



TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Lee R. Feldman, ICMA-CM, City Manager

DATE: June 6, 2017

TITLE: Motion to Approve Contract for Purchase of Private Contracted Pre-
Employment Background Investigations – North American Security
Investigations, Inc. - \$223,500 (estimated two-year total)

Recommendation

It is recommended that the City Commission approve a two-year contract with North American Security and Investigations, Inc. (NASI), in substantially the form attached, for the purchase of private contracted pre-employment background investigations in the estimated two-year amount of \$223,500; and authorize the City Manager or designee to approve two, one-year renewal options contingent upon appropriation of funds.

Background

The Fort Lauderdale Police Department (FLPD) budgeted funds to supplement its Background Investigations Unit's (BIU) pre-employment investigations. The FLPD has undergone a transformation in its staffing of the BIU. A reduction in staff of four part-time positions has required the department to create two full-time Police Aide III positions. As a result of the reduction in staffing, BIU will need to outsource much of the data collection pertaining to investigations of suitability for new hired employees.

Currently, BIU investigates the backgrounds for FLPD employees, Park Rangers, City Hall Security Guards, City Information Technology Services security clearances, contracted vendor services and Fire-Rescue personnel. To ensure background investigations continue to be conducted in a timely manner, it will become necessary to outsource much of the data collection.

The Procurement Services Division issued a Request for Proposals (RFP) No. 765-11829 and funds have been identified for payment of these services. The background of the solicitation process includes the following:

- October 21, 2016 – RFP was issued for private contracted pre-employment background investigations.

- November 21, 2016 – the RFP closed with a total of two firms submitting proposals including:
 North American Security Investigations, Inc.
 Summit Security Services Inc.
- January 12, 2017 – The evaluation committee, consisting of Robert Dietrich, Police Captain; John Bollinger, Police Captain; and Reggie Gillis, Police Captain, met with Adam Makarevich, Procurement Specialist II, to evaluate and rank the firms based on the evaluation criteria shown below:

EVALUATION CRITERIA	WEIGHT
Cost	30%
Experience and references	40%
Approach to Providing Services	10%
Background Investigation and Summary Report Sample Files	20%
Total	100%

- January 24, 2017 – vendors were asked to submit best and final offers (BAFO).
- NASI submitted BAFO on January 24, 2017 while Summit elected not to provide one.

The two firms were ranked as follows:

- NASI (1st Place)
- Summit (2nd Place)

Proposals received included both law enforcement and civilian pricing structures allowing other departments, such as Fire-Rescue, Parks and Recreation and others, to utilize this contract.

Staff requests approval to award contract to the top ranked proposer, North American Security Investigations, Inc.

Resource Impact

There will be a current fiscal impact to the City in the amount of \$48,400. The available balance in the chart below reflects the amount remaining after pre-encumbrance RQ1709526 & RQ1709776 of \$63,000 established for this purchase. Future expenditures are contingent upon approval and appropriation of the annual budget.

Funds available as of May 5, 2017					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
001-POL020210-3199	Background Investigations	Services/Materials/Other Professional Services	\$103,500	\$14,067	\$48,400
				PURCHASE TOTAL ►	\$48,400

Strategic Connections

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Public Safety Cylinders of Excellence, specifically advancing:

- Goal 9: Be the safest urban coastal City in South Florida through preventative and responsive police and fire protection.
- Objective 1: Prevent and solve crime in all neighborhoods.

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan: We Are Community*.

Attachments

Exhibit 1 – Solicitation

Exhibit 2 – NASI Proposal

Exhibit 3 – Summit Proposal

Exhibit 4 – Scoring Summary

Exhibit 5 – NASI Contract

Prepared by: Robert Dietrich, Police
 Adam Makarevich, Finance
 Linda Blanco, Finance

Department Directors: Rick J. Maglione, Police (Interim Police Chief)
 Kirk Buffington, Finance