



CITY OF

Richmond CALIFORNIA

Request for Proposals

Request for Proposal (RFP)

Background Investigation

Release Date: October 31, 2025

Deadline for Submittal: November 21, 2025, 1700 hours

INTRODUCTION

The City of Richmond's Police Department is requesting proposals from qualified individuals or companies to conduct background investigations for public safety (Sworn and Professional Staff) personnel and other similar services. This request for proposal (RFP) describes the services requested and selection process. Failure to submit information in accordance with the RFP requirements and procedures may be cause for disqualification. The anticipated term of this contract will be for a period of three (3) years and an option to extend for another 2 years or by means of a mutual agreement from both parties.

Vendors are required to read and understand all information contained within this entire Proposal package. By responding to this RFP, the vendor agrees to read and understand these documents, including the City's Standard Contract and the City's Insurance Requirements.

PROJECT BACKGROUND / DESCRIPTION

The City of Richmond Police Department is seeking proposals from qualified professionals to perform pre-hire background investigations for public safety personnel (sworn and professional staff).

The respondent should have experience performing background investigations within San Francisco Bay Area, preferably in Contra Costa County. The Investigator is expected to travel to various locations within the Northern California area to perform interviews and related investigative services.

The Police Department estimates between 20 to 30 candidates a year with an estimated annual expenditure of \$60,000. The contract will be for three years (\$180,000). The Police Department may award the bid to multiple providers (up to three) to perform stated service on a rotational basis based on department needs and department's timeline. The anticipated budget of \$180,000 over three years period will be evenly split amongst the number of proposers the bid is awarded to (for example, if there are three bidders that are awarded, each respondent will have an up to \$60,000 contract for up to three years).

PROPOSAL FOR FORMAT GUIDELINES

All interest parties must meet the following minimum requirements:

- Actively Licensed and bonded as a Background Investigation with the State of California in good standing.
- 5 years performing similar services for public safety personnel.
- Have an office within a 75-mile radius of Richmond, California.
- Maintain all required City of Richmond insurance coverage requirements (Type II) including City of Richmond Business License for the duration of the contract.

Evaluation Criteria and Scoring (100 Points)

- Experience and Past Performance, vendor background, references, local familiarity, etc. Vendor demonstrates knowledge, experience with performing similar services with other law enforcement agencies in the San Francisco Bay

- Area or Northern California (**Up To 50 Points**)
- Scope of Work. Method of performing services, estimated project completion time, etc. (**Up to 30 Points**)
- Cost. Please list all costs in your proposal (**Up to 20 Points**)

Each proposal should include the following:

A. Respondents Background

- Confirm background investigation experience.
- Include California Private Investigator License Number.
- Confirm the City of Richmond's Insurance requirements (Type II) and City of Richmond Business License Requirements.
- List three references (preferably local within Northern California area).

B. Scope of Services

Proposer should list its high level of activities to be performed with the Background Investigation including estimate completion time, methodology, etc.

C. Cost Information

Respondents should list the cost it intends to charge per background investigation performed, including any administrative fees, mileage, etc.

D. Contractor Assignment for Sub-Contract

The resulting contract shall not be assigned and not transferred. No Sub-Contracting permitted.

E. Exceptions to this Request for Proposals

The proposer shall state whether it takes exception(s) to this RFP, including but not limited to the City of Richmond's Standard Services Agreement – RFP (Attachment 1). If the proposer does take exception(s) to any portion of the RFP or contract, the specific portion to which exception(s) is taken must be identified by section number and explained. Requests for changes or additions to sections of City of Richmond's Standard Services Agreement must be shown by requesting deletion of specific words and/or by providing new requested contract language. Requests for complete replacement of the City of Richmond's Standard Services Agreement for another contract will not be granted. Failure to make exceptions to the RFP or Standard Services Agreement within the proposal will be deemed a waiver of any objection. Exceptions will be considered during the proposal evaluation process.

F. Statement of Impartiality and Disclosure

This proposal shall include a statement declaring that the proposer's and sub-consultants are not currently, and will not, during the performance of these services, participate in any other similar work involving a third-party with interests currently in conflict or likely to conflict with City of Richmond's interests. Additionally, proposer is required to disclose any pending or active investigations or litigation that may affect the reputation or ability of the proposer to carry out the Project.

PROCESS FOR SUBMITTING PROPOSALS

Questions Concerning Request for Proposals

All questions must be submitted via the electronic BidsOnline system on the Q&A tab by 5:00pm PST, on November 14, 2025. ***Please do not contact staff as they will be unable to answer your questions.*** If the City finds it necessary to issue an addendum, prospective Offerors will receive e-mail notification of addendum. It is the proposer's responsibility to periodically check the BidsOnline website [www.ci.richmond.ca.us/ bids](http://www.ci.richmond.ca.us/bids) for any possible Addenda to the RFP that may have been posted.

Any party submitting a proposal shall not contact or lobby any City Council member, City official, employee (except those specified for contact) or agent regarding the RFP. Any party attempting to influence or circumvent the RFP, bid submittal, and review process may have their proposal rejected for violating this provision of the RFP.

Interested parties may download copies of the above-mentioned proposal by visiting the City's web site to download RFP, new vendors will be required to register. Once the vendor downloads any documents relative to a solicitation, that vendor's name will appear on the Prospective Bidders list for that project and will receive any addenda or notifications relating to the RFP.

Submission of Proposals

Please submit your proposal via the City of Richmond's BidsOnline system. Proposals submitted by facsimile or e-mail are not acceptable and will not be considered.

The proposal and any required certifications shall be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer.

Proposer is responsible for submitting its entire package with all required submittal documents and any modifications or revisions, to reach the City of Richmond's office as designated in the RFP by the time specified below. Any proposal, modification, or revision received by the City of Richmond after the exact time specified for receipt of proposals is "late" and will not be considered.

The City of Richmond reserves the right to waive inconsequential irregularities.

GENERAL GUIDELINES

This RFP does not commit the City of Richmond to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for work. The City of Richmond may reject a proposal without providing the reason(s) underlying the declination. A failure to award a contract to the proposer with the lowest cost proposal shall not constitute a valid cause of action against the City of Richmond. The City shall not be responsible for work done, even in good faith, prior to final approval of the proposed contract. The City may investigate the qualifications of any respondent under consideration, require confirmation of information furnished by the respondent, and require additional evidence or qualifications to perform the Services described in this RFP.

The City reserves the right to:

1. Reject any or all proposals.
2. Issue subsequent Requests for Proposal.
3. Postpone opening for its own convenience.
4. Remedy technical errors in the Request for Proposal process.
5. Negotiate with any, all, or none of the Respondents.
6. Solicit best and final offers from all or some of the Respondents.
7. Select one or more Respondents.
8. Accept other than the lowest proposed fees.
9. Waive informalities and irregularities in proposals.

Public Records

All proposals submitted in response to this RFP become the property of the City of Richmond and public records and, as such, may be subject to public review. Documents protected by law from public disclosure will not be disclosed by the City of Richmond if clearly marked with the word "confidential" on each applicable page. Trade secrets may be marked as confidential only to the extent they meet the requirements of California Government Code section 6254.7. Only information claimed to be a trade secret at the time of submittal to the City of Richmond and marked as "confidential" will be treated as a trade secret.

Insurance Requirements

The City of Richmond requires consultants doing business with it to obtain insurance, as shown in RFP Attachment 2. The required insurance certificates must comply with all requirements of the standards as shown and must be provided within fifteen (15) days of issuance of the Notice of Intent to Award and prior to the commencement of any work on the Project.

Business Licenses

The successful Contractor and all subcontractors used in the work will be required to hold or to obtain a City of Richmond business license for which the fee will not be waived.

Compliance with City Ordinances

The contractor and all subcontractors shall comply with the City of Richmond Nondiscrimination Clauses in City Contracts Ordinance ([Richmond Municipal Code \(RMC\) Chapter 2.28](#)), Business Opportunity Ordinance ([RMC Chapter 2.50](#)), Local Employment Program Ordinance ([RMC Chapter 2.56](#)), Living Wage Ordinance ([RMC Chapter 2.60](#)) and Ordinance Banning the Requirement to Provide Information of Prior Criminal Convictions on all Employment Applications ("Ban the Box") ([RMC Chapter 2.65](#)), which are incorporated into the Contract Documents by this reference.

Collusion

By submitting a proposal, each respondent represents and warrants that its proposal is genuine and not false or collusive or made in the interest of, or on behalf of any person not named therein; that the respondent has not directly or indirectly induced or solicited any other person to submit a false proposal, or any other person to refrain from submitting a proposal; and that the respondent has not, in any manner, sought collusion to secure any improper advantage over any other person submitting a proposal.

Withdrawal of Proposals

A respondent may withdraw their proposal before the expiration of the time for submission of proposals by delivering to the Finance Department a written request for withdrawal signed by, or on behalf of, the respondent.

Ownership of Documents

All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials produced for the Project shall be the sole and exclusive property of the City. No such materials or properties produced in whole or in part for the Project shall be subject to private use, copyrights, or patent rights by Respondent in the United States or in any other country without the express written consent of the City. The City shall have unrestricted authority to publish, disclose (except as may be limited by the provisions of the Public Records Act), distribute, and otherwise use, copyright, or patent, in whole or in part, any such reports, studies, data, statistics, forms or other materials or properties produced for this project.

PROPOSAL EVALUATION AND SELECTION PROCESS

All proposals shall be reviewed to verify that the vendor has met the minimum requirements. Proposals that do not comply with requirements or do not meet minimum content and quality standards or make unacceptable exceptions to the General Terms and Conditions of the Service Agreement will not be considered. Proposals will be reviewed and evaluated by an evaluation committee comprised of City personnel.

The City reserves the right to reject any or all proposals, or to make no award. The City also reserves the right to require modifications follow-up with requests for additional information, including, but not limited to, follow-up interviews. The City may request Best and Final offers based upon improved understanding of the offers or changed scope of service.

Selection may be made without further discussion, negotiations, or Offeror's presentations; therefore, Offeror shall offer the most favorable terms in response to this RFP. Offeror must demonstrate an understanding of the scope of service to be provided and the ability to accomplish the tasks set forth. Offeror should include information that will enable the City to determine the Offeror's overall qualifications.

The City reserves the right to request additional information or clarification on any matter included in the proposal response, to enable the City to arrive at the final award decision.

Award

When the Review Panel has completed its work, Police Department personnel will then work with the Respondent to complete the administrative paperwork.