

DATE: MARCH 5, 2024

FROM: PORT POLICE

SUBJECT: RESOLUTION NO. _____ - AGREEMENT BETWEEN THE CITY OF LOS ANGELES HARBOR DEPARTMENT AND JL GROUP, LLC FOR INTERNAL AFFAIRS INVESTIGATIONS CONSULTING SERVICES ON AN AS-NEEDED BASIS

SUMMARY:

Staff requests approval of an Agreement between the City of Los Angeles Harbor Department (Harbor Department) and JL Group, LLC (JL Group), to provide professional services for the provision of as-needed internal affairs investigations. Although the Los Angeles Port Police (Port Police) typically handles/investigates cases in-house, JL Group will handle those cases where a potential conflict of interest within Port Police has arisen. Furthermore, JL Group will be available to assist if there is a large caseload or if a case has very technical or complex issues that require additional expertise. This action will authorize a three-year contract term for a total not to exceed amount of \$60,000. The Harbor Department is financially responsible for the payment of expenses incurred under the proposed Agreement.

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 City employees with the expertise to perform portions of the work being proposed for contracting; however, the project is of limited duration with employees having to be laid off when work is completed. Additionally, the project exceeds staffing availability;
3. Award the three-year agreement to JL Group, LLC;
4. Authorize the Executive Director to execute and the Board Secretary to attest to the Agreement; and
5. Adopt Resolution No. _____.

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DISCUSSION:

Background – Although Port Police typically handles/investigates cases in-house, a third-party Consultant is needed to handle cases in the event of a potential conflict of interest within Port Police, when caseloads exceed internal staff’s ability to complete cases within the statutory timeline, and/or if a case has highly technical or complex issues that require additional expertise.

The Contract Review Report prepared by the Human Resources division identified Port Police Lieutenants as the classification with the skills to perform portions of the work being proposed for contracting. However, the report also noted the project is of limited duration; the Harbor Department would have to lay off staff at the project’s end; and the proposed work exceeds staffing availability. Union notification was made to the Los Angeles Port Police Officers Association and the Los Angeles Port Police Command Officers Association, with no request to meet and confer.

Selection Process - On August 18, 2023, a Request for Proposals (RFP) was posted on the Harbor Department’s website and the Regional Alliance Marketplace for Procurement (RAMP). 466 North American Industry Classification System (NAICS) notifications were sent to prospective proposers via RAMP. There were 72 views of the RFP with 39 of those being from Unique Users. Five responsive proposals were received by the September 19, 2023 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. The proposals were rated as follows:

Company	Average Proposal Score	Status
JL Group, LLC	91.00	OBE
Company B	88.67	SBE
Company C	49.67	MBE, WBE
Company D	37.33	OBE
Company E	31.67	MBE

Based on the proposal evaluations, it was determined the firms who submitted the two highest rated proposals would be invited to participate in in-person presentations on November 14, 2023, to help in identifying the best firm to fulfill the duties outlined in the RFP.

The following chart shows the combined proposal and interview ratings for the two firms invited to provide in-person presentations. JL Group was ranked number one for both their proposal and presentation by each rater and is being recommended to fulfill the

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duties described in the RFP as part of the proposed Agreement (Transmittal 1). The full combined scoring matrix can be viewed in Transmittal 2.

COMPANY NAME	Rater 1 - Port Police			Rater 2 - Port Police			Rater 3 - LAPD			Combined Average Score	LBE Pts. If Applicable	TOTAL Score
	Proposal Score	Interview Score	Total Score	Proposal Score	Interview Score	Total Score	Proposal Score	Interview Score	Total Score			
JL Group	92	100	192	94	100	194	87	100	187	191.00	0.00	191.00
Company B	91	71	162	91	67	158	84	62	146	155.33	0.00	155.33

ENVIRONMENTAL ASSESSMENT:

The proposed action is approval of an Agreement with JL Group to provide professional services for the provision of as-needed internal affairs investigations, which is an administrative action. Therefore, the Director of Environmental Management has determined the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

The proposed action is the approval of a three-year Agreement at an amount not to exceed \$60,000, for as-needed internal affairs investigations services.

Spending for this project is expected to occur as follows:

FY	Amount
2023/2024	\$ 10,000
2024/2025	\$ 20,000
2025/2026	\$ 20,000
2026/2027	\$ 10,000
Total Cost	\$ 60,000

The proposed Agreement, if approved, will begin mid-way through the current FY, making it necessary to budget through FY 2027. Fiscal Year (FY) 2023/2024 funding in the amount of \$10,000 is available in Account 54290 (Miscellaneous Professional Services), Center 0412, Program 000.

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

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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. Combined Scoring Matrix

FIS Approval: MB
CA Approval: So


RANDALL ALLEN
Deputy Chief of Police


THOMAS E. GAZSI
Chief of Public Safety and Emergency
Management

APPROVED:

 For
EUGENE D. SEROKA
Executive Director

TEG:cjz
Author: Randall Allen