



# City of Rialto

## Legislation Details (With Text)

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**Title:** Request City Council to Approve an Increase to Fiscal Year 2018/19 Purchase Order with Donnoe & Associates, Inc. for Rialto Police Department Employment Testing and Assessment Services for a Total Amount of \$45,500.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Attachment A, 2. Vendor Disclosure Form

| Date | Ver. | Action By | Action | Result |
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For City Council Meeting [November 27, 2018]

TO: Honorable Mayor and City Council

APPROVAL: Ahmad R. Ansari, Interim City Administrator

FROM: Mark P. Kling, Interim Chief of Police

Request City Council to Approve an Increase to Fiscal Year 2018/19 Purchase Order with Donnoe & Associates, Inc. for Rialto Police Department Employment Testing and Assessment Services for a Total Amount of \$45,500.

### **BACKGROUND:**

The City of Rialto currently uses Donnoe & Associates, Inc. in Carmichael, California, for employment recruitment services, test books, examinations, assessments and administration needs. The City has been using this vendor for hiring assistance since 2011.

### **ANALYSIS/DISCUSSION:**

On September 11, 2018 City Council approved an increase to a Purchase Order issued to Donnoe & Associates for assessments and administration testing services in the pursuit of Police Department supervisory positions, Corporals and Lieutenant. The Purchase Order was increased to \$35,000. Due to the increase in needed services by this vendor for the recruitment of Sergeant(s) and Captain by the department, an increase amount to the vendor's existing Purchase Order by an additional \$10,500 is required for desired services through the remainder of the 2018/2019 fiscal year.

On July 20, 2018, following their City's Procurement Policy, the City of Irvine approved a Purchase Order to Donnoe & Associates, Inc. for employment testing and assessment center development services at a not to exceed amount of \$75,000. Attached to this Staff Report as **Attachment A**, is the City of Irvine Purchase Order No. 5S7439 and Donnoe & Associates, Inc.'s response to the City

of Irvine RFP-1011 and their pricing.

The Rialto Police Department will be using some of the same Donnoe & Associates, Inc. services that the City of Irvine uses, thus Piggybacking on the City of Irvine's pricing award.

The City of Rialto Municipal Code Section 2.48.210 General - Cooperative Purchasing Agreements (Piggybacking) states:

*"Where advantageous for the City, the Purchasing Manager is authorized to purchase supplies, materials, equipment and contractual services through legal contracts of other governmental jurisdictions or public agencies without further contracting, solicitation, or formal bidding, provided such practice otherwise complies with state law. This practice is commonly referred to as "piggybacking." Utilization of cooperative purchasing agreements must include:*

- a) Minimal change in specifications from original bid.*
- b) Copy of the request for bids and all bids received for the subject item(s) by the originating agency.*
- c) Authorization from the originating agency to use the bid.*
- d) Authorization and agreement from the vendor to supply the supplies, materials, equipment or services in accordance with the terms of the bid.*
- e) Utilization of CMAS, GSA, or "County established contracts."*

#### **ENVIRONMENTAL IMPACT:**

The proposed action does not meet the definition of a project as defined by Section 15378 California Environmental Quality Act (CEQA). A "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and excludes the following:

- 1) Continuing administrative or maintenance activities, such as purchases for supplies, personnel-related actions, general policy and procedure making.
- 2) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

#### **GENERAL PLAN CONSISTENCY:**

This action is consistent with Guiding Principle 3A in the General Plan:

Our City government will lead by example, and will operate in an open, transparent, and responsible manner that meets the needs of the citizens and is a good place to do business.

#### **LEGAL REVIEW:**

The City Attorney has reviewed and approved this staff report.

#### **FINANCIAL IMPACT:**

##### **Operating Budget Impact**

Funding is available and budgeted in Police Department Account No. 010-500-6285-2021 in the amount of \$10,500 for the increase of Purchase Order No. 2019-0664 with Donnoe & Associates,

Inc. for fiscal year 2018/2019.

The Vendor Disclosure Form pertaining to Rialto Municipal Code section 2.48.145 is attached.

Capital Improvement Budget Impact

There is no Capital Improvement Budget Impact.

Licensing

Prior to increasing Purchase Order No. 2019-0664 to \$45,500, the vendor shall submit a City of Rialto Business License application increase and pay additional Business License fees of \$79.00.

**RECOMMENDATION:**

Staff recommends that the City Council approve an increase to Purchase Order No. 2019-0664 from \$35,000 to \$45,500 with Donnoe & Associates, Inc. for recruitment services for Fiscal Year 2018/2019.