

AGENDA



Thursday, May 8, 2008

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**
Item No. 43

Subject: Authorize award, negotiation, and execution of a professional services contract with INDUSTRIAL/ORGANIZATIONAL SOLUTIONS, INC., Westchester, IL for the development and administering of assessment centers for the ranks of Police Lieutenant and Police Commander in an amount not to exceed \$67,025.

Amount and Source of Funding: Funding is available in the Fiscal Year 2007–2008 Operating Budget of the Human Resources Department.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Mary Quintero-Herrera, Senior Buyer/974-3266.

Purchasing Language: Professional Services.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9B of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). This is a professional services contract; therefore, it is exempted under Chapter 252 of the Texas Local Government Code. No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract is for professional services to develop and administer assessment centers for the ranks of Police Lieutenant and Commander on or about June 23, 2008.

Article 13, Section 6 of the current agreement between the City of Austin and the Austin Police Association governs the promotional process for Austin Police Civil Service positions. In addition to a written test, eligible candidates for the Police Commander and Police Lieutenant are required to attend an assessment center to ensure that the candidate possesses the appropriate skill set.

The services will include:

Conducting job task analysis.

Developing assessment centers for both ranks consisting of three unique exercises.

Conducting one live assessment center orientation/preparation advice for each rank.

Recruiting ten assessors around the nation to serve as raters.

Recruiting actors to serve as role-players during the assessment centers.

Conducting assessor training and administration of the assessment center for each ranks.

Compiling assessment center results and providing feedback to candidates.

Drafting a technical report to document the methodology employed to develop and validate the assessment center and its outcome.

The Lieutenant assessment centers services will include an estimated 35 candidates for an amount not to exceed \$40,810. The Commander assessment center will include an estimated 16 candidates for an amount not to exceed \$26,215.

The goal of the assessment center is to determine skills, abilities, and practical knowledge that may not be apparent using a written test only. Most major police departments in the nation use assessment

centers to incorporate into their promotional process. The Police Lieutenant and Police Commander assessment centers will provide practical exercises that are specific to issues faced by officers in Austin. The centers will provide three unique exercises designed to assess the skills necessary for each of the promotional positions. Exercises may include skills in analysis, problem solving, written and verbal communication, and supervisory/management skills to determine candidate skills and abilities.

The candidate's performance will be video-taped and the candidates will receive written and verbal feedback at the end of each assessment session.

The contractor is responsible for recruiting and training qualified assessors who are police officers from across the country. The contractor will ensure that assessors are skilled in behavioral observation and demonstrate a thorough understanding of the assessment techniques, evaluation, and rating procedures to be used.