

AGENDA



Thursday, November 19, 2009

Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION

Item No. 52

Subject: Authorize award, negotiation, and execution of a 12-month requirements service contract with Morris and McDaniel, Inc., Alexandria, VA for Civil Service Promotional Examination Services in an estimated amount not to exceed \$152,500, with five 12-month extension options in an estimated amount not to exceed \$152,500 per extension option, for an total estimated contract amount not to exceed \$915,000.

Amount and Source of Funding: Funding in the amount of \$152,500 is available in the Fiscal Year 2009–2010 Operating Budget of the Austin Police Department. Funding for the extension options is contingent upon available funding in future budgets.

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

For More Information: Malinda Horitski, Buyer II, 512-974-2651

Purchasing Language: Best evaluated proposal of four proposals received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract will provide for promotional exams, technical skills evaluation, and assessment centers administered by the Contractor for Austin Police Department (APD) officers seeking promotional opportunities for the ranks of corporal/detective, sergeant, lieutenant, and commander.

Promotional exams for these ranks within APD are governed in accordance with Chapter 143 of the Texas Local Government Code, the October 2008 Agreement between the City of Austin and the Austin Police Association, and the City of Austin Firefighters' and Police Officers' Civil Service Commission Rules.

It is estimated that this contract will provide:

- Twelve written exams and three technical skills evaluations or assessment centers for the rank of sergeant,
- Three assessment centers for the rank of lieutenant, and
- Three assessment centers for the rank of commander.

Additionally, job analysis will be conducted by the vendor to establish linkage between each rank and test development.

A team approach was used in the selection process for the promotional testing Contractor. The approach was supported by both Police Chief Art Acevedo and Austin Police Association President Wayne Vincent. Evaluation Committee members included individuals from the Austin Police Department (APD), and the Human Resources Department, Civil Service Division. The APD members consisted of two officers from each promotional rank; one selected by the Police Chief and one selected by the Austin Police

Association President. The team's recommendation was then presented and approved at the executive level of APD.

The first scheduled exam will include both a written exam and an assessment center for the rank of Lieutenant scheduled for February 2, 2010.

MBE/WBE Solicited: 2/7

MBE/WBE Bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. Seventy-six notices were sent, including two MBEs and seven WBEs. Four proposals were received, with no response from the MBE/WBEs.

APPROVAL JUSTIFICATION

- a. Best evaluated proposal received.
- b. The Purchasing Office concurs with the Civil Service and Austin Police Department's recommended award.
- c. Advertised in the Austin American-Statesman and the Internet.