

The background of the slide features a large, semi-transparent San Antonio Police Department badge. The badge is shield-shaped with a gold border. Inside the shield, the words "SAN ANTONIO" are written in large, gold, block letters at the top, and "POLICE" is written in similar letters at the bottom. In the center of the badge is a gold silhouette of the Alamo mission building.

Pre-Employment Background Screening Services City Council A Session

Presented by Chief of Police William McManus

August 15, 2024

Presentation Overview



- Pre-employment Background Screening Services
- Project & Solicitation Overview
- Project Timeline
- Evaluation & Recommendation

Project Overview

Pre-employment Background Screening Services

- Pre-employment screening services of Telecommunications applicants, provides background processing, to include:
 - Personnel investigation closely mirroring officer applicants (no polygraph exams)
 - Review for suitability of TCOLE licensing
 - Ensure compliance with Texas law (Occupations Code Ch. 1701.451 Personnel Requirements), that requires criminal history background checks for all telecommunicators
 - Capacity to conduct up to 15 investigations per new hire class



Solicitation Overview

- Pre-employment Screening Services

Overview	
Solicitation Type	RFP
Estimated Value	\$238,500
Proposed Term	4 years w/ 1, 2-year option
Contract Status	New Contract

Project Timeline

Pre-Solicitation

SBEDA reviewed:

- November 8, 2023

Release Date:

- February 23, 2024

Solicitation

Pre-Submittal
Conference:

- March 1, 2024

Deadline for
Questions:

- March 06, 2024

Due Date:

- March 25, 2024

Post-Solicitation

Evaluation
Complete:

- May 20, 2024

Contract Negotiated:

- June 2024

Finalization

- City Council
Consideration:
• August 8, 2024

- Contract Start Date:
• August 2024

Evaluation & Recommendation

- Three proposals received and deemed eligible for review
- Evaluation Committee review and scoring on May 20, 2024
- The Committee included representatives from:
 - San Antonio Police Department
 - Human Resources
- Evaluation committee agreed, scored, selected and awarded contract to the top respondent, Kelmar Global
- Total cost not to exceed \$238,500; funding for the first year of the contract in the amount of \$39,000 available from the FY24 General Fund budget
- Staff recommends approval of an ordinance authorizing a contract with Kelmar Global to provide pre-employment screening for telecommunicator applicants

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