



Executive Director's
Report to the

Board of Harbor Commissioners

DATE: JULY 17, 2012

FROM: PORT POLICE

SUBJECT: RESOLUTION NO. _____ - AGREEMENT BETWEEN THE CITY OF LOS ANGELES AND SUMMIT SECURITY SERVICES, INC., DBA SUMMIT OF CALIFORNIA FOR BACKGROUND INVESTIGATION SERVICES ON AN AS-NEEDED BASIS

SUMMARY:

In April 2011, the City of Los Angeles Harbor Department (Harbor Department) entered into an Agreement with Summit Security Services, Inc., dba Summit of California (Summit) of Uniondale, New York, to assist with personnel security background investigations. This was an Executive Director's Agreement with a one-year term which expired in April 2012. Port Police continues to require assistance in carrying out this function on an as-needed basis due to insufficient Harbor Department staff trained and available to perform this work.

After conducting a Request for Proposals (RFP), the proposed action recommends the Board of Harbor Commissioners (Board) enter into an Agreement with Summit to provide as-needed personnel security background investigations on prospective reserve and civilian Port Police applicants, including Port Security Officers, and other Harbor Department employees as assigned. The purpose of these investigations is to determine suitability for employment. The services provided by Summit will not replace the background services conducted by the City of Los Angeles Personnel Department for sworn police officer candidates but will be in addition to those background investigations. This action will authorize a one-year contract term with two, one-year renewal options, for an amount not to exceed \$150,000.

RECOMMENDATION:

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

1. Find that in accordance with Los Angeles Charter Section 1022, work under the subject Agreement can be performed more feasibly by an independent contractor than by City employees;
2. Approve the proposed Agreement between the City of Los Angeles Harbor Department and Summit Security Services, Inc., dba Summit of California to provide background investigation services for a term of one year with two additional one-year renewal options with an annual compensation of \$50,000, total not to exceed cost of \$150,000;

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- 3. Authorize the Executive Director to execute and the Board Secretary to attest to the Agreement for and on behalf of the Board;
- 4. Authorize the Executive Director to approve the two additional, one-year renewal options on behalf of the Board, subject to budget approval for future year funding; and
- 5. Adopt Resolution No. _____.

DISCUSSION:

Background – In December 2010, through a competitive RFP process, Summit was selected to conduct personnel security background investigations on prospective reserve and civilian Port Police applicants, including Port Security Officers, and other Harbor Department employees as assigned. Summit successfully provided the required services from April 13, 2011 through April 12, 2012.

Currently, there are two sworn Port Police personnel with the training and certification required to perform this work, both with other full-time duties that do not allow the time to perform lengthy background investigations, consequently it would be a collateral duty assignment, requiring overtime hours to complete the work. Therefore, Port Police continues to require assistance in carrying out this function due to insufficient Harbor Department staff trained and available to facilitate background investigations.

Selection Process – On February 3, 2012, a RFP was posted on the Port of Los Angeles website and the City of Los Angeles’ (City) Contracts Management and Opportunities Database, Los Angeles Business Assistance Virtual Network (LABAVN). Five responsive proposals were received by the February 24, 2012 deadline.

An evaluation team consisting of staff from the Harbor Department and 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. Responsive proposals were received from the following firms:

Company	Location	Status
Fu-Gen	Beverly Hills, CA	SBE, MBE, VSBE
Guerrero Investigative Services	Riverside, CA	SBE, MBE, VSBE
JRM Associates	San Diego, CA	SBE, MBE
Kelmar & Associates	San Antonio, TX	SBE
Summit of California	Pomona, CA	OBE

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Based on the proposal evaluations, Summit was ranked as the number one firm (Transmittal 2). The second highest ranking firm scored only one point lower than Summit. Given the closeness of proposal scores, the decision was made to hold interview presentations in order to more clearly define/delineate the best firm to carry out the duties outlined in the RFP.

The presentations were held on May 4, 2012. Summit received a combined evaluation and presentation score of 208.67 out of 230 maximum and is being recommended to fulfill the duties outlined in the RFP.

ENVIRONMENTAL ASSESSMENT:

The proposed action is an Agreement with Summit to provide as-needed personnel security background investigations on prospective Harbor Department employees. As an administrative activity, the Director of Environmental Management has determined that the proposed action is exempt from California Environmental Quality Act (CEQA) in accordance with Article II, Section 2(f) of the Los Angeles City CEQA Guidelines.

ECONOMIC BENEFITS:

Approval of the proposed Agreement will have approximately three direct and one secondary one-year equivalent job impact for the five-county region.

FINANCIAL IMPACT:

The proposed, as-needed agreement (Transmittal 1) is for a one-year term with two, one-year renewal options, for an amount not to exceed \$150,000 total over three years.

The use of existing sworn Port Police staff was considered, however, per the Contract Review Report and a Meet and Confer held with the Los Angeles Port Police Officers' Association, there is insufficient staff to carry out the work being proposed for contracting.

This Agreement will allow for a more efficient and cost effective means of conducting background investigations for prospective reserve and civilian Port Police applicants and other Harbor Department personnel. Using existing sworn personnel to conduct these services requires officers to be reassigned from their regular duties and/or to utilize significant amounts of overtime in order to complete the necessary investigations.

The proposed action will commit \$50,000 towards the funding of the Agreement during fiscal year (FY) 2012/13. Funding in the amount of \$60,000 has been budgeted in the FY 2012/13 Operating Budget, Center 0412, Port Police Division, Program 641,

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Account 54290. There will be a \$10,000 savings. Upon Board approval, funding for future fiscal years will be requested to be budgeted as part of the annual budget process.

FY 2012/13	\$ 50,000
FY 2013/14	\$ 50,000
FY 2014/15	\$ 50,000
Total \$150,000	

The Harbor Department's obligation to pay any amount due thereunder for any fiscal years after the current fiscal year is contingent upon the legislative appropriation of funds for the purpose. The Harbor Department's fiscal year ends on June 30 of each calendar year. Accordingly, anything to the contrary notwithstanding, the Harbor Department may terminate any contract and its future monetary obligations thereunder, effective as of the end of any fiscal year.


CITY ATTORNEY:


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


TRANSMITTALS:

1. Personal Service Agreement
2. Combined Proposal and Interview Score Sheet

FIS Approval:  (initials)
 CA Approval:  (initials)


 RONALD J. BOYD
 Chief of Port Police


 JOHN M. HOLMES
 Deputy Executive Director

APPROVED:

 GERALDINE KNATZ, Ph.D.
 Executive Director