



City of San Leandro

Meeting Date: November 21, 2016

Staff Report

File Number: 16-599

Agenda Section: CONSENT CALENDAR

Agenda Number: 8.F.

TO: City Council

FROM: Chris Zapata
City Manager

BY: Jeff Tudor
Acting Chief of Police

FINANCE REVIEW: David Baum
Finance Director

TITLE: Staff Report for a Resolution Approving Amendment No. 2 for a not to exceed amount of \$85,000 to the Consulting Services Agreement with Simpson Investigative Services Group for Police Department Pre-Employment Background Investigations

SUMMARY AND RECOMMENDATIONS

The Police Department recommends that the City Council:

- 1) Approve a contract amendment with Simpson Investigative Services Group for a not to exceed amount of \$85,000, effective until June 30, 2017; and
- 2) Authorize the City Manager to execute the amendment on behalf of the City.

BACKGROUND

The Police Department is mandated by state law to conduct a thorough background investigation on all employees, including police officers and public safety dispatchers. Each background check vets the candidate according to California Peace Officers' Standards and Training (POST) requirements. These background processes require specialized training and approximately 1-3 months to complete. The cost can range from \$300-\$2,000 per background check, with an average of \$1,400 per candidate. The cost of conducting a background check internally is considerably more when factoring in staff time and travel expenses. For these reasons, the department outsources the work. The department's use of Simpson Investigative Services Group has historically not exceeded the \$50,000 purchasing threshold and thus never required City Council approval. Last year, the department entered into a contract not to exceed \$49,000 over a two-year contract term, which will end on June 30, 2017. The department anticipates a greater demand for background services this fiscal year, and the current contract limit will not suffice.

Analysis

The department conducted 27 background investigations in fiscal year 2015-16 at a total cost of \$37,075. The department has requested nine (9) background investigations already this fiscal year. With current open recruitments and anticipated retirements, staff anticipates the balance of \$11,925 remaining on the contract will not be sufficient to carry the department through June 30, 2017. A police background investigation in fiscal year 2015-16 averaged \$1,435.

Failure to execute the contract amendment would compromise the department's ability to deliver upon the City Council's goal of providing quality public safety service. Staff would seek out an alternative vendor to provide the service, which would result in service delivery interruption and prolonged staffing shortages.

Previous Actions

The Police Department previously conducted the following business related to this agreement:

- 7/1/2015: entered into a one-year contract with vendor not to exceed \$30,000;
- 12/15/15: extended contract from one-year to two-year term, and increased contract limit from \$30,000 to \$49,000 reflected on Amendment No. 1

Fiscal Impacts and Budget Authority

This General Fund program will cost \$85,000 through June 30, 2017 and requires no increase to the fiscal year 2016-17 Budget. The increase will be absorbed by existing appropriations in account 010-21-002-5120, requiring no new funds.

ATTACHMENT(S)

Attachment(s) to Staff Report

- Amendment 1 to Contract - Simpson

PREPARED BY: Scott Koll, Police Business Manager

**AMENDMENT NO. 1 TO CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF SAN LEANDRO AND
SIMPSON INVESTIGATIVE SERVICES GROUP
FOR
POLICE DEPARTMENT PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS**

This **Amendment No. 1** ("Amendment") is made by and between the City of San Leandro ("City") and Simpson Investigative Services Group ("Consultant") (together sometimes referred to as the "Parties") as of December 12, 2015, and amends that certain Consulting Services Agreement ("Agreement") dated July 1, 2015, between the Parties.

WHEREAS, City and Consultant have executed the Agreement, pursuant to which Consultant has provided certain consulting services to City with regard to required pre-employment background investigations, and

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties hereby agree to amend the Agreement as follows:

1. Section 1.1 of the Agreement entitled "Term of Services" is hereby amended to extend the term from June 30, 2016, to June 30, 2017; and
2. Section 2 of the Agreement entitled "Compensation" is hereby amended to pay Consultant a sum not to exceed \$49,000; and
3. All other terms shall remain in full force and effect.

This Amendment may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

SIGNATURES ON FOLLOWING PAGE


T. Simpson 12-15-15

The Parties have executed this Amendment as of the date first written above. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

CITY OF SAN LEANDRO

[NAME OF CONSULTANT]


Chris Zapata, City Manager

 12-15-15
Terry Simpson

Attest:


Tamika Greenwood, City Clerk

Approved as to Fiscal Authority:


David Baum, Finance Director

010-21-002-5120
Account Number

Approved as to Form:


Richard D. Pio Roda, City Attorney

(2015)



REQUEST FOR: _____

DELIVER CHECK TO: _____

CHECK

P.O.

CHANGE ORDER

**CITY OF SAN LEANDRO
REQUISITION**

RETURN TO DEPT.

MAIL TO VENDOR

DATE OF REQ. 10-Mar-16	DEPARTMENT Police Department	DATE OF DELIVERY NEEDED 09-Apr-16	DEPARTMENTAL REQUISITION NUMBER
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DELIVER GOODS TO:

- CITY HALL 835 E. 14TH STREET
- PUBLIC WORKS SERVICE CENTER,
- WATER POLLUTION CONTROL PLANT, 3000 DAVIS STREET
- COMMUNITY LIBRARY CENTER, 300 ESTUDILLO AVENUE
- MARINA OFFICE
- MARINA COMMUNITY CENTER
- OTHER Police Department

- WILL PICK UP
- HAVE PICKED UP
- GOODS ALREADY DELIVERED
- CONFIRMS PHONE REQUEST

P.O. NUMBER _____

QTY/UNIT	DESCRIPTION OF SERVICES OR ITEMS	CHARGE TO ACCOUNT CODE		
		ACTIVITY FUND	UNIT PRICE	EXTENSION
1	Vendor: Simpson Investigative Services existing PO updated per approved contract amendment for a sum total not to exceed \$49,000 original contract: \$30k + amendment \$19k = \$49k existing PO #55053			

TOTAL \$ -

An approved budget item.

Not an approved item, appropriation transfer within budget.

Not an approved item, requires additional appropriation.

City Manager Approval

City Manager Approval

Accounting Approval

ATTACH QUOTES TO REQUISITION

F.O.B.

APPROVAL

VENDOR Simpson Investigative Services
NO. 1
QUOTED PRICE \$ 0.00

VENDOR _____
NO. 2
QUOTED PRICE \$ _____

VENDOR _____
NO. 3
QUOTED PRICE \$ _____

- DESTINATION
- FACTORY
- SAME, FRT ALL'D
- OTHER

I hereby certify that the items requested are necessary for the operation of this department.

S. Kall

AUTHORIZED SIGNATURE

10-Mar-16

DATE

DELIVERY



CITY OF SAN LEANDRO AGREEMENT ROUTING FORM

Summary of Contract Terms: To be completed by Originating Department			
Date	12/22/15	No. Originals	1
Dept./Contact	PD/ Scott Koll	Extension	x3293
Contractor/Vendor	Simpson Investigative Services		
Service/Project	PD background investigations		
Funding Accounts	010-21-002-5120	Amount	Increased to \$49,000
Agreement Type	Amendment to Consulting Services Agreement	Term	FY15/16-FY16/17

REVIEW/SIGNATURE ROUTING

All agreements must be signed by the City Manager or his designee in order to bind the City as per SLMC §1-6-100

Originator: Include original agreements and required insurance documentation (determined by Risk Manager Mary Ann Perini at x3324 during agreement development) with this form. Indicate required reviewers by checking the Send column and fill in applicable information.

Reviewer: Initial after your review/signature, then route to next person.

Last Signer or Admin: Return/distribute the fully executed agreements to the required recipients listed below:

Send	Initial	Task: Review and Signature
<input checked="" type="checkbox"/>		Department Head make sure vendor has signed <u>1</u> originals for routing, <u>2 copies</u>
<input checked="" type="checkbox"/>	<u>SK</u> <u>JF</u>	City Attorney check appropriate "700" box on signature page
<input checked="" type="checkbox"/>	<u>MAP</u>	Finance Review (All insurance documentation must be submitted and accepted prior to Finance Director signing)
		<input checked="" type="checkbox"/> Risk Manager insurance review
		<input checked="" type="checkbox"/> Budget Manager funding confirmed
<input checked="" type="checkbox"/>		Finance Director signature — <u>David, budget and insurance approved, ok to sign</u>
<input type="checkbox"/>		City Manager signature
<input type="checkbox"/>		City Clerk signature, if City Council is required

MAP
3/4/16

DISTRIBUTION AND PROCESSING

Originator: Indicate the required recipients of original agreements by checking the Send column and fill in applicable information.

Send	No.	Required Recipient
<input type="checkbox"/>		Finance
		<input type="checkbox"/> Purchase Requisition (required an original contract)
		<input type="checkbox"/> W-9 <input type="checkbox"/> Business License <input type="checkbox"/> Sole Source Justification
<input type="checkbox"/>		Originating Department
<input type="checkbox"/>		City Clerk, if approved by City Council; if not, then Finance get second original

*Originating department is responsible for scanning and entering all agreements into the Agreement Database

*Scott, the 1 original must accompany the P.O. Thank you,
Mary Ann*



City of San Leandro

Meeting Date: November 21, 2016

Resolution - Council

File Number: 16-600 **Agenda Section:** CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Chris Zapata
City Manager

BY: Jeff Tudor
Acting Chief of Police

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION Approving Amendment No. 2 for a not to exceed amount of \$85,000 to the Consulting Services Agreement with Simpson Investigative Services Group for Police Department Pre-Employment Background Investigations

WHEREAS, an agreement dated December 12, 2015 exists between the City of San Leandro and Simpson Investigative Services Group; and

WHEREAS, the Police Department must perform state-mandated background investigations for newly hired staff, including police officers and dispatchers;

WHEREAS, the Police Department has a two (2) year contract limit not to exceed \$49,000 that current projections reflect will be exceeded; and

WHEREAS, the Police Department requests City Council approve a contract amendment not to exceed \$85,000 through June 30, 2017; and

WHEREAS, Amendment No. 2 to the agreement, a copy of which is attached, is presented to this City Council; and

WHEREAS, the City Council is familiar with the contents thereof; and

WHEREAS, the City Manager recommends approval of said amendment to the agreement.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

That said amendment is hereby approved and execution by the City Manager is hereby authorized.

**AMENDMENT NO. 2 TO CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF SAN LEANDRO AND
SIMPSON INVESTIGATIVE SERVICES GROUP
FOR
POLICE DEPARTMENT PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS**

This **Amendment No. 2** ("Amendment") is made by and between the City of San Leandro ("City") and Simpson Investigative Services Group ("Consultant") (together sometimes referred to as the "Parties") as of November 21, 2016, and amends that certain Consulting Services Agreement ("Agreement") dated December 15, 2015, between the Parties.

WHEREAS, City and Consultant have executed the Agreement, pursuant to which Consultant has provided certain consulting services to City with regard to required pre-employment background investigations, and

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties hereby agree to amend the Agreement as follows:

1. Section 2 of the Agreement entitled "Compensation" is hereby amended to pay Consultant a sum not to exceed \$85,000; and
2. All other terms shall remain in full force and effect.

This Amendment may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

SIGNATURES ON FOLLOWING PAGE

The Parties have executed this Amendment as of the date first written above. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

CITY OF SAN LEANDRO

Simpson Investigative Services Group

Chris Zapata, City Manager

Terry Simpson, Owner

Attest:

Tamika Greenwood, City Clerk

Approved as to Fiscal Authority:

David Baum, Finance Director

010-21-002-5120

Account Number

Approved as to Form:

Richard D. Pio Roda, City Attorney

(2016)