



Executive Director's  
Report to the

Board of Harbor Commissioners

**DATE: JULY 29, 2015**

**FROM: PORT POLICE**

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

**SUMMARY:**

The City of Los Angeles Harbor Department (Harbor Department) is proposing to enter into an agreement with Summit Security Services, Inc., DBA Summit of California (Summit), of Pomona, CA, for the provision of as-needed background investigations on prospective Port Police applicants, including Port Police Command Officers, Police Administrative Professional Staff, Port Security Officers and other Harbor Department employees as required. The purpose of these investigations is to determine suitability for employment. Summit has been successfully performing background investigations for the Harbor Department since August 17, 2012, under Agreement No. 12-3082 which expires on August 16, 2015. Additionally, they performed these services under Executive Director Agreement No. E6581. Port Police continues to require assistance in carrying out this function due to insufficient Harbor Department staff that are trained and available to facilitate background investigations. This action will authorize a one-year contract term with two, one-year renewal options, for an amount not to exceed \$84,000. The Harbor Department is financially responsible for payment of expenses under the proposed agreement.

**RECOMMENDATION:**

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

1. Find that in accordance with the Los Angeles City Charter Section 1022, the services required can be performed more feasibly by an outside contractor than by City employees;
2. Award the one-year Agreement to Summit of California with two one-year renewal options at an amount not to exceed \$84,000;
3. Authorize the Executive Director to execute and the Board Secretary to attest to the Agreement; and
4. Adopt Resolution No. \_\_\_\_\_.

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**DISCUSSION:**

Background/Context – Port Police has a need to conduct pre-employment background investigations on prospective sworn and civilian applicants to determine suitability for employment.

Peace Officers Standards and Training (POST) requires all sworn and public safety dispatch new hires be screened to assure compliance with all applicable minimum standards for appointment and to eliminate those who based on their past history or other relevant information are found unsuitable for the position. As part of the hiring process for all new police officer candidates in the City of Los Angeles, the Personnel Department conducts background investigations that satisfy POST requirements.

The investigations conducted by Summit of California do not replace those conducted by the Personnel Department but satisfy the background requirements for other Port Police applicants, including Port Police Command Officers, Police Administrative Professional Staff, Port Security Officers and other Harbor Department employees as required.

Background investigation services have most recently been provided by Summit who was originally selected through a competitive Request for Proposals (RFP) process in December 2010. Summit has successfully provided the required services for the past four years, from April 13, 2011 through April 12, 2012 under Agreement E6581 and again from August 17, 2012 to August 16, 2015 under Agreement 12-3082. Port Police continues to require assistance in carrying out this function due to insufficient Harbor Department staff that are trained and available to facilitate law enforcement background investigations.

The use of existing sworn Port Police staff was considered; however, it was determined that there is insufficient staff trained and available to carry out the work being proposed for contracting. Using existing sworn personnel to perform the investigations would require officers to be reassigned from their regular duties and/or utilize significant amounts of overtime.

Selection Process - On January 6, 2015, 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). Four responsive proposals were received by the January 27, 2015 deadline.

An evaluation team consisting of two staff from the Harbor Department and one from the Federal Law Enforcement Training Center 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

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budget control; and clarity and comprehensiveness of the proposal. Responsive proposals were received from the following firms:

<b>Company</b>	<b>Location</b>	<b>Status</b>
Company A	Los Angeles, CA	SBE, MBE
Company B	Valencia, CA	SBE
Company C	Chicago, IL	MBE
Summit of California	Pomona, CA	OBE

Summit of California, headquartered in Pomona, California was ranked as the number one firm (see Transmittal 2) by each of the three raters. When compared with the other firms, Summit was rated significantly higher in the areas of firm qualifications and experience, project organization, staffing, and had the most competitively priced proposal. The second highest ranking firm, scored 38 fewer points than Summit, given the score differential, it was determined that Summit would be recommended to fulfill the duties outlined in the RFP.

Summit has been awarded two previous contracts; each was based on the results of a competitive bidding process (RFP). It should be noted that, to preserve the integrity of the selection process, none of the review panel members have participated on more than one panel.

**ENVIRONMENTAL ASSESSMENT:**

The proposed action is approval of an Agreement with Summit 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.

**ECONOMIC BENEFITS:**

Approval of the proposed Agreement will support 2 direct and 1 secondary one-year equivalent jobs for the five-county region.

**FINANCIAL IMPACT:**

The proposed as-needed agreement for background services is for a one-year term with two, one-year renewal options, for a total agreement amount not to exceed \$84,000 (\$28,000 per year).

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Funding in the amount of \$28,000 has been budgeted in the Port Police FY15/16 Operating Budget, Center 0412, Port Police Division, Program 641, Account 54290.

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

<i>Fiscal Year</i>	<i>Not-to-Exceed Amount</i>
2015/16	\$ 28,000
2016/17	\$ 28,000
2017/18	\$28,000
<i>Total Cost</i>	<i>\$84,000</i>

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 prepared and approved the proposed agreement as to form and legality.

**TRANSMITTALS:**

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

FIS Approval: MB (initials)  
CA Approval: [Signature] (initials)

MICHAEL R. HILLMANN  
Assistant Chief of Port Police

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

  
EUGENE D. SEROKA  
Executive Director

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