



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

## AGENDA INFORMATION SHEET

**DEPARTMENT:** Procurement  
**ACM:** Christine Taylor  
**DATE:** July 15, 2025

### **SUBJECT**

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a contract with Pepper Psychological Services, PLLC, for psychological testing services for the Police and Fire Departments; providing for the expenditure of funds therefor; and providing an effective date (File 8871 – awarded to Pepper Psychological Services, PLLC, for three (3) years, with the option for two (2) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$70,000.00).

### **STRATEGIC ALIGNMENT**

This action supports Key Focus Area: Support Healthy and Safe Communities.

### **INFORMATION/BACKGROUND**

The Texas Commission on Law Enforcement requires psychological evaluations for all peace officer applicants before licensing. Per Texas Administrative Code Title 37, Part 7, Chapter 217, Rule 217.1, a psychological examination must be performed prior to commissioning. Pepper Psychological Services has conducted these services as needed for several years for both the Police and Fire Departments. Since medical services are procurement-exempt, we are requesting a professional services agreement.

Police officers, fire investigators, and peace officers are required to undergo psychological testing. In addition, psychological services are sometimes provided for Critical Incident Debriefings and Psychological Fitness for Duty Evaluations for Police, Fire, and Dispatch employees.

Police and Fire personnel will utilize this contract for approximately 50 annual pre-employment evaluations. Additional services will include Critical Incident Debriefings and Psychological Fitness for Duty Evaluations.

The scope of services includes provisions for up to 50 Entrance evaluations annually, one (1) Critical Incident Debriefing annually, and one (1) Psychological Fitness for Duty evaluation annually. These entrance evaluations will be used for Police and Fire employees only. Critical Incident Debriefings and Fitness for Duty evaluations would primarily be utilized for emergency services personnel, but could be used by any City department if needed. Based on historical spending and future projections, the recommended amount not to exceed (NTE) for this contract is \$70,000 for a total potential five (5) year contract.

<b>Psychological Services</b>	<b>Estimated 5-Year Expenditure</b>
Year 1	\$12,500
Year 2	13,250
Year 3	14,000
Year 4	14,750
Year 5	15,500
<b>Total</b>	<b>\$70,000</b>

### **RECOMMENDATION**

Award a contract with Pepper Psychological Services, PLLC, for psychological testing services for the Police and Fire Departments, in a three (3) year, with the option for two (2) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$70,000.

### **PRINCIPAL PLACE OF BUSINESS**

Pepper Psychological Services, PLLC  
Arlington, TX

### **ESTIMATED SCHEDULE OF PROJECT**

This is an initial three (3) year contract with options to extend the contract for two (2) additional one (1) year periods, with all terms and conditions remaining the same.

### **FISCAL INFORMATION**

The services will be funded from the Police and Fire Department General Operating Funds. Requisitions will be entered on an as-needed basis. The budgeted amount for this item is \$70,000. The City will only pay for services rendered and is not obligated to pay the full contract amount unless needed.

### **EXHIBITS**

Exhibit 1: Agenda Information Sheet  
Exhibit 2: Ordinance and Contract

Respectfully submitted:  
Lori Hewell, 940-349-7100  
Purchasing Manager

For information concerning this acquisition, contact: Preston Pohler, 940-349-7956.

Legal point of contact: Marcella Lunn at 940-349-8333.