

Memorandum



CITY OF DALLAS

DATE June 2, 2023

Honorable Members of the Public Safety Committee
TO Adam McGough (Chair), Cara Mendelsohn (Vice Chair), Tennell Atkins, Jesse Moreno,
Jaime Resendez, Casey Thomas, Gay Donnell Willis

SUBJECT **June 14, 2023, City Council Agenda Item #42; 23-1423 Polygraph Testing
Services for the Dallas Police Department**

The following agenda item is scheduled to go before the City Council on June 14, 2023.

AGENDA ITEM #42; 23-1423

Authorize a five-year service price agreement for polygraph testing and examination services for the Police Department – Ruiz Protective Service, Inc., only bidder – Estimated amount of \$743,860 – Financing: General Fund (subject to annual appropriations)

BACKGROUND

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This service price agreement will provide for polygraph testing and examination services for all police sworn and selected civilian applicants. All applicants applying for police officer positions are required to have a polygraph examination as part of the personnel screening process. The pre-employment polygraph examination is an essential tool utilized by police administrators as part of the selection process of possible candidates.

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$17.82; the selected vendor meets this requirement.

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PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On May 22, 2019, the City Council authorized a three-year service price agreement for pre-employment polygraph testing and examinations for the Fire-Rescue Department and the Police Department with Ruiz Protective Service, Inc. and Dallas Polygraph Services by Resolution No. 19-0781.

FISCAL INFORMATION

Fund	FY 2023	FY 2024	Future Years
General Fund	\$49,590.68	\$148,772	\$743,860

Should you have any questions regarding this item, please contact me at (214) 670-5299.



Jon Fortune
Deputy City Manager

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizzor Tolbert, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Robert Perez, Assistant City Manager
Carl Simpson, Assistant City Manager
Jack Ireland, Chief Financial Officer
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors