

RFQ for On-Call Independent Investigative Services FAQ

1. What is the annual budget for these services?

Human Resources budgeted \$20,000 for investigative services in Fiscal Year 2020-21.

2. What firms are currently being used for these services, and how many firms do you plan on choosing from this RFQ?

The City has used the following firms for investigative services:

- Atkinson, Andelson, Loya, Ruud & Romo (non-safety)
- Chuck Thomas (safety and non-safety)
- Filarsky & Watt, LLP (safety and non-safety)
- Norm Traub & Associates, LLC (non-safety)
- Woodruff, Spradlin & Smart (non-safety)

The City will select qualified firms with which to contract for on-call investigative services. The selected investigators will be utilized on an as needed basis.

3. What is your average caseload per year?

Caseloads vary from year to year. As an example, thus far in 2020 the City has conducted 8 non-safety investigations. In 2019, the City conducted 2 safety and 1 non-safety investigation. In 2018, the City conducted 4 safety investigations.

4. Can you provide any information on the number of investigation anticipated each year? For example, how many investigations were needed in 2019?

Utilization of investigative services will be on an as needed basis.

Volume of cases will vary year to year.

[See response to Question 3.](#)

5. Who currently conducts personnel investigations for Safety and Non-Safety?

[See response to Question 2.](#)

6. How many safety investigations on average are conducted each year?

[See response to Question 2.](#)

7. How many non-safety investigations on average are conducted each year?

[See response to Question 3.](#)

8. What is the estimated amount of the award for this three year contract?

As qualified firms will be utilized on an as needed basis, there is no estimated contract award amount.

9. Is this the first time an RFQ for On-Call Independent Investigative Services has been issued by the City?

An RFP was issued for on-call investigative services, but the RFP was not awarded, and has been reissued with an extended and separated scope of services the City requires for investigative services

- a. **If not, which suppliers were awarded the contract last term? None.** This RFQ reissued the previous RFP that was not awarded.

10. How many firms do you anticipate selecting with respect to this RFQ?

The City will select qualified firms with which to contract for on-call investigative services. The selected investigators will be utilized on an as needed basis.

11. How many cases does the City anticipate assigning each month/year?

Utilization of investigative services will be on an as needed basis.

Volume of cases will vary year to year.

[See response to Question 3.](#)

12. Are any insurance documents required to be submitted with the qualifications or just after the contract is awarded?

Insurance certificates required at time of contracting.

13. Is this contract valued over \$50,000?

Utilization of investigative services will be on an as needed basis.

As such, contracts will not guarantee a specific value.

14. Will there be a designated City contact person to make requests regarding needed documents, personnel contract info, etc.?

Human Resources Manager II – Laura Gianetti-Mercer

15. Will investigators be permitted to access to review personnel and/or performance management/discipline files for the involved parties?

Yes, at the City's discretion.

16. Will investigators be privy to prior complaint history(s) and respective case disposition(s) for past cases including the involved parties?

Yes, investigators will be provided the necessary background information to conduct a thorough investigation.

17. Does the City have any designated forms/templates that firms are required to utilize for items such as: Investigative Plan, Investigative Report, invoices, etc.?

No.

18. At the onset of the complaint/investigation, are the involved parties notified of their Administrative Rights & Responsibilities (i.e. confidentiality of investigation) by way of any type of admonishment?

Yes.

19. Are all City employees required to cooperate in these investigations?

Yes. Employees are directed by their Department Head or the City Manager to cooperate with the investigation.