



AGENDA MEMORANDUM

Future Item for the City Council Meeting of February 19, 2019
Action Item for the City Council Meeting of February 26, 2019

DATE: February 19, 2019

TO: Keith Selman, Interim City Manager

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Psychological Services for Police, Fire, Airport, and Municipal Court
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CAPTION:

Motion authorizing a three-year service agreement for psychological services with Kathryn W. Soward, Ph.D., of Corpus Christi, Texas, for an amount not to exceed \$78,750.00, with two one-year options for a potential total amount not to exceed \$131,250.00.

PURPOSE:

This item is to approve a service agreement with Kathryn W. Soward, Ph.D. for psychological services for Police, Fire, Airport, and Municipal Court.

BACKGROUND AND FINDINGS:

The psychological services provided through this agreement include a state mandated evaluation to determine if recommended candidates are psychologically fit to perform the duties of police officer, firefighter, crime scene technician, dispatcher, airport public safety officer, and Municipal Court Marshal. Provided services will also include consultations, counseling, and support services for officers and civilian employees of Police, Fire, Airport, and Municipal Court on an as needed basis.

The Purchasing Division conducted a competitive Request for Proposal (RFP) process and received one proposal. The Purchasing Division determined the pricing is fair and recommends Dr. Kathryn Soward for award.

ALTERNATIVES:

Not applicable

OTHER CONSIDERATIONS:

Not applicable

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

Police Department
Fire Department
Aviation
Municipal Court

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$517,536.75	\$60,750.00	\$578,786.75
Encumbered / Expended Amount	\$100,211.24	\$0.00	\$100,211.24
This item	\$18,000.00	\$60,750.00	\$78,750.00
BALANCE	\$399,325.51	\$0.00	\$399,325.51

Fund(s): General Fund, Airport 4610

Comments: The initial contract is for an amount not to exceed \$78,750.00 for three years, with an estimated expenditure of \$18,000.00 to be funded in FY2018-2019.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Evaluation Matrix