

CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
Request for Interest (RFI) 740
Law Enforcement Investigation Services

Contra Costa County Employment and Human Services Department (EHSD) announces the request for Interest (RFI) to seek individuals or organizations to provide law enforcement personnel pre-employment background investigations to potential candidates for positions in the EHSD Fraud Prevention Unit. A three-year contract will be awarded to the selected respondent. The contract term will be from January 1, 2023 through December 31, 2025. County, upon written notice to contractor, may immediately terminate the contract, should the contractor fail to perform properly.

Funding:

The successful respondent will be offered a three-year Standard County contact up to \$10,000.00 on a fee per service basis. The contractor, in performing the service specified herein, is acting as an independent contractor.

Purpose:

Law enforcement personnel pre-employment background investigations, are to be conducted on potential candidates for the positions in the classifications of Senior Welfare Fraud Field Investigator, and Fraud Prevention Supervisor. The Fraud Prevention Unit is the County's unit that investigates allegations of welfare fraud. Staff hired to perform welfare fraud investigations are peace officers as defined under Penal Code Section 830.35, and as such, they are subjected to and must pass a rigid and thorough background check.

Scope of Work:

EHSD is seeking to contract for the service of a Law Enforcement Background Investigator. The contractor will be responsible for conducting background investigations on potential candidates for employment on an as-needed basis. The investigation will include a Police Officer Standards and Training (POST) approved Personal History Statement; interviews with the candidate, candidate's spouse, candidate's past and present employers, and candidate's past and present neighbors; verification of candidate's citizenship, birth and marriage records, education, employment, credit, military, DMV, criminal history records, and proof of vehicle insurance. A written report on each candidate investigated including findings from written, interview, and field inquiries shall be submitted to EHSD. EHSD retains the right to verify the candidates' credentials and candidates shall agree to have their fingerprints submitted to the Department of Justice and Federal Bureau of Investigation to determine suitability. Candidates who have been convicted of any offense within the last 10 years will not be deemed eligible.

Qualifications:

Education:

- High School Diploma or GED
- Possession of a valid Background Investigator's certificate of completion issued by

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- POST or an equivalent party, and/or be a California licensed Private Investigator.

Experience:

- A minimum of five (5) years experience conducting P.O.S.T. law enforcement personnel background investigations
- Excellent oral and written communication skills

Insurance and License Required:

- Proof of a valid Class C California Drivers License
- Proof of valid automobile insurance certificate

Selection Criteria:

Candidates will be rated based on the following:

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| • Years of experience in personnel background investigations | 60% |
| • Proof of required certification | 20% |
| • Fees | 20% |

Document Submission Requirements:

Interested parties must submit resume, cover letter addressing interest and required qualifications, references, list of past clients, fee schedule, and proof of certifications.

Responses must be received no later than 5:00 p.m., Friday, December 16, 2022, without exception. **Postmarks will not be accepted.** For complete RFI details and submission requirements, a copy of the RFI is available on the EHSD website:

<https://ehsd.org/overview/Contracting-opportunities/> or by calling (925) 608-4969.

Submissions are sent **via email only** to Contractbid@ehsd.cccounty.us

- File name, “**RFI740-Agency Name**”

RFI response submissions must include all documentation indicated above including the responding agency’s contact person, email address and contact phone number and must be in MS Word, MS Excel, and/or pdf file format.

Responses submitted after the deadline will be rejected. Mail-in, hand-delivery, and faxed submissions are not acceptable.

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County reserves the right to reject any proposal and negotiate any terms as best serves the County. All proposals become the property of the County, without obligation to the Respondent.

RFI process may be cancelled at any time without written notice.

Only respondents submitting a proposal in accordance with **RFI #740** may appeal the RFI process. Appeals must be submitted in writing. The appeal request must clearly state the area(s) of contention, how the individual/organization was damaged, and actions sought.

Appeals addressed to:

Contra Costa County
Employment and Human Services Department
Attention: EHSD Director
40 Douglas Drive, Martinez, CA 94553

Appeals must be received within 10 business days from the date of the award/denial letter. Notification of a final decision on the appeal shall be made in writing to the respondent.