

Juvenile Probation Commission

Meeting Date: September 13, 2023

Re: JPD Contracts for Commission Review & Approval

The Juvenile Probation Department (SFJPD) requests delegated authority from the Juvenile Probation (JP) Commission to approve the following contractual agreements:

Contract	Maerly, Inc.
Action	New Contract
Service Description	Pre-employment background investigations
Term	24-Months
Not-to-Exceed-Amount	Not-to-Exceed \$75,000
Contracting Authority	SF Admin Code 21.9
Court-Ordered Service	N/A

For your reference, please refer to the next page(s) for detailed service descriptions and/or fee schedules by contractual agreement.

Contract	Maerly, Inc.
Action	New Contract
Services	Pre-employment background investigations

Description of Services

Contractor shall provide the following services:

Based upon industry standard's pre-employment background investigation criteria, Contractor will be required to investigate records held by the Criminal Justice system, Credit Reporting Agencies, Department of Motor Vehicles, as well as contacting current and previous employers and references.

All pre-employment background investigations shall be completed and returned to JPD within thirty calendar days (30) of the assignment. The complete report shall include a typewritten background biography synopsis, a complete package of personal documents collected, and a typewritten transcription of all reference contacts. The reporting of the background investigation shall be consistent with requirements as established by the City & County of San Francisco and the California Commission on Peace Officer Standards and Training (POST) for peace officer classifications.

The following are tasks and activities deemed necessary for the pre-employment background investigations to take place:

1. In-person candidate interviews
2. Reference checks of candidates
3. Review of criminal history records, including final disposition
4. Determination of drug and alcohol use by candidates
5. Verification of credit history
6. Verification of civil records including Department of Motor Vehicles
7. Verification and investigation of current and former employment history
8. Verification of education requirements, birth, marriage, and dissolution claims
9. Preparation and submission of a pre-employment background investigation report for each candidate, along with all supporting documentation and forms

Note: The City reserves the right to modify the scope of work.