



CITY OF MENIFEE

SUBJECT: Bid Award and Agreement with The Counseling Team International for Public Safety Personnel Support, Counseling, and Critical Incident Intervention Services

MEETING DATE: June 18, 2025

TO: Mayor and City Council

PREPARED BY: Christine Booker, Budgets & Grants Analyst

REVIEWED BY: Heriberto Gutierrez, Acting Police Chief

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Award a bid and authorize the City Manager to execute a Professional Services Agreement with The Counseling Team International for public safety personnel support, counseling, and critical incident intervention services for a total not-to-exceed amount of \$125,000 through June 30, 2030; and
2. Authorize the Finance Department to issue individual purchase orders against the agreement.

DISCUSSION

The Menifee Police Department is cognizant of the stress associated with police work for both staff and their family members. To ensure an outlet, the Police Department provides public safety personnel support, counseling, and critical incident intervention services. These services include counseling to staff members and their families; hostage, barricade and tactical negotiation incident support; critical incident counseling such as in the death of a City employee, and peer support training. The Menifee Police Department currently contracts with The Counseling Team International for these services. The existing contract is set to expire on June 30, 2025.

On March 19, 2025, the City of Menifee issued Request for Qualifications (RFQ) No. 2025-14 for public safety personnel support, counseling, and critical incident intervention services. The solicitation invited responses from qualified firms able to provide incident intervention and support services for Menifee Police Department. Proposals were due by April 21, 2025. The City received one submission from the following vendor: The Counseling Team International.

The Finance Department contacted vendors who failed to submit a response to the RFP to ensure that their decision not to submit does not constitute a need to re-issue the RFP. The reasons given for failure to submit a bid included:

- Missing the deadline
- Not having staffing located in the area
- The RFP not being a good fit for their company
- The credentialing requirements were too strict
- Multiple location requirements were too difficult to accommodate

An evaluation committee consisting of key City personnel from the Police Department conducted a detailed review of the written proposal received based on the RFP requirements. The Counseling Team International was deemed by all three raters to meet the requirements of the RFP.

Contracts for professional services are awarded based on the demonstrated competence and professional qualifications of the contractor, along with the fairness and reasonableness of the cost. Cost alone is not the determining factor. This selection process ensures that the City partners with highly qualified vendors who possess the specialized skills necessary to meet the operational and safety needs of law enforcement, while also serving the best interests of the community.

The amount of the proposed contract exceeds the City Manager’s signing authority. Pursuant to Menifee Municipal Code §3.12.040, any contract amount that exceeds the City Manager’s signing authority shall be approved by the City Council.

STRATEGIC PLAN OBJECTIVE

Safe and Vibrant Community

FISCAL IMPACT

The fiscal impact of the proposed agreements is not-to-exceed \$125,000 across all contract terms. Public safety personnel support, counseling, and critical incident intervention services are currently budgeted in the proposed Fiscal Year (FY) 2025/2026 and 2026/2027 Biennial Budget under Professional Services within the General Fund (1100-MPD-PDAM-652800). Funding for future fiscal years (FY 2027/2028, FY 2028/2029, and FY 2029/30) would be budgeted as part of the respective year’s budget. No additional budget appropriation(s) is required.

TABEL 1 – ANNUAL BUDGET ALLOCATION

Fiscal Year	Proposed Budget	Anticipated Account
2025/2026	\$23,000	1100-MPD-PDAM-652800
2026/2027	\$24,000	1100-MPD-PDAM-652800
2027/2028	\$25,000	1100-MPD-PDAM-652800
2028/2029	\$26,000	1100-MPD-PDAM-652800
2029/2030	\$27,000	1100-MPD-PDAM-652800
TOTAL	\$125,000	

If the contracted cost limit is reached during any term of the agreement, no additional work would be authorized or performed without formal approval from the City Council to amend the agreement and increase the not-to-exceed amount. The Menifee Police Department will monitor expenditures closely and coordinate with the City's Finance Department to ensure compliance with agreement limits.

ATTACHMENTS

1. Agreement- The Counseling Team International