



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 23

**Agenda Date:** August 15, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Police Department

**DEPARTMENT HEAD:** William McManus, Chief of Police

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Professional Service Agreement for Background Investigations for SAPD Communications

**SUMMARY:**

This ordinance authorizes a professional service agreement with Kelmar and Associates, Inc. dba Kelmar Global to provide pre-employment background screening of telecommunicators for licensing for the San Antonio Police Department for the period upon contract award by City Council through July 31, 2028, with one additional, two-year renewal at the City's option for a total cost not to exceed \$238,500.00. Funding for first year of contract in the amount of \$39,000.00 is available from the General Fund FY 2024 Adopted Budget. Funding for future years is contingent upon City Council approval of the annual budget.

**BACKGROUND INFORMATION:**

Since May 2017, SAPD Communications has utilized pre-employment background investigation screening services to potential telecommunicators for licensing under guidelines set forth by the Texas Commission on Law Enforcement (TCOLE). Under Texas law, Occupations Code Ch. 1701.451 Personnel Requirements, criminal history reviews are required for all telecommunicators to ensure compliance. The background investigatory process closely mirrors the background process for police officer applicants, sans the use of a polygraph exam. The number of applicant

investigations requested from the SAPD may be up to 15 at a time for new hire classes. The contractor, Kelmar and Associates, Inc. dba Kelmar Global will assist the department in reviewing a telecommunicator's suitability for licensing through the TCOLE guidelines by running a background investigation on all information provided by the applicant in their Personal History Statement (PHS).

The City issued a Request for Proposal (RFP) for "Background Investigation for SAPD Telecommunication" (RFP 24-012, 6100017577) on February 23, 2024, with a submission deadline of March 25, 2024. The RFP was advertised in Hartbeat, TVSA Channel, the City's Bidding and Contracting Opportunities website, the San Antonio e-Procurement system, and an email notification was sent to a list of potential Respondents. Three responses were received and all three were deemed responsive for evaluation.

The evaluation committee consisted of representatives from SAPD and the Human Resources Department. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points: 35 points allotted for experience, background, and qualifications; 30 points allotted for proposed plan; 20 points allotted for respondent's price; 10 points allotted for the Local Preference Program (LPP); and 5 points for the Veteran-Owned Small Business Program (VOSBPP). Additional categories of consideration included references.

The evaluation committee met to discuss and score the three proposals on May 20, 2024. After a recommendation for award was agreed upon by the evaluation committee, the pricing, LPP and VOSBPP scores were revealed. Kelmar and Associates, Inc. dba Kelmar Global, 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 through July 31, 2028. One additional, two-year renewal at the City's option will be authorized by this ordinance.

#### **ISSUE:**

The agreement with Kelmar and Associates, Inc dba Kelmar Global will provide pre-employment background screening services for SAPD Communications. Services to be provided by Kelmar include assistance in reviewing a telecommunicator's suitability for licensing through the TCOLE guidelines by running a background investigation on all information provided by the applicant in the application's PHS.

This contract is within the scope of the Small Business Economic Development Advocacy (SBEDA) Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

The Local Preference Program applied to this agreement and the recommended firm is a local business.

The Veteran Owned Small Business Preference Program was applied in the evaluation of responses received for this contract; however, the highest ranked firm is not a veteran owned small business.

**ALTERNATIVES:**

Should this contract not be approved, SAPD would procure services on an as needed basis for pre-employment background investigation screening services which could lead to inconsistent services, delays in response time for background checks requests, and increased costs due to non-contract pricing.

**FISCAL IMPACT:**

This ordinance authorizes a professional service agreement with Kelmar and Associates, Inc. dba Kelmar Global to provide pre-employment background screening of telecommunicators for licensing for the San Antonio Police Department for the period upon contract award by City Council through July 31, 2028, with one additional, two-year renewal at the City's option for a total cost not to exceed \$238,500.00. Funding for first year of contract in the amount of \$39,000.00 is available from the General Fund FY 2024 Adopted Budget. Funding for future years is contingent upon City Council approval of the annual budget.

**RECOMMENDATION:**

Staff recommends approval of this ordinance.

This agreement was procured by means of Request for Proposals and a Contracts Disclosure Form is required.