



**Agenda Item:** Agreement

**Title:** Consideration of a Professional Services Agreement for background investigative services between the City of Laramie, Wyoming, and DLW Consulting & Investigations, LLC

**Recommended Council MOTION:**

I move that the Laramie City Council approve the Professional Services Agreement between the City of Laramie, Wyoming, and DLW Consulting & Investigations, LLC, in an amount not to exceed \$70,000 per year and approve an ongoing budget amendment in the amount of \$55,000 starting in Fiscal Year 2023 and authorize the Mayor and Clerk to sign.

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**Administrative or Policy Goal:**

Administrative Goal: Establish an agreement to provide the Laramie Police Department with comprehensive pre-employment law enforcement background investigation services.

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**Background:**

The Laramie Police Department is currently experiencing significant recruitment and retention challenges. Currently, it can take 4 to 8 weeks for Laramie Police Personnel to complete a comprehensive background investigation due to staffing shortages. To continue providing adequate police services to the City of Laramie, the police department reallocated resources from background investigations to providing essential patrol and investigative services. Establishing a professional services contract with an independent firm allows the Laramie Police Department to continue pursuing our hiring goals while utilizing police resources for servicing the community. Comprehensive, timely, and extensive background investigations are essential to maintaining trust in our community by hiring highly qualified individuals. This agreement will also expedite our background process, allowing the Laramie Police Department to remain competitive with other law enforcement agencies competing for candidates.

The Request for Proposals was released on December 8, 2022. The request was advertised in the Laramie Boomerang on December 8, 15, and 22, 2022. Questions regarding the request were due on December 22, 2022; however, no questions were received. Submittals were due on January 12, 2023. The City of Laramie received one proposal from DLW Consulting and Investigations, LLC.

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**BUDGET/FISCAL INFORMATION:**

The Laramie Police Department currently has \$15,000 earmarked for professional services. We request an ongoing budget amendment in the amount of \$55,000 starting in Fiscal Year 2023. Per the proposed Professional Services Agreement, background services will only be utilized when vacancies exist, as determined by the Chief of Police. The cost per background will vary between \$1300 - \$1500, depending on the position classification. While the maximum contracted yearly service is \$70,000, the likelihood of reaching the limit drastically decreases as staffing numbers improve. The Laramie Police Department is currently carrying five sworn officer vacancies and two 911 Emergency Communications Operator vacancies. In the current FY 2023 forecast, entry-level officers are budgeted at \$82,700 and dispatchers at \$74,816, including a family benefits package. With our current vacancies, the annual salary savings is estimated at \$563,132. These potentially offset any anticipated background investigative costs.

**Responsible Staff:**

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Robert Southard, City Attorney, [tfeezer@cityoflarame.org](mailto:tfeezer@cityoflarame.org), 307-721-5319

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**Attachments:**