



# AGENDA REPORT

Police Department

<b>DATE:</b>	May 5, 2026
<b>TO:</b>	Mayor Martinez and Members of the City Council
<b>FROM:</b>	Tim Simmons, Chief of Police
<b>Subject:</b>	Contract with T Jung Investigations and Steve Blanc Investigations for Pre-Employment Background Investigators
<b>FINANCIAL IMPACT:</b>	The proposed total three-year not-to-exceed cost of \$90,000 for each of the two contracts (a combined not-to-exceed total of \$180,000) is included within the approved fiscal year 2025-2026 Police Department budget and will be budgeted accordingly in subsequent fiscal years (Account String: 01191021-400201).
<b>PREVIOUS COUNCIL ACTION:</b>	None.
<b>STATEMENT OF THE ISSUE:</b>	The Police Department is requesting City Council to contract with T Jung Investigations and Steve Blanc Investigations to conduct pre-employment background investigations for sworn and non-sworn Police Department applicants over a three-year term.
<b>RECOMMENDED ACTION:</b>	APPROVE contracts with T Jung Investigations and, separately, Steve Blanc Investigations, to provide background investigations for Police Department applicants on an as-needed basis, in an amount not to exceed \$90,000 per vendor over a three-year contract term of April 15, 2026, to April 15, 2029, with two one-year extension options – Police Department (Chief Tim Simmons 510-621-1802).

## **DISCUSSION:**

Background investigations are required by the State of California Commission on Police Officer Standards and Training (POST) for all sworn police personnel and communications dispatchers, including police cadets, police rangers, records specialists, and jailers. Additionally, due to the close working relationship with sworn and non-sworn employees, the City of Richmond requires non-sworn staff applicants to also pass the pre-employment background investigation before working at the Police Department. The background investigation assures compliance with all applicable minimum standards for appointment, and screens out applicants who, based on their history or other relevant information, are found unsuitable for the position.

In the past, the Richmond Police Department has conducted its own background investigations; however, in-house background investigations are not only costly (due to union-required overtime pay), but continuing to do so will also keep the already short-staffed sworn officers in the office.

A Request for Proposals (RFP) was posted on BidsOnline for three weeks in October 2025, during which 951 vendors were automatically notified (Attachments 1 and 2). Five responsive proposals were received. A three-member evaluation panel from the Police Department's Administration Bureau reviewed and scored the proposals based on the following criteria: experience (up to 50 points), scope of work (up to 30 points), and cost (up to 20 points). Of the five proposals, two met the minimum qualifications and achieved the highest evaluation scores. T Jung Investigations received 100 points, and Steve Blanc Investigations received 90 points (Attachment 3).

Police Department staff recommend that City Council approve three-year contracts with T Jung Investigations and Steve Blanc Investigations for background investigations on an as-needed basis (Attachments 4 and 5).

## **DOCUMENTS ATTACHED:**

- Attachment 1 – Request for Proposals
- Attachment 2 – BidsOnline Summary Report
- Attachment 3 – Rating Matrix
- Attachment 4 – Standard Contract with T Jung Investigations
- Attachment 5 – Standard Contract with Steve Blanc Investigations