

## AGENDA



Thursday, August 19, 2010

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION****Item No. 24**

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**Subject:** Authorize award, negotiation, and execution of an 18-month requirements service contract with INDUSTRIAL ORGANIZATIONAL SOLUTIONS, INC, Westchester, IL to provide a Firefighter Employment Assessment Process in an estimated amount not to exceed \$117,935, with one 18-month extension option in an estimated amount not to exceed \$117,935, for a total estimated contract amount not to exceed \$235,870.

**Amount and Source of Funding:** Funding in the amount of \$13,104 is available in the Fiscal Year 2009-2010 Operating Budget of the Austin Fire Department. Funding for the remaining 16 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.

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This contract will provide the City with the services required to develop, validate, and assist in the administration of an employment assessment process for the entry level position of firefighter cadet.

The employment process for entry level firefighter applicants is governed by state civil service law and the contract requirements established in the collective bargaining agreement between the City of Austin and the Austin Firefighters Association, Local 975, effective December 20, 2009.

The employment process for the position of firefighter centers on a hiring cycle for scheduled academy classes. For the first time, the Fire Department has the option of hiring experienced firefighters (laterally) in a hiring process that is separate from a traditional process and is open to everyone, regardless of experience.

In a traditional employment process a range of 2,000 - 4,000 applicants may need to be processed. In the new lateral hiring process for firefighters with experience, it is estimated that up to 400 applicants may need to be processed. A typical cadet class may have 35 to 80 cadets, depending on the number of vacant firefighter positions.

The employment process will be conducted in cooperation between the Fire Department and the Civil Service Office using assessment tools and scoring criteria developed by Industrial/Organizational Solutions, Inc. Industrial/Organizational Solutions, Inc. will be responsible for conducting a job analysis that will be used to validate assessment tools developed for the Austin Fire Department employment process.

A team approach was used in developing the scope of work and selecting the employment process firm. The process was outlined in the collective bargaining agreement and was supported by both Fire Chief Rhoda Mae Kerr and the Austin Firefighters Association. RFP Development and Evaluation Committee members included individuals from the Austin Fire Department, the Austin Firefighters Association, and the Human Resources Department, Civil Service Division. The team's recommendation was unanimously approved at the executive level of the Austin Fire Department. MBE/WBE solicited: 4/6 MBE/WBE bid: 0/0

#### PRICE ANALYSIS

- a. Adequate competition.
- b. One hundred fourteen notices were sent, including four MBEs and six 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.