



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: APRIL 20, 2021**

**FROM: HUMAN RESOURCES DEPARTMENT      WARDS: ALL**

**SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH NEVINS  
PROFESSIONAL INVESTIGATIONS TO PROVIDE EMPLOYEE  
ADMINISTRATIVE INVESTIGATIVE SERVICES IN AN ANNUAL AMOUNT OF  
\$65,000 PER YEAR FOR A THREE-YEAR PERIOD ENDING JUNE 30, 2024**

## **ISSUE:**

Approve the Professional Consultant Services Agreement between the Human Resources Department and Nevins Professional Investigations to provide administrative investigative services through June 30, 2024 for an annual amount of \$65,000 for a three-year period ending June 30, 2024.

## **RECOMMENDATION:**

That the City Council approve the Professional Consultant Services Agreement with Nevins Professional Investigations, to provide administrative investigative services upon mutual agreement of both parties for a three (3) year term through June 30, 2024, in the amount of \$65,000 annually, for a total agreement amount of \$195,000.

## **BACKGROUND:**

On July 26, 2018 the Human Resources Department entered into a Professional Consultant Services Agreement with Nevins Professional Investigations to provide employee and labor relations support services to the Human Resources Department in an amount not-to-exceed \$50,000. Due to the immediate need for services the selection was made under the provisions of the Administrative Manual, 02.005.00 Contracting for Professional Services when fees are \$50,000 or less.

Nevins Professional Investigations is a strategic consulting firm that specializes in investigations into allegations of an employee's misconduct.

## **DISCUSSION:**

Nevins Professional Investigations have proven to deliver exceptional investigative services and has worked with the City to effectively manage multiple confidential employee investigations into

allegations of misconduct, discrimination/harassment/retaliation complaints, and violations of policies and procedures.

On April 15, 2019, the County of Riverside released Request for Proposal # SHARC-404 for Law Enforcement Pre-Employment and Background investigations and Carry Concealed Weapon Permit Background Investigations for Public Applicants. The County awarded various services to multiple vendors, including Nevins Professional Investigation for pre-employment background investigations services.

The Human Resources Department is requesting approval of the Professional Consultant Services Agreement with Nevins Professional Investigations for pre-employment background checks for a three (3) year term through June 30, 2024 in accordance with Purchasing Resolution 23256, Section 702(g) which states that competitive procurement shall not be required "When services can be procured from a contractor who offers the same or better price, terms and conditions as the contractor previously offered as the lowest responsive bidder under competitive procurement or negotiations conducted by the City or another public agency, provided that, in the opinion of the Manager, it is in the best interests of the City to do so."

The Purchasing Manager concurs that the recommendation action in compliance with Purchasing Resolution No. 23256, Section 702 (G).

### **FISCAL IMPACT**

The total fiscal impact of this agreement is \$195,000 over a period of three years. Investigation services will be billed to City departments when performed and absorbed in the applicable department's adopted budget.

Prepared by:	Rene Goldman, Human Resources Director
Certified as to availability of funds:	Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Kristi J. Smith, Interim City Attorney

Attachment:

1. Professional Consultant Services Agreement with Nevins Professional Investigations