

City of Laramie
Request for Proposals
For
BACKGROUND INVESTIGATION SERVICES

Release Date: December 8, 2022

Responses Due: January 12, 2023

Proposal From:
DLW Consulting & Investigations, LLC
PO Box 714 Laramie, WY 82073
714-497-5633
December 14, 2022

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BACKGROUND INVESTIGATION SERVICES

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A. EXPERIENCE

DLW Consulting & Investigations is an insured LLC in California and Wyoming that provides governmental background services which has been in operation since 2019 and is physically located at 455 Wild Horse Ranch Road, Laramie, WY 82070. Our mailing address is P.O. Box 714, Laramie, WY 82073. Our phone number is (714) 497-5633, and our email address is daron@wyattconsulting.us. DLW Consulting & Investigations is licensed with the California Bureau of Security and Investigative Services (PI #188923). The State of Wyoming does not require licensure for private investigators. Daron Wyatt is the sole owner/qualified manager. All management of background services is conducted at this location.

Backgrounds are conducted for peace officer applicants, dispatcher applicants, and all other non-sworn positions within the police department.

DLW Consulting & Investigations, LLC has more than three years of experience in conducting P.O.S.T. background investigations, background checks, private investigations, and public safety consulting services. Daron Wyatt, the company owner, is an active member of the California Background Investigator's Association and is also a member of the California Association of Licensed Investigators. He has maintained his California Private Investigator's license in good standing since 2020. Mr. Wyatt received his P.O.S.T. Background Investigator's certification in January 2020, and he continually keeps up to date on current trends in background investigations through on-going training. Mr. Wyatt is a retired police sergeant having served 33 1/2 years with the Tustin Police Department, Santa Ana Unified School District Police Department, Imperial Police Department, Placentia Police Department, and the Anaheim Police Department. Wyatt's law enforcement experience included more than 10 years conducting and supervising criminal investigations, including gangs, vice, narcotics, domestic violence, child abuse, elder abuse, missing persons, and homicide investigations. He also investigated and reviewed major uses of force and Officer Involved Shootings.

Public safety agencies who contract with DLW Consulting & Investigations, LLC include the City of Placentia, City of Beverly Hills, and the City of Laguna Beach. In addition, Wyatt has handled background investigations for the Anaheim Police Department, Cypress Police Department, Irvine Police Department, Laramie (WY) Police Department, Orange County District Attorney's Bureau of Investigation, Palos Verdes Estates Police Department, and Westminster Police Department.

Daron Wyatt will be the project manager/liaison to communicate with Laramie PD throughout the investigation(s) and will notify the Training Sergeant or Police and Community Services Lieutenant of any information that would immediately disqualify the applicant from employment. He will be responsible for assigning background cases to the background investigators and reviewing completed backgrounds prior to submission for final approval. In addition to being the project manager, Wyatt will personally conduct the background investigations except during periods of high demand. During such times, another DLW Consulting & Investigations, LLC investigator will be assigned after approval from the Laramie PD Training Sergeant.

DLW Consulting & Investigations, LLC has the resources to hire additional background investigators to fulfill any needs the City of Laramie may require. Any new investigators will be presented to and approved by the Chief of Police (or his designee) prior to working on any background investigations for the City of Laramie. DLW Consulting & Investigations, LLC guarantees the availability of qualified background investigators to the City throughout the term of the contract. Background investigators are gatekeepers of public safety agencies, and we take that role seriously in our task of providing thorough background investigations for law enforcement and other public safety agencies to hire those candidates who are most qualified.

B. REFERENCES

1. Anaheim Police Department
Sergeant Philip Han: 425 S. Harbor Boulevard, Anaheim, CA 92805, 714-765-3922, phan@anaheim.net
2. City of Beverly Hills
Chief Communications Officer Keith Sterling: 455 N. Rexford Drive, Beverly Hills, CA 90210, 714-600-0952, ksterling@beverlyhills.org
3. Cypress Police Department (Garon Wyatt Investigative Services)
Gary Wyatt: PO Box 7521, Riverside, CA 92513, gary@wyattinvestigations.com, 949-337-5032
4. Irvine Police Department (Beard Investigative Services)
Greg Beard: PO Box 60154, Irvine, CA 92602, beardinvsvc@gmail.com, 949-683-3691
5. City of Placentia
Deputy City Administrator Rosana Ramirez: 401 E. Chapman Avenue, Placentia, CA 92870, rramirez@placentia.org, 714-993-8217

C. WORK BEING PROPOSED

DLW Consulting & Investigations, LLC background investigators are all current/former law enforcement personnel who are P.O.S.T. certified background investigators. Our pre-employment background investigations provide necessary information to the city to ensure compliance with all applicable minimum standards for appointment are met and to screen out candidates who, based on their past history or other relevant information, are found unsuitable for the position for which they have applied. Background investigations will be completed in compliance with the Wyoming Statutes Title 9 Section 9-1-704, Wyoming Peace Officer Standards and Training requirements, City of Laramie Police Department Civil Service Rules, and the Laramie Police Department General Orders.

All investigators will be current or retired sworn law enforcement investigators. All investigators assigned by DLW Consulting & Investigations, LLC will be approved by the Chief of Police or the Training Sergeant before commencing work on any background investigations for Laramie Police Department.

DLW Consulting & Investigations, LLC shall provide investigative services on an "as needed" basis during the term of the contract. We shall conduct a comprehensive background investigation using current P.O.S.T. guidelines, recommendations and requirements, Personal History Statement (PHS), Polygraph, and other required documents as provided by the agency. DLW Consulting & Investigations, LLC shall submit a background file for each applicant to include all items verified and collected during the investigation process. The items shall include but not be limited to the following:

- Personal History Statement review - Investigator will conduct an in-person interview on each applicant that will include a comprehensive review of the application, Personal History Statement, and all supporting documentation.
- The applicant's name, date of birth and citizenship status will be verified via official government documents.
- A current photo of the applicant will also be provided. Any tattoos, distinctive scars, or marks will be documented.
- Social Security Number (SSN) – Will be traced and researched to determine any name variations used by the applicant, including maiden and previous names used by the applicant, as well as verification of current and former addresses used by the applicant that are associated with the applicant's SSN and date of birth.
- Marital Status — Verify marital status and obtain a copy of all marriage certificates or divorce dissolutions.
- Neighborhood and rent check — Neighborhood checks will be conducted at the applicant's most recent residences, including contact with landlords, roommates, and neighbors. The background investigator shall visit the applicant at home to confirm the address of the residence and appropriate living conditions, providing the applicant lives within Albany County. If the applicant lives outside Albany County, the need for a home visit will be determined by the Training Sergeant.
- Professional references — Thorough interviews will be completed with the professional references provided by the applicant.

- Personal references – Thorough interviews will be completed with the personal references provided by the applicant. Secondary references will be sought for further investigation into the applicant’s character.
- Education — The background investigator shall verify applicant's educational background through official school transcripts and copies of degrees. Copies of these documents shall be placed in the background file. This will include verification that the applicant has either graduated from an accredited high school or has passed the General Education Development (GED) Test or has passed the Wyoming High School Equivalency Examination.
- Employment verification and history — The background investigator shall verify the applicant's past employment, current employment, and employment status. Documentation shall be made of any termination, discipline, tardiness, and if the applicant is eligible for rehire.
- Motor vehicle driving history — The background investigator shall verify the applicant's driving records and obtain certified records from each state wherein the applicant has been licensed. The background investigator will obtain a copy of the applicant’s driver’s license, as well as proof of automobile insurance.
- Drug and/or substance use history – The background investigator will thoroughly examine the applicant’s use of illegal substances, including the unlawful use of prescription drugs, and excessive use of alcohol.
- Military — If the applicant mentions military service, the investigator shall verify service and attempt to gather information on commendation(s) or disciplinary action(s). Verification of registering for Selective Service will also be conducted for those who are required to register.
- Financial — The background investigator shall complete a credit history check on applicant's credit status. The credit report should be provided by the applicant at the applicant’s expense. The background investigator will also inquire as to the applicant’s monthly income and expenditures.
- Legal — The background investigator shall address any prior, current, or pending criminal or civil litigations related to the applicant and address the results of the applicant's FBI and Department of Criminal Investigations (DCI) live scan fingerprint process. The background file shall include criminal records inquiries for each applicant (mail, fax, or email inquiries will be sent to every city, county and college law enforcement agency where the applicant lived, worked and attended college). Any returns received after the file has been submitted to City shall be returned to City for inclusion in the file.

- Law Enforcement Agencies Applied - Perform agency checks for each applicant (mail, fax, or email inquiries to all law enforcement agencies where applicant has previously applied). Due to the duration of time it takes to receive mail inquiry returns, the investigator shall contact by telephone those agencies where the applicant advised there was a background investigation started or completed. Any returns received after the file has been submitted shall be returned to the City for inclusion in the file.
- Social Networks — The background investigator shall conduct social media research on the applicant’s “public” social media profiles.
- Wants/Warrants check – The background investigator will ensure a Wants/Warrants check has been completed that includes the Albany County CLETS system, National Crime Information Center (NCIC), and DOJ Child Abuse Central Index.
- Polygraph results — The background investigator shall review and compile polygraph results. As needed, the background investigator may attend the polygraph examination.
- Investigator comments — The background investigator shall provide a narrative summary of the applicant's background including any concerns or lack thereof as well as the investigator’s overall impression of the applicant.
- Completed background file for each applicant shall be addressed to the Chief of Police. The comprehensive summary report will include findings for all items listed above.
- DLW Consulting & Investigations, LLC shall complete and submit the background file to the Training Sergeant typically within four (4) weeks and no later than six (6) weeks after receiving the background assignment. Any investigations requiring more than six (6) weeks to complete will need prior written approval from the Office of the Chief of Police.
- The background file will be comprised of a three-ring binder containing all supporting documentation. A digitized copy will also be provided on a jump drive.

DLW Consulting & Investigations, LLC acknowledges acceptance of the contracting requirements set forth by the City of Laramie. This includes item 4 in the Minimum Qualifications and Requirements section of the RFP (the use of Hypertext transfer protocol over secure socket layer for all work performed over the Internet). The DLW Consulting & Investigations website (www.wyattconsulting.us) is managed by Bluehost and is secured with an active SSL. This can be confirmed when visiting the website and observing the lock icon next to the URL. Further, all email communications are generated through Microsoft Office 365 and are encrypted using an SSL certificate.

D. Cost

Full-time Police Officer and Dispatcher backgrounds

FLAT RATE \$1,500.00 + mileage at federal mileage rate for 2023 and adjusted to the rate for the following years. Mileage will not be billed for any trips 25 miles or less from the Laramie Police Department.

ALTERNATIVE FLAT RATE \$1,650.00 — No mileage submitted

Full-time Professional Staff backgrounds

FLAT RATE \$ 1,400.00 + mileage at federal mileage rate for 2023 and adjusted to the rate for the following years. Mileage will not be billed for any trips 25 miles or less from the Laramie Police Department.

ALTERNATIVE FLAT RATE - \$1,550.00 - No mileage submitted

Part-time / Extended Part-time

FLAT RATE \$ 1,300.00 + mileage at federal mileage rate for 2023 and adjusted to the rate for the following years. Mileage will not be billed for any trips 25 miles or less from the Laramie Police Department.

ALTERNATIVE FLAT RATE - \$1,450.00 - No mileage submitted

Volunteer / Crossing Guard / Intern

FLAT RATE \$600.00 + mileage at federal mileage rate for 2023 and adjusted to the rate for the following years. Mileage will not be billed for any trips 25 miles or less from the Laramie Police Department.

ALTERNATIVE RATE \$650.00 — No mileage submitted

Any partial backgrounds completed, or background updates will be billed at a prorated rate based upon percentage of work completed. Any work requiring a submission of an hourly rate will be billed at \$100.00 per hour.

Payment requests to the City shall include on their invoices detailed information including description, date of the expense, business purpose and amount. Should out of town travel be required, travel related expenses (including hotels and meals) shall be reimbursed at direct cost, but not to exceed the federal per diem rate established by the U.S. General Services Administration

(www.gsa.gov/perdiem), plus applicable taxes. Contractor shall attach supporting documents substantiating all expenses such as itemized receipts, paid invoices, or paid credit card statements (if description has sufficient detail). Any request for travel-related expense (including hotel and meal) reimbursement must be pre-approved by the Office of the Chief of Police.

The prices indicated above will remain firm for the entire first term of the Agreement. However, should the city begin using an automated background program, such as eSoph or Guardian, that significantly reduces the workload of the investigator, DLW Consulting & Investigations may reduce the contracted price to help offset the cost of the program. Thereafter, any proposed pricing adjustment for follow-on renewal periods shall be submitted to the City Representative in writing at least ninety (90) days prior to the new Agreement term.

This proposal is valid for ninety (90) days from the date of submittal.

E. FINAL PRODUCT

DLW Consulting & Investigations, LLC agrees to deliver at least two (2) originals and one electronic (PDF format) of the final report to the Chief of Police (bbrowne@cityoflaramie.org) no later than January 12, 2023, by 4:00 p.m. (MST).

F. ADDITIONAL SERVICES

We also provide background investigative services for Municipal agencies in their hiring of firefighters, and non-public safety employees. These backgrounds can often be completed at a lower cost as there is typically not a legal or statutory requirement to complete background investigations for applicants of these positions. As such, the scope of work and cost can be catered to the needs of the agency.

DLW Consulting & Investigations also provides additional services to include Internal Affairs/Workplace Investigations, Major Incident Review following critical public safety events such as Officer Involved Shootings, and Media Relations consulting and training. All investigative and consulting services are billed at an hourly rate of \$100 per hour, plus mileage and any expenses incurred.

We respectfully present this bid in response to your request for proposal for Background Investigation Services for the Laramie Police Department. Should a contract be awarded, DLW Consulting & Investigations, LLC agrees to maintain valid Errors and Omissions insurance, and to enter into a Hold-Harmless Agreement with the City of Laramie.

G. ATTACHMENT 1