



Legislation Text

File #: 22-163, **Version:** 1

Staff Report for a City of San Leandro Council Resolution Authorizing the City Manager to execute an agreement with The Matrix Consulting Group to develop the San Leandro Police Department Needs Assessment, in an amount not to exceed \$86,500; and to negotiate and approve change orders up to a cumulative value not to exceed 10% (\$8,650.00) of the original contract amount

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council consider and approve an agreement with The Matrix Consulting Group to develop the San Leandro Police Department's Staffing Needs Assessment. The proposal is based on the City's Request for Proposal #59371 (RFP) review and background research on The Matrix Consulting Group.

BACKGROUND

The City of San Leandro solicited qualified proposals for professional firms to conduct a staffing needs assessment of the San Leandro Police Department. The purpose of this study was to assess the whole department staff's current and future needs and make recommendations that will help resolve any staffing challenges. The City intended to award a one-year contract to the Consultant selected as the most responsive proposal conforming to the RFP and City's requirements.

The San Leandro Police Department is budgeted for ninety sworn members and forty-four professional members. The department is organized into two Bureaus - the Bureau of Operations and the Bureau of Services. Operations consist of Patrol, Traffic, and Investigations divisions, while Services has Professional Standards and Support Services.

ANALYSIS

The Matrix Consulting Group will work alongside members of the San Leandro Police Department to identify the City's challenges of policing; to explore alternative approaches in responding to calls for service, especially crisis calls. The expectation is that all communities will be engaged and queried in additional languages, including Spanish, Cantonese, and Mandarin. This assessment will involve police and community input as their full participation and collaboration are essential in creating a staffing model which meets current and anticipated community needs. The primary outcome of this assessment will be to recommend a staffing complement, which reflects stakeholders' desires and creatively allocates resources to align with the precepts of the City's police.

Additionally, staff recommends Council approve the City Manager to authorize change orders up to 10% of the total contract amount-or \$8,650.00. This authority would allow the City Manager or designee to adjust contractual spending limits to conduct additional assessments of the department.

Three companies responded to the RFP, which included the Alexander Weiss Consulting, 21CP Solutions and The Matrix Consulting Group. Staff reviewed proposals from all three companies, and determined that according to the RFP, and references checked, The Matrix Consulting Group was best suited for the staffing analysis needed.

FISCAL IMPACTS

This project will cost \$86,500 and is broken into six categories.

1. Project Management \$20,700
2. Senior Management Fees \$48,300
3. Consultation \$14,000
4. Travel Expenses \$3,500- Total Project Cost \$86,500

BUDGET AUTHORITY

Fiscal Year 2021-22 Adopted Budget, up to \$150,000 was budgeted for a police study out of the Asset Forfeiture Fund (Account number 146-21-017-5890).

PREPARED BY: Ali Khan, Police Captain

ATTACHMENT

- Staff Study Request for Proposal
- Matrix Consulting Group Proposal
- Matrix Consulting Group Cost Proposal