



## **CITY OF MENIFEE**

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SUBJECT: Fiscal Year 2021/22 On-Call Professional Services Agreements (Human Resources)

MEETING DATE: June 16, 2021

TO: Mayor and City Council

PREPARED BY: Margarita Cornejo, Financial Services Manager

REVIEWED BY: Robert Cardenas, Human Resources/Risk Manager

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Approve Professional Services Agreements for On-Call Human Resources Services (Background, Psychological Evaluation, Polygraph) for Fiscal Year 2021/22.
2. Authorize the City Manager to execute approved agreements.

### **DISCUSSION**

With the formation of the City's Police Department in July 2020, there are various specialized professional services needed throughout the year to support any recruitment efforts for necessary staffing. Specifically, public safety personnel recruitment efforts require completion of the following:

- Background investigation
- Psychological Evaluation
- Polygraph

In anticipation of Menifee Police Department personnel recruitments for 2020, the City issued two separate formal Requests for Proposals (RFPs) in the spring of 2019 for professional background investigation services and psychological evaluation services. Internal evaluation committees evaluated responses for each of the RFPs and provided recommendations for consultants to engage with for both services. Additionally, the City requested informal proposals from polygraph consultants to complete such services.

During Fiscal Year 2020/21 the City has used the firms listed on the following page for the selected services, and is recommending approval of new professional services for the upcoming Fiscal Year 2021/22 period.

<b>Consultant Name</b>	<b>Services</b>	<b>Contract Amount (\$)</b>
Arroyo Background Investigations	Background Investigation Services	\$30,000
M. Pino & Associates, Inc.	Background Investigation Services	\$30,000
Susan Saxe-Clifford	Psychological Evaluations	\$17,000
P.L. Perrin	Polygraphs	\$10,000
	<b>TOTAL:</b>	<b>\$87,000</b>

### **STRATEGIC PLAN OBJECTIVE**

Regular City Business

### **FISCAL IMPACT**

The fiscal impact of the proposed professional services agreements is \$87,000, and will be funded from the Fiscal Year 2021/22 adopted budget under Account #100-4222-52800 (Professional Services) within the Human Resources Department. No additional budget appropriation action(s) is required.

### **ATTACHMENTS**

1. Professional Services Agreement with Arroyo Background Investigations
2. Professional Services Agreement with M. Pino & Associates, Inc.
3. Professional Services Agreement with Susan Saxe-Clifford
4. Professional Services Agreement with P.L. Perrin