



Board Agenda Item 39

DATE: October 9, 2018

TO: Board of Supervisors

SUBMITTED BY: Kirk Haynes, Chief Probation Officer
Margaret Mims, Sheriff-Coroner
Lisa A. Smittcamp, District Attorney-Public Administrator

SUBJECT: Second Amendment to Purchasing Agreement with Applied Polygraph, LLC

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute Second Amendment to Purchasing Agreement No. 16-464-T with Applied Polygraph, LLC for polygraph services, effective upon execution, with a change in the term to expire on January 14, 2019 and add two optional one-year extensions and increasing the maximum by \$175,001 to a total of \$275,000.

There is no additional Net County Cost associated with the recommended action. Approval of the recommended Second Amendment to the Applied Polygraph, LLC ("Applied Polygraph") Agreement for pre-employment polygraph testing services will increase the maximum compensation amount by \$175,001 to \$275,000 and change the term of the agreement expiration date from June 30, 2019 to January 14, 2019, and extend the agreement by two optional one-year extensions. This is necessary to fulfill the increased demand for pre-employment polygraph services in the Probation and Sheriff Departments. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended action is not approved, departments using pre-employment polygraph services would experience delays in completing background checks for prospective employees.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The recommended action increases the maximum compensation for this agreement from \$99,999 to \$275,000. Appropriations and estimated revenue for these services have been included in the Adopted FY 2018-19 Budgets for Probation (Org 3430) and the Sheriff's Office (Org 3111) Budgets. Probation is the primary user of this contract (approximately 80%). The District Attorney does not currently use this agreement but wishes to remain on the agreement for potential future use.

DISCUSSION:

Applied Polygraph performs confidential pre-employment polygraph testing services for the Probation and Sheriff Departments. On July 13, 2016, Purchasing Agreement No. 16-464-T was established with Applied Polygraph to perform pre-employment polygraph testing services for a three-year period from July 13, 2016 to June 30, 2019 with a contract maximum of \$90,000. The first amendment to this agreement was executed on September 1, 2018 and increased the maximum compensation amount by \$9,999 to \$99,999.

Due to the increased demand from the Probation Department and the Sheriff's Office for these services, it is recommended the second amendment to this agreement be approved, which would increase the maximum compensation by \$175,001 to \$275,000 and change the term of the agreement to be in line with the County's other polygraph services agreements. The Probation Department is the primary user of this vendor for polygraph services. The Sheriff's Office currently has two other vendors they utilize for polygraph services. The Sheriff's Office will utilize Applied Polygraph as a backup should they have an excess of requests for polygraph services. The District Attorney does not use this agreement, but wishes to remain on the agreement for potential future use. The current agreement expires on June 30, 2019. Approval of the amendment would change the term of this agreement to expire on January 14, 2019, and add a provision for two optional one-year extensions. This amendment also updates the insurance requirements and hold harmless provisions of the agreement to comply with the County's current requirements. The Purchasing Division of the Internal Services Department has reviewed this amendment and is recommending approval of the recommended action.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File with Clerk - Second Amendment to Agreement P-16-464-T
On File with Clerk - First Amendment to Agreement P-16-464-T
On File with Clerk - Purchasing Agreement P-16-464-T

CAO ANALYST:

Samantha Buck