



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Darryl Von Raesfeld, Acting
Fire Chief

SUBJECT: SEE BELOW

DATE: January 8, 2007

Approved

Deana Johnson

Date

1/10/07

COUNCIL DISTRICT: City-Wide

**SUBJECT: EXTENSION AND AMENDMENT OF CONSULTANT AGREEMENT
WITH DR ASSOCIATES INTERNATIONAL FOR FIRE DEPARTMENT PRE-
EMPLOYMENT BACKGROUND INVESTIGATION SERVICES**

RECOMMENDATION

Approval of a Continuation Agreement with DR Associates International for consultant services for pre-employment background investigation services, continuing and extending the term of agreement from January 1, 2007 to June 30, 2007, and increasing the maximum compensation to an amount not to exceed \$247,000.

OUTCOME

Approval of the Continuation Agreement with DR Associates International will continue and extend the term of the agreement and provide for additional compensation to enable the Fire Department to use the services of DR Associates International for pre-employment background investigations required as part of the hiring process for Fire Department personnel, including public safety dispatchers and firefighter recruits.

BACKGROUND

In early 2006, a Request for Proposal for pre-employment background services was completed, and DR Associates International was the selected vendor. On April 12, 2006, the City entered into an agreement with DR Associates International to conduct pre-employment background investigations for entry-level firefighters and public safety dispatchers. The term of the current agreement was through December 31, 2006. At the time this contract was drafted, the Fire Department had approval to conduct two entry-level firefighter academies. The Department received approval to conduct one additional entry-level firefighter academy as part of the Fiscal Year 2006-2007 budget process. Two of the three academies were conducted in Calendar-Year 2006, and the third additional academy is scheduled for Calendar Year 2007. This amendment

and increase in maximum compensation is necessary in order to conduct the required pre-employment background investigations required to fill each academy and to hire a sufficient number of firefighters to staff new Bond-funded fire stations, keep up with retirement attrition and meet minimum staffing levels. Pre-employment background investigations are also conducted prior to hiring public safety dispatchers. In order to fully staff Fire Communications, a testing and hiring process is underway to hire five-to-eight new public safety dispatchers.

ANALYSIS

The Continuation Agreement is being recommended to the City Council for approval in order to conduct the pre-employment background investigations required as part of the selection and hiring process. The Continuation Agreement will extend the term of the agreement to June 30, 2007, and increase the maximum compensation not to exceed \$247,000, to accommodate the following:

- Pre-employment background investigations for a January 2007 Firefighter Recruit Academy.
- Pre-employment background investigations for an April 2007 Firefighter Recruit Academy.
- Pre-employment background investigations for an August 2007 Firefighter Recruit Academy, for which the background investigations will be completed prior to June 30, 2007.
- Pre-employment background investigations for one-to-two public safety dispatcher academies in Calendar Year 2007.

The estimated completion of this first amendment is June 30, 2007.

PUBLIC OUTREACH/INTEREST

- Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criteria 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

The above criteria do not apply in this first amendment.

COORDINATION

The first amendment to the agreement has been coordinated with the Offices of the City Manager and City Attorney.

FISCAL/POLICY ALIGNMENT

This first amendment aligns with the General Budget Principle of focusing on protecting our vital core city services for both short-and long-term.

COST SUMMARY/IMPLICATIONS

1. AMOUNT OF RECOMMENDATION/COST OF PROJECT: \$97,000
2. COST ELEMENTS OF AGREEMENT/CONTRACT: \$247,000
3. SOURCE OF FUNDING: 001 – General Fund
4. FISCAL IMPACT: The Fire Department non-personal budget has been reviewed and it has been determined that the cost associated with this contract amendment will have no significant adverse impact on the General Fund operation budget.

BUDGET REFERENCE

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract	Adopted Budget Page	Last Budget Action (Date, Ord. No.)
001	0542	Non-Personal/Equipment	\$6,737,530	\$247,000	VIII-50	October 17, 2006, #27888

CEQA

Not a project.


DARRYL VON RAESFELD
Interim Fire Chief

For questions please contact Linda Charfauros, Administrative Officer of the Bureau of Administrative Services at (408) 277-8790.