



Office of the City Manager

CONSENT CALENDAR
November 28, 2023

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Jennifer Louis, Chief of Police
 Subject: Contract No. 32300062 Amendment: Moreland Investigations for Applicant
 Background Investigations

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 32300062 with Moreland Investigations, to extend the existing capacity to perform background investigation services and amend the current contract from \$50,000 to \$200,000 from November 3, 2022, through November 2, 2027.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the contract amendment with Moreland Investigations is currently included in the FY 2024 Police Department General Fund budget.

CURRENT SITUATION AND ITS EFFECTS

As part of the Employer of Choice Initiative, the police department has an ongoing commitment to create efficiencies in their hiring processes. The background investigation step is one identified component of the process where the capacity of current investigatory resources has created a bottleneck. In what is the most challenging and competitive labor market that current staff have ever experienced, maintaining the capacity of investigators is an essential step in moving applicants through the process efficiently from application to job offer.

The police department is in a continuous recruitment cycle and needs continuing investigative support, which Moreland Investigations already provides. Thus, a request was made to waive the competitive procurement process, which was approved by the General Services Manager and the City Manager.

BACKGROUND

The number of internal police officers available for this assignment has been drastically reduced over the past three years due to staffing challenges related to recruitment and retention. The police department has relied on more vendors to provide this service. At the same time, recent successes from the newly formed Recruitment and Retention Team have placed more applicants in the process. The time from application to job offer

has been delayed by the availability of investigators – which can result in the applicant accepting employment elsewhere.

Moreland Investigations is currently providing background investigations to the police department. They were selected based on their qualifications, expertise, and reliable background investigations, ensuring the integrity and security of the City's hiring processes. We have been pleased with the turnaround time of the investigations, and we would like to seamlessly continue utilizing their services before the remaining funds run out.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There were no identified environmental impacts.

RATIONALE FOR RECOMMENDATION

Background investigations are a legally required component of the recruitment and selection process for many classifications of public safety personnel. Conducting comprehensive and thorough background checks is crucial to maintaining the safety and integrity of our organization and our interactions in the community.

ALTERNATIVE ACTIONS CONSIDERED

Not extending the current contract and, therefore, reducing the current level of background investigator capacity would negatively impact hiring and employee morale.

CONTACT PERSON

Jennifer Louis, Police Chief, (510) 981-5700

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S

CONTRACT NO. 32300062 AMENDMENT: MORELAND INVESTIGATIONS FOR
APPLICANT BACKGROUND INVESTIGATIONS

WHEREAS, background investigations are an essential component of the recruitment and selection process for many classifications of public safety personnel and

WHEREAS, conducting comprehensive and thorough background checks is crucial to maintaining the safety and integrity of our organization and our interactions in the community, and

WHEREAS, as part of the Employer of Choice Initiative, the police department has an ongoing commitment to create efficiencies in their hiring processes and

WHEREAS, the background investigation step is one identified component of the hiring process where the capacity of current investigatory resources has created a bottleneck, and

WHEREAS, in what is the most challenging and competitive labor market that current staff have ever experienced, maintaining the availability of contracted investigators is an essential step in moving applicants through the process efficiently from application to job offer and

WHEREAS, thus a request was made to waive the competitive procurement process, which was approved by the General Services Manager and the City Manager.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amendment to Contract No. 32300062 with MORELAND INVESTIGATIONS to extend the existing capacity to perform background investigation services from \$50,000 to an amount not to exceed \$200,000 from November 3, 2022, through November 2, 2027.

