


CITY COUNCIL ACTION REQUEST

Department(s): Fire	CEQA: Not a Project, File No. PP17-002, Consultant services for design, study, inspection, or other professional services with no commitment to future action.	Coordination: City Attorney's Office and City Manager's Budget Office	Dept. Approval: /s/ Robert Sapien, Jr.
Council District(s): Citywide			CMO Approval:  6/5/24

SUBJECT: AMENDMENT TO THE AGREEMENT WITH DR ASSOCIATES, INTERNATIONAL FOR BACKGROUND INVESTIGATION SERVICES FOR FIRE DEPARTMENT

RECOMMENDATION:

Adopt a resolution authorizing the City Manager or her designee to negotiate and execute an amendment to the agreement with DR Associates, International to increase the total maximum compensation to \$432,686 (\$198,686 for the initial three-year term, plus \$117,000 for each Option year).

BASIS FOR RECOMMENDATION:

The City of San José executed an agreement for professional services with DR Associates, International to develop, coordinate, and conduct/administer firefighter and public safety radio dispatcher candidate pre-employment background investigation services. The maximum amount for all professional fees, costs, charges, and expenses related to performing basic services and any additional services was for \$285,000. The initial term was listed at \$171,000 and each option term was listed at \$57,000 (per year). This amount was based on the number of potential candidates for consideration in firefighter and public safety radio dispatcher academies.

However, during fiscal year 2023-2024, the Fire Department determined the need to restructure the schedule for recruitment/academies (e.g., firefighter recruit, public safety radio dispatcher, etc.). The new schedule established fall and winter academies, which increased the number of candidates being submitted for background investigation services. Furthermore, the addition of firefighter lateral recruitment/academies have increased the number of candidate background investigations. The scope of services remains the same, but the number of candidates being submitted for background will increase.

Authorizing the City Manager or her designee to take this action provides the Fire Department the ability to continue work with DR Associates, International to develop, coordinate, and conduct/administer pre-employment background investigation services to fill vacancies.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

COST AND FUNDING SOURCE:

Initial Term	\$198,686
1st Option Term	\$117,000
2nd Option Term	\$117,000
Updated Maximum Compensation:	\$432,686

FOR QUESTIONS CONTACT: Athena Trede, Deputy Director, (408) 794-6953