



Executive Director's

Report to the  
Board of Harbor Commissioners

**DATE: JUNE 16, 2025**

**FROM: PORT POLICE**

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

**SUMMARY:**

Staff requests approval of an Agreement between the City of Los Angeles Harbor Department (Harbor Department) and Prestigious Investigative Services, Inc. (Prestigious), for as-needed personnel background investigations of prospective Port Police civilian applicants, including Dispatchers and Security Officers and other Harbor Department employees as assigned. The purpose of the background investigations is to determine a candidate's suitability for employment. Prestigious has been successfully performing background investigations for the Harbor Department since January 17, 2018. 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. The proposed Agreement is for a term of one-year with two, one-year renewal options, for an amount not to exceed \$80,000. The Harbor Department will be financially responsible for payment of expenses incurred under the proposed Agreement.

**RECOMMENDATION:**

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

1. Find that the Director of Environmental Management has determined that 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. Approve the proposed Agreement between the Harbor Department and Prestigious Investigative Services, Inc.;
4. Authorize the Executive Director to execute and the Board Secretary to attest said Agreement for and on behalf of the Board; and
5. Adopt Resolution No. \_\_\_\_\_.

**SUBJECT: AGREEMENT FOR PERSONNEL BACKGROUND INVESTIGATION SERVICES WITH PRESTIGIOUS INVESTIGATIVE SERVICES, INC.**

**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 civilian applicants, including Port Security Officers, Dispatchers, and other Harbor Department employees as assigned.

Background investigation services have most recently been provided by Prestigious. That agreement expired on February 14, 2025; however, Staff continue to require assistance in carrying out this function. 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. Additionally, background investigations would be a collateral duty assignment requiring overtime hours in order to complete the work.

Selection Process - On February 25, 2025, a Request For Proposals (RFP) was posted on the Harbor Department’s website and the Regional Alliance Marketplace for Procurement (RAMP). There were 103 views of the RFP, 34 of those views were from unique users. Seven responsive proposals were received by the March 19, 2025 deadline.

The 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 made by Human Resources with no request to meet and confer.

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 scored as follows:

<b>Rank</b>	<b>Score</b>	<b>Company</b>
1	100.00	Prestigious Investigative Services, Inc.
2	91.67	Company A
3	89.33	Company B
4	85.67	Company C
5	84.33	Company D
6	66.00	Company E
7	50.33	Company F

The full scoring matrix is attached (Transmittal 2). Based on the proposal evaluations Prestigious was ranked as the number one firm by each rater and is recommended to fulfil the duties outlined in the RFP.

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SUBJECT: AGREEMENT FOR PERSONNEL BACKGROUND INVESTIGATION SERVICES WITH PRESTIGIOUS INVESTIGATIVE SERVICES, INC.

**ENVIRONMENTAL ASSESSMENT:**

The proposed action is approval of an Agreement with Prestigious for as-needed personnel background investigation, 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:**

Approval of the proposed Agreement would result in aggregate authorized expenditures of \$80,000 over the three-year term should all renewal options be exercised. Fiscal Year 2025/26 funding in the amount of \$25,200 has been requested within Account 544160 (Miscellaneous Professional Services), Division 52010 (Port Police) and is expected to be spent as indicated below.

<b>Fiscal Year</b>	<b>Amount</b>
2025/26	\$ 25,200
2026/27	\$ 27,400
2027/28	\$ 27,400
<b>Total Cost</b>	<b>\$ 80,000</b>

Upon Board approval, funding for future fiscal years will be requested as part of the annual budget process.

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 proposed Agreement as to form and legality.

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SUBJECT: AGREEMENT FOR PERSONNEL BACKGROUND INVESTIGATION SERVICES WITH PRESTIGIOUS INVESTIGATIVE SERVICES, INC.

TRANSMITTALS:

1. Personal Services Agreement
2. Scoring Matrix

FIS Approval: MM  
CA Approval: SO

  
GREG D. MCMANUS  
Assistant Chief of Police

  
THOMAS E. GAZSI  
Chief of Public Safety and Emergency  
Management

APPROVED:

 for

EUGENE D. SEROKA  
Executive Director

TEG:GDM:cj  
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