



## Legislation Text

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**File #:** 13-0156, **Version:** 1

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### Resolution to Approve a Contract with Fifer Investigations, LLC for Background Investigations (Not to Exceed \$120,000.00)

The attached resolution seeks approval of a contract with Fifer Investigations, LLC who responded to Request for Proposal 839 and participated in a competitive bid process. They were awarded the contract based on their professional qualification, work plan, and fee proposal.

In-depth pre-employment investigations are routine in the employment process of any organization. They are of particular significance for those candidates being considered for employment in positions in police and fire departments. Due to the time involved in background investigations that include in-person reference checks and interviews of candidate references coupled with internal changes of staffing assignments in the police department over the past decade it is necessary to contract for this professional service.

Fifer investigations, LLC is a small, local business that employs active or retired law enforcement officers and human resource professionals to provide background investigation services. Their investigators undergo training in current methodology, laws, and practices for pre-employment screening investigations. Fifer Investigations, LLC administers detailed questionnaires to prospective candidates for any level background investigation and uses structured questions for employer interviews and personal/family and/or neighbor interviews. Fifer Investigations, LLC offers to conduct in-person interviews for the background investigation process. The other respondent to RFP 839 did not offer this service. This service is absolutely necessary for evaluating candidates for public safety employment.

Prepared by: Laura Ouellette, Administrative Sergeant, Police Services Unit and Greg Bazick, Deputy Chief, Police Services Unit

Reviewed by: John Seto, Chief of Police and Safety Service Area Administrator

Approved by: Steven D. Powers, City Administrator

Whereas, In-depth pre-employment investigations are routine in the employment process of any organization and they are of particular significance for those candidates being considered for employment in positions in police and fire departments;

Whereas, Due to the time involved in background investigations that include in-person reference checks and interviews of candidate references coupled with internal changes of staffing assignments in the police department over the past decade it is necessary to contract for this professional service;

Whereas, The City issued Request for Proposal No. 839 for background investigation services in connection with Police and Fire Service Unit job applicants;

Whereas, Fifer Investigations, LLC responded to Request for Proposal 839 and participated in a competitive bid process and was selected as the preferred Contractor based on their professional qualification, work plan, and fee proposal;

Whereas, Sufficient funds are available from budgeted forfeiture funds in the approved FY 2013 Police Services budget for the current fiscal year and will be contained annually in the Police Services budget for future years of the contract; and

Whereas, Fifer Investigations, LLC meets the living wage requirements and received Human Rights approval on June 7, 2012;

RESOLVED, That City Council approve a contract with Fifer Investigations, LLC for background investigations of potential city employees for a period of 3 years in an amount not to exceed \$120,000.00;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute the contract for services after approval as to substance by the City Administrator and approval as to form by the City Attorney; and

RESOLVED, That the City Administrator be authorized to take all necessary actions to implement this Resolution including the authority to approve extension of the contract for one additional two-year period under the same terms and conditions if deemed in the best interest of the City .