



City of San Antonio

Agenda Memorandum

File Number:17-3059

Agenda Item Number: 22.

Agenda Date: 5/18/2017

In Control: City Council A Session

DEPARTMENT: Police

DEPARTMENT HEAD: William P. McManus

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Background Investigations for San Antonio Police Department Telecommunicators

SUMMARY:

This ordinance is authorizing a contract with Kelmar Global in the amount of \$300,000.00 to provide the San Antonio Police Department with background investigations of Police Communication applicants.

BACKGROUND INFORMATION:

On January 9, 2017 the Police Department solicited proposals to provide pre-employment background screening services for Telecommunicators. The San Antonio Police Department (SAPD) anticipates hiring sixty (60) new Telecommunicators in the next two years. Telecommunicators are responsible for, answering 911 emergency calls, assisting citizens in obtaining emergency services, and dispatching emergency services. The SAPD licenses Telecommunicators under guidelines set forth by the Texas Commission on Law Enforcement (TCOLE). The background investigatory process closely mirrors the background process for police officer applicants. The contractor will assist the SAPD in reviewing the Telecommunicator's suitability for licensing through the TCOLE guidelines.

Three (3) responsive proposals to the City's RFP were received on February 10, 2017 from the following firms: AAA Credit Screening Services, Kelmar Global, and New Beginning & Intelligence. The evaluation of each response was based upon a total of 100 points; 35 points for Experience, Background and Qualifications; 30 points allotted for Proposed Plan; 20 points allotted for Respondent's price schedule; 10 points allotted for Local Preference Program and 5 points for the Veteran-Owned Small Business Program.

A five (5) person Evaluation Committee consisting of personnel from the Police and Human Resources Departments were tasked with evaluating the proposals. The Evaluation Committee met on March 9, 2017, to discuss and evaluate the responsive proposals received. After an initial committee review and discussion, individual scores were submitted and the aggregate scores were presented. Based on their evaluation, the committee is recommending Kelmar Global for this contract, as the highest ranked firm. A copy of the scoring matrix summary is included herein as Attachment A.

The initial term for this contract is upon award through May 18, 2021. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

Approval of this contract will provide for the assistance of reviewing Telecommunicator applicants' suitability for licensing through the TCOLE guidelines.

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

In accordance with the Local Preference Program, the recommended Respondent received 10 points for being headquartered within San Antonio city limits.

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 will be required to continue to verify Telecommunicator's application in house which slows down the hiring process.

FISCAL IMPACT:

All expenditures will be in accordance with the Department's General Fund Adopted Budget approved by City Council. The estimated cost of this contract is approximately \$50,000.00 per year for a total of \$300,000 over the six (6) year term.

RECOMMENDATION:

Staff recommends the approval of the contract with Kelmar Global.

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