



City of San Antonio

Agenda Memorandum

File Number:19-7828

Agenda Item Number: 29.

Agenda Date: 11/7/2019

In Control: City Council A Session

DEPARTMENT: Police

DEPARTMENT HEAD: William P. McManus, Chief of Police

COUNCIL DISTRICTS IMPACTED: City wide

SUBJECT: Pre-Employment Polygraph Examination Services

SUMMARY:

An ordinance approving a contract with Ruiz Protective Services, Inc., (Ruiz) to provide primary and/or secondary pre-employment polygraph examination services to the San Antonio Police Department, Park Police, and Aviation Police for entry-level uniform applicant screening. Funding for this service, not to exceed \$70,462.10 annually for the initial term of the contract, will be provided through the FY 2020 General Fund. Funding for future years is subject to council appropriation.

BACKGROUND INFORMATION:

In November 2018, the San Antonio Police Department (SAPD) began using an external third party to provide secondary pre-employment polygraph services. During this time, Park and Airport Police were utilizing an outside third party to do primary pre-employment polygraph examination services for new hires. In June 2019, SAPD moved forward with an inclusive RFP for pre-employment polygraph examination services, to include Park and Aviation Police.

The pre-employment polygraph examinations of applicants for entry-level uniform positions will cover general information about the candidate, including but not limited to: employment history, prior police history, military services, criminal activity, illegal drugs, employment theft, financial, gambling, Internet use, drinking habits, and incidence of domestic violence. The pre-employment polygraph examination is a complete directed lie screening test (DLST) which will include 1) an extensive pre-test interview; 2) an in-test examination; 3) an oral evaluation; and 4) a written evaluation.

On July 15, 2019, the RFP closed and two responses were received. The evaluation committee comprised of representatives from the San Antonio Police Department, Aviation and Parks and Recreation Police opted to bring both firms in for interviews. Prior to interviews, one firm withdrew its response from the evaluation process. The evaluation committee conducted an interview with the remaining respondent. The evaluation committee, by a consensus vote, recommended Ruiz for award. The evaluation committee based its decision on

several weighted factors, including experience, background and qualifications, proposed plan, price, Local Preference Program, and the Veteran-Owned Small Business Preference Program.

The contract with Ruiz will provide SAPD with secondary pre-employment polygraph examination services for the screening of applicants for entry-level uniform positions with the City, while providing primary polygraph screening for Park and Aviation Police. The initial contract will begin November 15, 2019, and end November 14, 2022. Upon the City's written request, the contract may be extended for an additional two (2) years.

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.

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.

The Local Preference Program was applied in the evaluation of responses received for this contract; however, the highest ranked firm is not a local business.

ISSUE:

This ordinance will allow for continuation of primary and/or secondary pre-employment polygraph examinations of applicants for entry-level uniform positions.

ALTERNATIVES:

Should this contract not be approved, the San Antonio Police Department, Park Police, and Aviation Police would be unable to perform the applicant evaluation process for entry-level uniform positions using polygraph services. This may result in delay of applicant processing for uniform positions.

FISCAL IMPACT:

This ordinance authorizes the execution of a three-year contract with Ruiz Protective Services in an amount not to exceed \$70,462.10 annually. The contract may be renewed for two additional 1-year terms. Funds for this contract are available in the City's FY 2020 General Fund Budget. Funding for future years is subject to council appropriation.

RECOMMENDATION:

Staff recommends the approval of the contract with Ruiz Protective Services, Inc. to provide primary and/or secondary pre-employment polygraph examination services to the San Antonio Police Department, Park Police, and Aviation Police for entry-level uniform applicant screening.