM \$72,000 TO \$112,000**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project; and
2. Authorize the City Manager to amend Contract No. 31,010 with Sintra Group Inc. for pre-employment background investigation services which had been awarded pursuant to a competitive selection process, to increase the total not-to-exceed amount by \$40,000, from \$72,000 to \$112,000.

**BACKGROUND:**

The Pasadena Fire Department holds lateral and firefighter trainee 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.

A contract was executed on February 1, 2018 with Sintra Group following a competitive selection process in an amount not-to-exceed \$72,000. Sintra Group has completed approximately 40 background investigations under the current contract amount, across five recruitments. Each investigation is a six-week process and costs \$1,500.

Historically, the Department has held one recruitment a year. In Fiscal Year (FY) 2018 the Department held three separate recruitments to fill vacancies. In FY 2019, the Department completed a lateral firefighter recruitment and is in the process of completing a firefighter trainee recruitment. Due to the particularly high number of targeted recruits and potential candidates over the past 18 months, a greater volume of background investigations have been performed.

The current recruitment process for firefighter trainees began in October 2018 and 33 candidates were selected to participate in background investigations. Under the current Contract, 11 candidates have been processed and an additional 22 background evaluations are needed before the recruitment cycle is complete in March 2019. Previous expenses related to background investigations averaged \$18,000 annually. Costs related to background investigations will return to average after this current recruitment, as the majority of vacancies will be filled.

The Department will issue a Request for Proposal to award a new contract in late FY 2019.

**COUNCIL POLICY CONSIDERATION:**

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

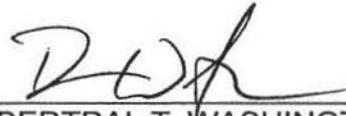
**ENVIRONMENTAL ANALYSIS:**

The action proposed herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Section 15378. The authorization to amend a contract with a vendor to provide background investigations services is a continuing administrative activity. This action would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

**FISCAL IMPACT:**

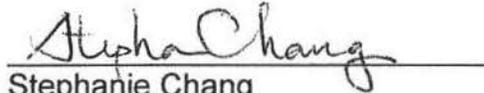
This action will increase Contract 31,010 with Sintra Group, Inc. by \$40,000 from a total not to exceed amount of \$72,000 to \$112,000. Funding will be addressed by the utilization of existing budgeted appropriations in the Fire Department's General Fund operating budget account for Fire and Rescue Services (10131015-811400). There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,

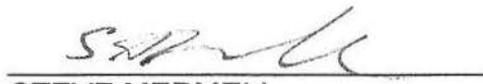


BERTRAL T. WASHINGTON  
Fire Chief

Prepared by:

  
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Management Analyst

Approved by:

  
STEVE MERMELL  
City Manager

**Disclosure Pursuant to the  
City of Pasadena Taxpayer Protection Amendment  
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

*(If printing, please print legibly. Use additional sheets as necessary.)*

<b>1. Contractor/Organization Name:</b> Sintra Group, Inc.
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<b>2. Type of Entity:</b> <input checked="" type="checkbox"/> non-government <input type="checkbox"/> nonprofit 501(c)(3), (4), or (6)
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<b>3. Name(s) of trustees, directors, partners, officers of Contractor/Organization:</b>
Steven Bowman, President
Katherine Bowman, Vice-President

<b>4. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:</b>
None

Prepared by: Steven Bowman  
 Title: President  
 Phone: (805) 658-5655  
 Date: 11/06/2017