

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

814



FROM: Purchasing and Fleet Services Department

SUBMITTAL DATE:
March 14, 2008

SUBJECT: APPROVE THE AGREEMENT FOR PRE-EMPLOYMENT BACKGROUND INVESTIGATIVE SERVICES, INC., FOR THE DISTRICT ATTORNEY'S OFFICE

RECOMMENDED MOTION: Move that the Board of Supervisors:

1. Approve and execute the professional service agreement with Confidential Investigative Services Inc., in the annual amount of \$170,000, for three (3) years, renewable in one-year increments, in accordance with Ordinance 459.4; and
2. Authorize the Purchasing Agent to sign amendments and exercise renewal options for an amount with increases not to exceed the annual CPI rates.

BACKGROUND: The Riverside District Attorney's Office requires a qualified private investigative firm to provide pre-employment background investigative services for the Riverside County District Attorney's Office. The background of personal history investigation is considered the very heart of the employment selection process. The District Attorney's Office regularly deals with highly sensitive and confidential information so they require employees of only the utmost integrity who fully appreciate their responsibilities. It is imperative that a thorough, unbiased investigation be conducted that conforms to all applicable state and federal regulations. The personal history pre-employment investigation is used to determine a prospective employee's suitability for employment with the District Attorney's Office.
(Continued on Page 2)

ROBERT J. HOWDYSHELL, Director
Purchasing and Fleet Services Dept.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 100,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 100,000	Budget Adjustment:	No
	Annual Net County Cost:	\$ 170,000	For Fiscal Year:	FY 08/09

SOURCE OF FUNDS: General Fund	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY:
Serena Chow

County Executive Office Signature

Dep't Recomm.:	<input type="checkbox"/>	Consent	<input type="checkbox"/>
Per Exec. Ofc.:	<input checked="" type="checkbox"/>	Policy	<input checked="" type="checkbox"/>

Prev. Agn. Ref.: | **District:** | **Agenda Number:**

**ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD**

3.25

FORM APPROVED COUNTY COUNSEL
BY: NEAL R. KIPNIS
DATE: 4/14/08
Kelly P. Keenan
Departmental Concurrence

BOARD OF SUPERVISORS

FORM 11: APPROVE THE AGREEMENT FOR PRE-EMPLOYMENT BACKGROUND INVESTIGATIVE SERVICES, INC., FOR THE DISTRICT ATTORNEY'S OFFICE

PAGE 2

BACKGROUND (Continued)

There will be two classes of investigative work, Class 1 and Class 2. Class 1 pre-employment background investigations will be performed for Senior Investigators, Deputy District Attorney, Senior Law Clerks, and Bureau of Investigations personnel. Class 2 consists of Law clerks and all clerical personnel/support staff/administrative staff.

PRICE REASONABLENESS: Purchasing released a request for proposal, mailed it to 18 vendors, and advertised on the Internet with three responses received. Confidential Investigative Services (local vendor) was the most responsive/responsible bidder. Based on the evaluations performed by members from the District Attorney's Office and Purchasing, two bidders were selected for vendor presentations. As a result of the presentations, the staff from the District Attorney's Office and Purchasing unanimously agreed that Confidential Investigative Services was the apparent responsive/responsible bidder. This vendor demonstrated their company's extensive experience and knowledge to perform the investigative research needed with this type of service, which consists of:

- 1) In depth interview with the applicant at the time the applicant returns the background packet.
- 2) Contact references, co-workers, and perform neighborhood checks.
- 3) Verify qualifications and certificates.
- 4) Travel to as many sites as necessary to determine the applicant's suitability for employment with the Riverside County District Attorney's Office.
- 5) Constant updates to the District Attorney's Human Resources Division and/or its designated representative.
- 6) Completed report of background investigation and discrepancy interview of applicant.
- 7) Follow the guidelines established by the Commission on Peace Officer Standards and Training (P.O.S.T.) and applicable state and federal laws and department policy.

The other bidders did not have any experience with this type of investigative service, but were more of a general pre-employment background agency that did not offer this type of detail investigative services. As the incumbent, Confidential Investigative Services has provided pre-employment background investigative services for not only Riverside County, but also San Bernardino and San Diego Counties on occasion. Therefore, it is recommended that Confidential Investigative Services be awarded this agreement.

REVIEW/APPROVAL: Purchasing concurs with this request.

**Form 11 Attachment
Contract/Lease/Purchase Summary Data**

X Contract
Approval/Renewal
Sole Source
Personal Services
Independent Contractor
Other than low Bid
Change Order

Lease
Approval/Renewal
Multi-Year Lease
Equipment
Real Property
Change Order

Purchase
Sole Source
X Other Than Low Bid
Change Order

User Department:	District Attorney
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Vendor/Lessor Name:	Confidential Investigative Services
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Vendor/Lessor Location:	Riverside, Ca
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Selection Committee Member Names (RFP's Only) Kelly Keenan, Karen Leite, Tony Pradia, Bruce Bower, Eileen Casey, Judy Sherman	
Local Preferences Applied: Effectuated?	X Yes X No

Applicable Board Policy # California Code 459.4

Comments:

RFQ/RFP Process:
Date Mailed: 9/19/07
Response Date: 12/19/07
of Responses: 3
of Qualified Responses: 2

Bidding Process:
Bid Range: \$ 569.00 To: \$725.00
Local Bid Range: \$ 725.00
Responsive and Responsible Bid Range: \$ 725.00
Local Preference Award Cost \$ 0
Local Preference FYTD: Cost \$ 0

**Contract/Lease Renewals Only
Proposed Differences**

<u>Existing Agreement Items</u>	<u>Proposed Agreement Items</u>
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1. Rates
2. Terms
3. Conditions
4. Legal Issues
5. Accountability
6. Other

(Continue on blank sheet, if necessary)