



Board Agenda Item 16

DATE: January 12, 2021

TO: Board of Supervisors

SUBMITTED BY: Margaret Mims, Sheriff-Coroner-Public Administrator
Kirk Haynes, Chief Probation Officer

SUBJECT: Master Agreement for Polygraph Testing Services

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute a Master Agreement with qualified vendors for polygraph testing services for the Sheriff's Office and the Probation Department, effective January 15, 2021 through January 14, 2026, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$705,000.

There is no additional Net County Cost associated with the recommended action. This master agreement will allow the Sheriff's Office and the Probation Department to screen pre-employment candidates as part of required background investigations as a condition of employment. It will also allow both departments to use polygraph examinations in connection with other investigations. On October 26, 2020, on behalf of the Sheriff's Office and the Probation Department the Purchasing Division of the Internal Services Department released a Request for Statement of Qualifications for polygraph testing services. Six proposals were received for these services. At this time, the Sheriff's Office and Probation Department recommend that your Board approve the County contracting with five vendors. The Sheriff's Office and Probation Department intend to return to your Board at a later date to request approval to contract with the sixth vendor. This item is countywide.

ALTERNATIVE ACTION(S):

There is no viable alternative action. If the Board does not approve the recommended action the Sheriff's Office and the Probation Department will not be able to conduct pre-employment screening or conduct polygraph examinations in connection with other investigations.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The total estimated number of annual polygraphs is 600 with a not to exceed total of \$705,000 for total services during the five-year term. Sufficient appropriations and estimated revenues for these services have been included in the Adopted FY 2020-21 Budgets for the Sheriff-Coroner-Public Administrator Org 3111 and Probation Org 3430. Funding for future years will be included in each department's requested budgets.

DISCUSSION:

The Sheriff's Office and the Probation Department currently utilize vendors for pre-employment polygraph testing services and polygraph testing services for other investigations. The current polygraph agreements are set to expire on January 14, 2021. The Sheriff's Office and the Probation Department are still in need of

pre-employment polygraph testing of job candidates and polygraph testing services for other investigations. The Sheriff's Office and the Probation Department require a polygraph of all potential new employees (sworn and non-sworn) as part of the background investigation.

On October 26, 2020, on behalf of the Sheriff's Office and the Probation Department, the Purchasing Division of the Internal Services Department released a Request for Statement of Qualifications (RFSQ) for polygraph testing services. On November 12, 2020 six proposals were received for these services. All six vendors met the minimum qualifications for providing services. At this time, the Sheriff's Office and Probation Department recommend that your Board approve the County contracting with the following five vendors that submitted proposals:

	Applied Polygraph LLC	Dale Drummond Polygraph Services	ECN Polygraph and Investigations	Truth Verified Polygraph Services	Advanced Polygraph Services LLC
Year 1 Fee	\$225	\$225	\$225	\$210	\$220
Year 2 Fee	\$225	\$225	\$230	\$210	\$220
Year 3 Fee	\$230	\$230	\$235	\$215	\$225
Year 4 Fee	\$235	\$235	\$235	\$220	\$230
Year 4 Fee	\$235	\$235	\$235	\$225	\$235

Unless your Board gives different direction, the Sheriff's Office and Probation department intend to return to your Board at a later date for requested approval of the sixth vendor to be added to the master agreement. The sixth vendor is an out-of-state limited liability company that is in the process of registering with the California Secretary of State to be able to do business in California. The Sheriff's Office and Probation Department consider this defect in the vendor's proposal to be immaterial. Once the sixth vendor has completed this registration and is qualified to do business in California to the County's satisfaction, in consultation with County Counsel's office, the Sheriff's Office and Probation Department will return to your Board at a later date to request your Board's approval to amend the master agreement to add this sixth vendor to the master agreement, and to waive the defect of the sixth vendor's bid in connection with its lack of registration at the time it submitted its bid.

The Sheriff's Office is anticipated to be the primary user of this master agreement.

REFERENCE MATERIAL:

- BAI #39 - October 9, 2018
- BAI #16 - January 12, 2016

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Master Agreement for Polygraph Services

CAO ANALYST:

Yussel Zalapa