

# Agenda Report

July 12, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Human Resources

**SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A THREE-YEAR CONTRACT WITH NORMAN A. TRAUB AND ASSOCIATES (NATA) FOR HUMAN RESOURCES WORKPLACE INVESTIGATIONS SERVICES, IN AN AMOUNT NOT TO EXCEED \$300,000**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the contract for Human Resources Workplace Investigations services is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15378(b)(2); and
2. Authorize the City Manager to enter into a three-year contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Norman A. Traub and Associates (NATA) for Human Resources Workplace Investigations services in an amount not to exceed \$300,000 or three years, whichever occurs first; and
3. Authorize the City Manager to extend the contract with Norman A. Traub and Associates (NATA) for Human Resources Workplace Investigations services for up to one additional year in an amount not to exceed \$100,000, for a total not to exceed amount of \$400,000 or four years, whichever occurs first.

**BACKGROUND:**

The Human Resources Department conducts administrative investigations into allegations of workplace misconduct utilizing a combination of Human Resources staff and external investigators. The Department utilizes the services of outside investigators to conduct certain sensitive or complex investigations and during periods where service demands exceed available internal resources.

The Department has utilized the services of its existing investigations vendor since September 2019. The service contract with the present investigations vendor has approximately \$16,355 remaining. As a result, a new Request for Proposal (RFP) was issued on February 17, 2021. The City received thirteen qualified responses. None of the proposers are Pasadena businesses and none identified in their proposals opening a location in Pasadena. All proposals were evaluated by an internal panel consisting of representatives from Human Resources and the Internal Audit Division. The responses were evaluated by the internal panel and scored according to specific criteria detailed in the RFP that consisted of relevant experience, quality of sample work product, availability of a qualified pool of investigators, cost effectiveness, and whether the vendor is a local Pasadena business or small business.

The internal panel individually scored each of the written proposals and the scores were tabulated as follows:

Proposer	Headquarters	Experience	Sample Work Product	Availability	Cost	Local Preference	Small Business	Total Score
Norman & Traub Associates	Westlake Village	28.33	13.00	20.00	15.63	0.00	5.00	81.96
Oppenheimer Investigations	Berkeley	30.00	15.00	20.00	8.33	0.00	5.00	78.33
Van Dermyden Maddux	Sacramento	30.00	13.00	20.00	9.09	0.00	5.00	77.09
Municipal Resources Group	Los Angeles	26.67	15.00	18.33	8.47	0.00	5.00	73.47
Batza & Associates	Santa Clarita	20.00	11.67	17.67	16.67	0.00	0.00	66.00
The Titan Group	Redlands	21.67	12.33	3.00	22.73	0.00	0.00	59.73
Caroline Schuyler	Saratoga	25.00	15.00	4.00	8.47	0.00	0.00	52.47
JL Group	Laguna Niguel	21.67	11.67	6.33	12.50	0.00	0.00	52.17
Law Offices of Roberta M Yang, P.C	Los Angeles	23.33	11.33	2.33	8.77	0.00	5.00	50.77
Shaw HR Consulting	Newbury Park	15.67	7.33	9.00	10.00	0.00	5.00	47.00
APBS	Yorba Linda	6.67	5.67	2.33	25.00	0.00	5.00	44.67
RJN Investigations Inc	Tustin	12.67	9.00	5.33	16.67	0.00	0.00	43.67
Harris & Associates	Los Angeles	18.33	10.67	2.33	10.00	0.00	0.00	41.33

Norman A. Traub and Associates (NATA) submitted the top rated proposal. NATA's rating is attributed to a combination of its cost proposal and extensive roster of investigators with broad and relevant experience conducting workplace investigations for public agencies in compliance with State and federal regulations. The services provided by NATA will support the Human Resources Department's commitment to promptly respond to and thoroughly investigate allegations of misconduct.

The Human Resources Department has utilized NATA's services in the past, most recently in fiscal years 2016 - 2019. During that time, the Department expended approximately \$340,000 on NATA's services.

It is recommended that the City Council authorize the City Manager to enter into a contract with Norman A. Traub and Associates for a three-year contract in an amount not to exceed \$300,000 with the option for an additional one-year extension in the amount of \$100,000 for a total amount not to exceed \$400,000.

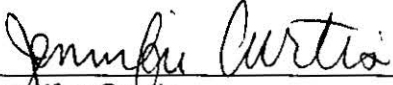
**COUNCIL POLICY CONSIDERATION:**

This action supports the City Council's strategic goal to maintain fiscal responsibility and stability.

**FISCAL IMPACT:**

The maximum cost under this contract will be an amount not to exceed \$400,000 if the additional extension for a fourth year is exercised. Funding for this action will be addressed utilizing existing budgeted appropriations in the Human Resources Department's operating budget.

Respectfully submitted,

  
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Approved by:

  
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