



**THE PORT
OF LOS ANGELES**

Executive Director's
Report to the
Board of Harbor Commissioners

DATE: JANUARY 18, 2022

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 approval of an Agreement with Prestigious Investigative Services, Inc. (Prestigious), located in Upland, California, to provide professional services to the City of Los Angeles Harbor Department (Harbor Department) for the provision of as-needed personnel background investigations of prospective Port Police applicants, 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. The current Agreement, 19-3629, expires on February 19, 2022. 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 replace the background investigation services conducted by the City of Los Angeles Personnel Department for sworn police officer candidates. This action will authorize a one-year contract term with two, one-year renewal options, for an amount not to exceed \$80,000.

RECOMMENDATION:

It is recommended that 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 one-year renewal options) to Prestigious Investigative Services, Inc. (Transmittal 1);
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 – Due to a lack of available staff, the Harbor Department requires the professional services of an outside contractor to provide personnel background investigations on prospective Port Police applicants, civilian employees including Port Security Officers, and other Harbor Department employees as assigned.

Background investigation services are currently being provided by Prestigious. They were selected through a competitive Request for Proposals (RFP) process and a contract was awarded/executed February 20, 2019. The current agreement expires February 19, 2022; 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.

Although there are Harbor Department staff (sworn personnel) with the training/certification to perform the required work, all have other full-time duties that do not allow time to perform lengthy background investigations. Background investigations would be a collateral duty assignment requiring overtime hours in order to complete the work.

Contracts and Purchasing Division (CPD) 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 no request to meet and confer.

Selection Process - On November 3, 2021, 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 52 views of the RFP and 25 of those views were from Unique Users. Two responsive proposals were received by the November 30, 2021 deadline.

An evaluation team consisting of staff from the Harbor Department and the Los Angeles World Airports, 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 scored as follows:

Rank	Score	Company
1	100.67	Prestigious Investigative Services
2	78.00	Company B

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Based on the proposal evaluations (Transmittal 2), Prestigious was ranked as the number one firm by each of the three raters and is being recommended to fulfill the duties outlined in the RFP.

Firms that viewed the RFP opportunity, but chose not to submit a proposal, were contacted to determine the reasons for their non-submissions. Responses received were indicated that their firms did not currently meet the Small/Very Small Business Enterprise Program requirements or they chose not to compete because of some of the required elements, included in the completion of a background, such as the fact that completion of a background check would be performed internally by Port Police employees.

ENVIRONMENTAL ASSESSMENT:

The proposed action is approval of an Agreement with Prestigious to provide professional services for the provision of as-needed personnel background investigations, which is an administrative activity. Therefore, the Director of Environmental Management has determined that 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 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 \$25,200 has been budgeted in the FY 21/22 Operating Budget, Center 0412, Port Police Division, Program 000, Account 54290 (Misc. Professional Services). Upon Board approval, funding for future fiscal years will be requested to be budgeted as part of the annual budget process.

<i>Fiscal Year</i>	<i>Amount</i>
<i>2021/22</i>	<i>\$ 14,800</i>
<i>2022/23</i>	<i>\$ 25,200</i>
<i>2023/24</i>	<i>\$ 25,200</i>
<i>2024/25</i>	<i>\$ 14,800</i>
<i>Total Cost</i>	<i>\$ 80,000</i>

Given that the proposed agreement, if approved, will begin mid-way through the current fiscal year, it is necessary to budget through FY 2025. A funding out clause has been included in the Agreement.

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CITY ATTORNEY:

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

TRANSMITTALS:

1. Personal Services Agreement
2. Scoring Matrix

FIS Approval: MB
CA Approval: SO



RANDALL ALLEN
Deputy Chief of Police



THOMAS E. GAZSI
Chief of Public Safety and Emergency
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APPROVED:

Marla Bleavins For

EUGENE D. SEROKA
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