

Agenda Report

April 3, 2023

TO: Honorable Mayor and City Council

FROM: Fire Department

SUBJECT: AUTHORIZE AMENDMENT TO CONTRACT 31,508 WITH SINTRA GROUP INC. FOR PRE-EMPLOYMENT BACKGROUND INVESTIGATION SERVICES TO INCREASE THE TOTAL NOT TO EXCEED AMOUNT BY \$85,500, FROM \$250,000 TO \$335,500

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 Sections 15060 (c)(2), 15060 (c)(3), and 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. 31,508 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 \$85,500, from \$250,000 to \$335,500.

BACKGROUND:

The Pasadena Fire Department holds lateral firefighter, firefighter trainee and paramedic intern 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 July 16, 2019 with Sintra Group following a competitive selection process in an amount not-to-exceed \$250,000. Sintra Group has completed approximately 150 background investigations under the current contract amount, across six 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) 2020 and FY 2022 the Department held two separate recruitments to fill vacancies. Additionally, in FY 2023 the Department initiated its local area recruitment Paramedic Internship program where 24 additional candidates underwent background investigations. Due to the particularly high number of targeted recruits and potential candidates over recent years, and the establishment of a new Paramedic Internship Program, a greater volume of background investigations have been performed annually.

The current recruitment process for an upcoming class of firefighter trainees begins in April 2023 and approximately 30 candidates will be selected to participate in background investigations. Additionally, Paramedic Internship recruitments will begin in May 2023 with an additional 25 estimated background investigations required.

The Department will issue a Request for Proposal to award a new multiyear contract in early FY 2024.

COUNCIL POLICY CONSIDERATION:

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

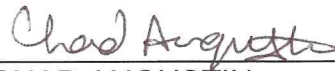
ENVIRONMENTAL ANALYSIS:

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:

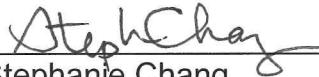
This action will increase Contract 31,508 with Sintra Group, Inc. by \$85,500 from a total not-to-exceed amount of \$250,000 to \$335,500. Funding will be addressed by the utilization of existing and future budgeted appropriations in the Fire Department's General Fund operating budget account for Fire 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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Fire Department

Approved by:



MIGUEL MÁRQUEZ
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