



CITY OF LONG BEACH

POLICE DEPARTMENT

R-16

400 WEST BROADWAY • LONG BEACH • CALIFORNIA 90802

Robert Luna
Chief of Police

November 10, 2015

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP PD15-145 and award contracts to Steve Beckman Investigations, Inc., of Riverside, CA; Summit Security Services, Inc., of Pomona, CA; Morris PI Group, of Pismo Beach, CA; Jackson, Jackson & Associates, of Diamond Bar, CA; and Hall Investigations, of Nuevo, CA, for as-needed pre-employment background investigation services, in an annual aggregate amount not to exceed \$350,000 for a period of two years, with the option to renew for two additional one-year periods at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is requested to enter into contracts with Steve Beckman Investigations, Inc., Summit Security Services, Inc., Morris PI Group, Jackson, Jackson & Associates, and Hall Investigations for as-needed pre-employment background investigation services to support the hiring process for City employees. The Police Department (PD) conducts pre-employment background investigations for all of its prospective employees through a combination of in-house and contract background investigators. PD also conducts background investigations for other City departments, as needed. Additionally, in preparation for upcoming Police Department and Fire Department academy classes, the large number of background investigations for prospective police recruits and firefighters will require assistance from contract investigators.

A Request for Proposals (RFP) was advertised in the Long Beach Press Telegram on June 13, 2015, and 4,351 potential proposers, specializing in background investigations, were notified of the RFP opportunity. Of those proposers, 34 downloaded the bid via our electronic bid system. The RFP document was made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's website at www.longbeach.gov/purchasing.

ADMINISTRATION BUREAU
(562) 570-5830
FAX (562) 570-5833

FINANCIAL BUREAU
(562) 570-7447
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INVESTIGATIONS BUREAU
(562) 570-7350
FAX (562) 570-5837

PATROL BUREAU
(562) 570-7214
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SUPPORT BUREAU
(562) 570-7342
FAX (562) 570-6018

An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 22 groups representing local, minority and women-owned businesses. Seven proposals were received on June 30, 2015. Of those seven proposers, one was a Minority-owned Business Enterprise (MBE), none were Women-owned Business Enterprises (WBEs), three were certified Small Business Enterprises (SBEs), and none were Long Beach businesses (Local).

A selection committee comprised of City staff evaluated the seven proposals submitted, and determined that the following five firms submitted the most qualified and responsive proposals based on the criteria set forth in the RFP:

- Steve Beckman Investigations, Inc., of Riverside, CA (SBE);
- Summit Security Services, Inc., of Pomona, CA (not a MBE, WBE, SBE or Local);
- Morris PI Group, of Pismo Beach, CA (SBE);
- Jackson, Jackson & Associates, of Diamond Bar, CA (not a MBE, WBE, SBE or Local); and
- Hall Investigations, of Nuevo, CA (not a MBE, WBE, SBE or Local).

Local Business Outreach

In an effort to align with our outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the Bids Online database to download the RFP specifications. Through outreach, 449 Long Beach vendors were contacted to submit a proposal, of which one downloaded and none submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Kendra Carney on October 8, 2015, and by Budget Management Officer Victoria Bell on October 20, 2015.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP PD15-145 and award contracts concurrently is requested on November 10, 2015, to ensure new agreements are in place expeditiously.

FISCAL IMPACT

The annual aggregate contract expense will not exceed \$350,000, and is budgeted in the General Fund (GF) in the Police Department (PD). A portion of the expense will be recovered through charges to the other departments requesting background investigations. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



for ROBERT G. LUNA
CHIEF OF POLICE

RL:MVV

APPROVED:



PATRICK H. WEST
CITY MANAGER