



# AGENDA REPORT

**TO:** Jestin D. Johnson  
City Administrator

**FROM:** Damon Covington  
Fire Chief

**SUBJECT:** PSA with Elite Corporate Solutions  
LLC

**DATE:** May 4, 2026

City Administrator Approval

  
Jestin Johnson (May 14, 2026 16:40:02 PDT)

Date: May 14, 2026

## **RECOMMENDATION**

**Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To Enter Into A Professional Services Agreement With Elite Corporate Solutions LLC (Previously Known As Elite Public Safety Investigations LLC) To Provide Pre-Employment Background Investigations For The Period of June 1, 2026 To May 31, 2029 In An Amount Not To Exceed Three Hundred Thousand Dollars (\$300,000), With An Option To Extend The Agreement For Two Years Until May 31, 2031, At A Cost Of Up To Two Hundred Thousand Dollars (\$200,000), And Without Returning To Council, For A Total Amount Not To Exceed Five Hundred Thousand Dollars (\$500,000).**

## **EXECUTIVE SUMMARY**

The Oakland Fire Department (OFD) is recruiting Fire Fighter Trainees and Fire Fighter Paramedic Trainees to fill several academies in the coming years. Non-Sworn positions such as Fire Investigators and Fire Communications Dispatchers will also need to be filled. Adoption of this proposed resolution will authorize the City Administrator to enter a new contract with Elite Corporate Solutions LLC to provide background investigations as part of the pre-employment process to identify the most suitable candidates for hire.

Conducting an effective pre-employment investigation is especially important when hiring first responders and public safety professionals. It builds trust with the community by ensuring the individuals entrusted with the lives and safety of others are of high integrity and reliability.

## **BACKGROUND / LEGISLATIVE HISTORY**

Elite Corporate Solutions LLC provides transparent and thorough pre-employment background investigation services. The Founder and CEO has over 20 years of experience in providing premium background investigation services. He served as the Oakland Police Department's Recruiting & Background Unit Sergeant of Police. In that role, he reviewed background reports for accuracy, trained staff, and ensured local, state, federal, and departmental compliance. The investigators receive continuous training to ensure the integrity and accuracy of each investigation and to maintain proficiency with new laws and regulations, policies, and procedures. On October 28, 2019, the Oakland Fire Department contracted with Elite Public

Public Safety Committee  
May 26, 2026

Safety Investigations LLC, for the period of October 28, 2019, to October 27, 2021. An amendment was approved to extend the contract from October 28, 2021 to October 27, 2023.

### **ANALYSIS AND POLICY ALTERNATIVES**

In December 2025, a Request for Proposal (RFP) process was initiated to select a contractor who will conduct comprehensive background investigations for sworn and civilian personnel as part of the pre-employment process, with the purpose of identifying the most suitable candidates for hire. Proposals were received from three vendors. The RFP review process resulted in a recommendation to award the contract to Elite Corporate Solutions LLC.

Elite Corporate Solutions LLC will perform the services necessary for completion of the background investigation, including, but not limited to the following.

- Completion of Personal History Statement (PHS) by candidate
- Conduct an interview and detailed review of the PHS with candidate
- Request from Candidate the Authorization to Release Information (Notarized Form) to obtain an Investigative Consumer Report and Procure a Consumer Credit report under the Investigative Consumer Reporting Agencies Act and the Consumer Credit Report Act (California Civil Code sections 1785 and 1786 et seq.) The nature and scope of any investigative consumer report must include the following items to the extent permitted by laws.
  - A review of the candidate's personal history statement
  - Photo Taken and Photos of any Tattoos
  - Driver's License and Social Security Card copied
  - Social Security Number Trace
  - DMV/MVR Report
  - Criminal Court Records
  - Civil Court Records
  - Sexual Offender Index
  - Education Verification
  - Employment Verification
  - Professional Reference Interviews
  - Professional License Verification
  - Live Scan (fingerprints) - Department of Justice (DOJ) and Federal Bureau Investigation (FBI) clearance

Elite Corporate Solutions LLC will ensure each background investigation meets the standard OFD has set forth. A complete and thorough written report on each candidate will be submitted. Report submissions will maintain a consistent, standardized format and will include all documents collected during the investigation.

Investigations will be compliant to the following codes, policies, and practices.

- 34 U.S. Code § 40102
- Fair Credit Reporting Act (FCRA)
- National Crime Prevention and Privacy Compact Act
- POST Background Investigation Manual (when applicable)
- Candidate Grade
- Bi-Weekly Updates

**FISCAL IMPACT**

Sufficient initial funding for this professional services agreement with Elite Corporate Solutions, LLC for pre-employment background investigation services is available in the Fiscal Year 2025-27 Biennial Adopted Budget in OFD accounts: General Fund (1010), Human Resources Organization (20811), Fire Academy Training Project (1004398), Personnel Resource Management Program (PS 16). The planned annual allocation is shown in Table 2.

<b>Fund</b>	<b>Project</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Option Year 4</b>	<b>Option Year 5</b>	<b>Total NTE</b>
General Purpose Fund 1010	1004398 – Fire Academy Training	\$500,000	\$500,000	\$100,000	\$100,000	\$100,000	\$500,000

**PUBLIC OUTREACH / INTEREST**

No outreach was deemed necessary for the proposed policy action beyond the standard City Council Agenda noticing procedures.

**COORDINATION**

This report and legislation have been reviewed by the Office of the City Attorney and the Budget Bureau.

**RACE AND EQUITY**

The Fire Department seeks to conduct a successful and equitable background check process focused on individualized assessments, relevance to the job, and consistency. The department is confident that Elite Corporate Solutions LLC is the appropriate vendor for this critical project.

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To Enter Into A Professional Services Agreement With Elite Corporate Solutions LLC (Previously Known As Elite Public Safety Investigations LLC) To Provide Pre-Employment Background Investigations For The Period of June 1, 2026 To May 31, 2029 In An Amount Not To Exceed Three Hundred Thousand Dollars (\$300,000), With An Option To Extend The Agreement For Two Years Until May 31, 2031, At A Cost Of Up To Two Hundred Thousand Dollars (\$200,000), And Without Returning To Council, For A Total Amount Not To Exceed Five Hundred Thousand Dollars (\$500,000).

For questions regarding this report, please contact Michael Hunt, Chief of Staff, at (510) 238-6353.

Respectfully submitted,



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Damon Covington  
Fire Chief, Fire Department

Reviewed by: Sonia Lara, Fire Personnel Office  
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