

## AGENDA



Thursday, June 24, 2010

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION**

Item No. 56

**Subject:** Authorize award, negotiation, and execution of an 24-month requirements service contract with INDUSTRIAL ORGANIZATIONAL SOLUTIONS, INC, Westchester, IL to provide Civil Service promotional examination services in an estimated amount not to exceed \$98,000, with two 24-month extension options in an estimated amount not to exceed \$98,000 per extension option, for a total estimated contract amount not to exceed \$294,000.

**Amount and Source of Funding:** Funding in the amount of \$33,140 is available in the Fiscal Year 2009-2010 Operating Budget of the Austin Fire Department. Funding for the remaining 21 months of the original contract period and 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:** Colleen Athey, Buyer I, 972-4012

**Purchasing Language:** Best evaluated proposal of eight 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 promotional exams administered by Industrial Organizational Solutions Inc. for Austin Fire Department (AFD) firefighters seeking promotional opportunities for the ranks of Fire Specialist, Lieutenant, Captain, and Battalion Chief. Promotional exams for these ranks within AFD are governed in accordance with Chapter 143 of the Local Government Code, the 2009 Collective Bargaining Agreement between the City of Austin and the Austin Firefighters Association, Local 975, and the City of Austin Firefighters' and Police Officers' Civil Service Commission Rules.

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

A team approach was used in the process for selecting the promotional testing firm. The approach was supported by both Fire Chief Rhoda Mae Kerr and the Austin Firefighters Association; Local 975. Evaluation Committee members included individuals from the Austin Fire Department (AFD), the Austin Firefighters Association, Local 975, and the Human Resources Department, Civil Service Division. The team's recommendation was then presented and approved at the executive level of AFD.

MBE/WBE solicited: 28/27

MBE/WBE bid: 0/0

**PRICE ANALYSIS**

a. Adequate competition.

b. Five hundred fifty-one notices were sent, including 28 MBEs and 27 WBEs. Eight proposals were received, with no response from the MBE/WBEs.

**APPROVAL JUSTIFICATION**

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