

Mayor and Council Communication

DATE: 04/26/22

M&C FILE NUMBER: M&C 22-0303

LOG NAME: 13P22-0047 POLYGRAPH SERVICES FOR POLICE AND FIRE MC PD

SUBJECT

(ALL) Authorize Execution of Non-Exclusive Purchase Agreements with Ruiz Protective Service, Inc. and Joe F. Garcia, LPE for Polygraph Services for the Police and Fire Department Hiring Process, Criminal Investigations and Administrative Needs in a Combined Amount Up to \$423,884.00 for the First Year and Authorize Four One-Year Renewal Options for the Same Amount

RECOMMENDATION:

It is recommended that the City Council authorize execution of non-exclusive purchase agreements with Ruiz Protective Service, Inc. and Joe F. Garcia, LPE for polygraph services for the Police and Fire Department hiring process, criminal investigations and administrative needs in a combined amount up to \$423,884.00 for the first year and authorize four one-year renewal options for the same amount.

DISCUSSION:

The Fire and Police departments approached the Purchasing Division to procure an agreement for polygraph services. During the course of this agreement, other departments may request polygraph services, therefore, this agreement should also allow for those purchases. The Fire and Police Departments will use these Agreements for an external polygraph examination provider to assist various investigative units within the Fire and Police Departments with criminal investigations, employment polygraphs and polygraphs related to administrative issues.

In order to procure these services, staff issued an Invitation to Bid (ITB). ITB No. 22-0047 consisted of detailed specifications describing the type of equipment and testing requirements. The ITB was advertised in the *Fort Worth Star-Telegram* on January 26, 2022, February 2, 2022, February 9, 2022, February 16, 2022, and February 23, 2022. The Purchasing Division received four (4) responses, Joe F. Garcia, LPE, Ruiz Protective Service, Inc., Sage Cognitive Solutions, P.C. and Wood and Associates Polygraph Services, LLC.

Wood and Associates Polygraph Services, LLC was deemed non-responsive by Purchasing because they did not meet the qualification requirement of providing services 24 hours a day, 7 days a week.

An evaluation panel, comprised of representatives of the Fire and Police departments reviewed and scored the remaining submittals using the Best Value criteria which included the following: (a) bidder's approach and methodology to perform services; (b) bidder's ability to complete the scope of work, availability of resources, number of personnel and equipment; (c) bidder's references from other projects comparable in size similar to the scope of work; (d) bidder's qualifications, accreditations, certifications, continuing education or other training related to the scope of work; and (e) cost of service. The individual scores were averaged for each of the criteria and the final scores are listed in the following table:

Bidders	Evaluation Criteria						Total Score	Rank
	a	b	c	d	e			
Ruiz Protective Services, Inc.	5.67	12.00	11.50	8.50	40.00	77.67	1	
Joe F. Garcia, LPE	5.67	10.00	11.00	8.50	19.63	54.80	2	
Sage Cognitive Solutions, P.C.	5.33	9.33	4.50	8.00	X	Bidder did not meet technical points, therefore cost was not evaluated.		

After evaluation, the panel concluded that Ruiz Protective Service, Inc. and Joe F. Garcia, LPE presented the best value to the City. Therefore, the panel recommends that Council authorize polygraph services agreements with Ruiz Protective Service, Inc. and Joe F. Garcia, LPE.

It is recommended that multiple Agreements be awarded to the listed vendors to ensure services are available without delay. Under these non-exclusive Agreements, departments will order services according to lowest cost and availability.

No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendors bids meet specifications.

FUNDING: The maximum amount allowed under this agreement citywide will be \$423,884.00, however the actual amount used will be based on the need of the department and available budget. The annual department allocation for this agreement is:

Department	Estimated Annual Amount	Account Name
Fire Department	\$194,410.00	Other Contractual Services
Police Department	\$229,474.00	Other Contractual Services

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the

Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire one year from that date.

RENEWAL OPTIONS - The agreement may be renewed for four (4) additional one-year renewal periods. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and award of the contract. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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