



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 27

Agenda Date: February 13, 2025

In Control: City Council A Session

DEPARTMENT: Police Department

DEPARTMENT HEAD: William McManus, Chief of Police

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Pre-Employment Polygraph Examination Services

SUMMARY:

This ordinance authorizes a contract with Ruiz Protective Services, Inc., to provide secondary pre-employment polygraph examination services to the San Antonio Police Department and other City law enforcement agencies for the screening of applicants for entry-level uniform positions. The agreement is for three years with two, one-year renewal options, for a total estimated annual cost of \$70,127 and an estimated total cost of \$350,634 over the contract term.

BACKGROUND INFORMATION:

In 2018, SAPD began using an external third party to provide secondary pre-employment polygraph services. This service is utilized by SAPD, San Antonio Park Police and San Antonio Airport Police for the screening of applicants for entry-level uniform positions.

The City issued a Request for Proposals (RFP) for “Pre-Employment Polygraph Examination Services” (RFP 24-156, 6100018380) on September 27, 2024, with a submission deadline of October 28, 2024. The RFP was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email

notification was released to a list of potential respondents. Three responses were received, and all three were deemed eligible for evaluation.

The evaluation committee consisted of representatives from the SAPD and Human Resources Department. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation consisted of 100 points: 35 points allotted for experience, background, and qualifications; 30 points allotted for proposed plan; and 20 points allotted for price schedule; 10 points allotted for the Local Preference Program; and 5 points allotted for the Veteran-Owned Small Business Preference Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met to discuss and score the three proposals on November 20, 2024. Ruiz Protective Services, Inc., the highest-ranking firm, was recommended for award.

The initial term of the agreement will be for the period upon contract award by City Council for a term of three-years with two, one-year renewals at the City's option, which will be authorized by this ordinance.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority and/or women owned businesses available to provide these services.

The Local Preference Program applied to this contract; however, the recommended firm is not a local business.

The Veteran-Owned Small Business Preference Program applied to this contract; however, the recommended firm is not a Veteran-Owned Small Business.

ISSUE:

This contract will provide the San Antonio Police Department and other City law enforcement agencies with pre-employment polygraph examination services, to include the San Antonio Park Police and San Antonio Airport Police. These services include the screening of applicants for entry-level uniform positions with the City.

ALTERNATIVES:

No alternatives.

FISCAL IMPACT:

This ordinance authorizes a contract with Ruiz Protective Services, Inc., to provide secondary pre-employment polygraph examination services to the San Antonio Police Department and other City law enforcement agencies, including the San Antonio Park Police and San Antonio Airport Police, for the screening of applicants for entry-level uniform positions. The term of this contract is three

years, with a City option to renew for two, one-year options.

The estimated annual cost is \$70,127 and the estimated total cost is \$350,634. Funding is available from the approved FY 2025 General Fund and funding for subsequent years is contingent upon City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of this ordinance.