



Executive Director's
Report to the

Board of Harbor Commissioners

DATE: JANUARY 29, 2019

FROM: PORT POLICE

SUBJECT: RESOLUTION NO. _____ - AGREEMENT BETWEEN THE CITY OF LOS ANGELES HARBOR DEPARTMENT AND PRESTIGIOUS INVESTIGATIVE SERVICES, INC., FOR BACKGROUND INVESTIGATION SERVICES ON AN AS-NEEDED BASIS

SUMMARY:

Staff requests Board of Harbor Commissioners approval of an Agreement with Prestigious Investigative Services, Inc. (Prestigious), Upland, California, to provide services to the City of Los Angeles Harbor Department (Harbor Department) for as-needed personnel background investigations of prospective Port Police civilian employees, and other Harbor Department employees as assigned. The purpose of the background investigations is to determine suitability for employment. Prestigious has been successfully performing background investigations for the Harbor Department since January 17, 2018, under Agreement E6952, which expires on January 16, 2019. Staff continues to require assistance in carrying out this function due to insufficient Harbor Department staff trained and available to facilitate background investigations. The services provided by Prestigious do not include background investigation services for entry-level sworn police officer candidates which are conducted by the City of Los Angeles Personnel Department. This action will authorize a one-year contract term with two, one-year renewal options, for an amount not to exceed \$80,000. This contract is the financial responsibility of the Harbor Department.

RECOMMENDATION:

It is recommended the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II, Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Find that in accordance with the Los Angeles City Charter Section 1022, there are no City employees available to perform the work being proposed for contracting;
3. Award the one-year agreement (with two renewal options) to Prestigious Investigative Services, Inc.;
4. Authorize the Executive Director to execute and the Board Secretary to attest to the Agreement; and

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5. Adopt Resolution No. _____.

DISCUSSION:

Background – The Harbor Department requires the professional services of an outside contractor to provide required personnel background investigations on prospective Port Police Command level, Port Police civilian employees including Police Dispatcher, Port Security Officers, and other Harbor Department employees as assigned. Prior to using contractors to perform these services, Port Police Sworn personnel conducted these background investigations. In recent years, due to a lack of available staff, Port Police began contracting for background investigations.

Background investigations for Command level and civilian personnel are currently being provided by Prestigious. They were originally selected through a competitive Request for Proposals (RFP) process in September 2017. Prestigious has successfully provided the required services since the execution of Agreement E6952 on January 17, 2018. The one-year agreement expires January 16, 2019; however, staff continues to require assistance in carrying out this function due to insufficient Harbor Department staff that are trained and available to facilitate background investigations.

Currently, there are only two Harbor Department staff with the training/certification to perform the required work. Both are sworn Port Police personnel with other full-time duties that do not allow them time to perform lengthy background investigations. Background investigations would be a collateral duty assignment requiring overtime hours in order to complete the work.

The Contracts and Purchasing Division conducted a City Charter Section 1022 inquiry with various City departments and found no City employees available to assist with the work being proposed for contracting. Additionally, union notification was undertaken by Human Resources with a meet and confer held on November 1, 2018, at which time it was determined there was no objection to the proposed contract.

Selection Process - On August 21, 2018, an RFP was posted on the Harbor Department's website and the City of Los Angeles' (City) Contracts Management and Opportunities Database, Los Angeles Business Assistance Virtual Network (LABAVN). There were forty-three confirmed companies that accessed the request for proposals, with three responsive proposals submitted by the September 12, 2018 deadline.

An evaluation team consisting of staff from the Harbor Department and the Los Angeles Police Department, rated the proposals on the following criteria: Firm qualifications, experience and references; project organization, personnel and staffing; project approach, work plan, management and timeline; rates, fees and budget control; and quality and responsiveness of the proposal. Firms could receive a maximum score of

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100. Raters were able to rate each of the five criteria on a scale of 0 to 5 and each criteria was weighted as 6, 5, 4, 3, and 2, respectively.

Responsive proposals were scored as follows:

Rank	Score	Company
1	90.67	Prestigious Investigative Services
2	63.67	Company B
3	52.33	Company C

Based on the proposal evaluations, Prestigious was ranked as the number one firm (see Transmittal 2) by each of the three raters.

ENVIRONMENTAL ASSESSMENT:

The proposed action is approval of an Agreement with Prestigious Investigative Services, Inc. for as-needed background investigation services for prospective Port Police and civilian Harbor Department employees. As an administrative activity, the Director of Environmental Management has determined that the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

The proposed as-needed agreement is for a one-year term with two, one-year renewal options, for a total agreement amount not to exceed \$80,000.

Funding in the amount of \$6,000 has been budgeted in the Fiscal Year (FY)18/19 Operating Budget, Center 0412, Port Police Division, Program 641, Account 54290 (Miscellaneous Professional Services). Upon Board approval, funding for future fiscal years will be requested to be budgeted as part of the annual budget process as follows.

Fiscal Year	Amount
2018/19	\$ 6,000
2019/20	\$ 34,000
2020/21	\$ 34,000
2021/22	\$ 6,000
Total Cost	\$ 80,000

Given that the proposed agreement, if approved, will begin mid-way through the current FY, it is necessary to budget through FY 21/22.

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A funding out clause, also known as a termination of agreement for non-appropriation of funds clause, has been included in the proposed agreement.

CITY ATTORNEY:

The Office of the City Attorney has reviewed and approved the Agreement as to form and legality.

TRANSMITTALS:

1. Personal Services Agreement
2. Scoring Matrix

FIS Approval: _____
CA Approval: _____



RANDY ALLEN
Deputy Chief of Police



THOMAS E. GAZSI
Chief of Public Safety and Emergency
Management

APPROVED:



EUGENE D. SEROKA
Executive Director

TEG:RA:cj
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