

C-22

February 4, 2020

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP PD19-049 and award contracts to Nancy K. Bohl, Inc., dba The Counseling Team International, of San Bernardino, CA, and Psychological Consulting Associates, Inc., of Huntington Beach, CA, for providing pre-employment psychological evaluation services, in an annual aggregate amount not to exceed \$200,000, for a period of two years, with the option to renew for three additional one-year periods, at the discretion of the City Manager; and to authorize the City Manager, or designee, to execute all documents necessary to enter into contracts, including any necessary amendments. (Citywide)

DISCUSSION

City Council approval is requested to enter into contracts with Nancy K. Bohl, Inc., dba The Counseling Team International, and Psychological Consulting Associates, Inc., for providing pre-employment psychological evaluation services for as part of the peace officer candidate background process.

The Police Department conducts pre-employment background investigations for all prospective employees. Specific pre-employment background investigation standards are established by the California Police Officer Standards and Trainings (POST) and the California Code of Regulation for peace officer candidates. Specifically, California Government Code 1031 and Commission Regulation 1955 establishes that California law enforcement agencies must implement psychological screening requirements for potential peace officer candidates as part of the pre-employment background investigation process.

The Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on February 26, 2019, and 5,031 potential proposers specializing in pre-employment psychological evaluation services were notified of the RFP opportunity. Of those proposers, 16 downloaded the RFP via the City's electronic bid system. The RFP document was made available by the Purchasing Division, which was located on the seventh floor of the former City Hall building, and on the Division's website at www.longbeach.gov/purchasing. The RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 29 local, minority-owned, and women-owned business groups. On March 14, 2019, the City received five proposals. Of those five proposers, none were Minority-owned Business Enterprises (MBEs), two were Women-owned Business Enterprises (WBEs), one was a certified Small Business Enterprise (SBE), and none were Long Beach businesses (Local).

A selection committee, comprised of representatives from the Police, Disaster Preparedness and Emergency Communications, and Financial Management Departments, determined that the proposed two firms exhibited the most experience in providing expert pre-employment psychological evaluation services to large police departments in urban areas.

Local Business Outreach

In an effort to align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download RFP specifications. Through outreach, 29 Long Beach vendors were notified to submit proposals, of which none downloaded or submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the proposer pool.

This matter was reviewed by Deputy City Attorney Sarah E. Green on January 6, 2020, Purchasing Agent Tara Yeats on January 8, 2020, and by Budget Management Officer Rhutu Amin Gharib on January 16, 2020.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP PD19-049 and award contracts concurrently is requested on February 4, 2020, to ensure that contracts are in place expeditiously.

FISCAL IMPACT

The total annual aggregate amount of the contracts will not exceed \$200,000. Funds for these services are budgeted in the General Fund Group in the Police Department. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



ROBERT G. LUNA
CHIEF OF POLICE

APPROVED:



THOMAS B. MODICA
ACTING CITY MANAGER