

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	20325	Agenda Number	52.
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Meeting Date:	December 6, 2012
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Department:	Purchasing
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Subject

Authorize award, negotiation, and execution of an 12-month requirements service contract with INDUSTRIAL ORGANIZATIONAL SOLUTIONS, INC., or one of the other qualified offerors to RFP No. CEA0111, to provide Civil Service hiring and promotional examination services for the Emergency Medical Services Department (EMS) in an estimated amount not to exceed \$81,000, with two 12-month extension options in an estimated amount not to exceed \$81,000 per extension option, for a total estimated contract amount not to exceed \$243,000.

Amount and Source of Funding

Funding in the amount of \$81,000 is available in the Fiscal Year 2012-2013 Operating Budget of the Emergency Medical Services Department. Funding for the remaining 26 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.

Purchasing Language:	Best-evaluated proposal received.
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Prior Council Action:	
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For More Information:	Colleen Athey, Senior Buyer, 974-2938
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Boards and Commission Action:	
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MBE / WBE:	
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Related Items:	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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Additional Backup Information

This contract will provide hiring exams administered by Industrial Organizational Solutions, Inc. for citizens seeking employment opportunities for the ranks of EMS Medic I – Field and EMS Medic I – Communications. Hiring exams for these ranks within EMS are governed in accordance with Chapter 143 of the Local Government Code and the City of Austin Firefighters' and Police Officers' Civil Service Commission Rules.

This contract will also provide promotional exams for EMS personnel seeking promotional opportunities for the ranks of EMS Medic II – Field, EMS Captain – Field, EMS Commander – Field, EMS Medic II – Communications, EMS Captain – Communications, EMS Commander – Communications, and Division Chief.

Additionally, job analyses will be conducted by the Industrial Organizational Solutions, Inc. to establish linkage between each rank and test development.

A team approach was used in the process for selecting the hiring and promotional testing firm. The approach was supported by EMS Chief Ernie Rodriguez. Evaluation Committee members included individuals from the EMS Department, Austin/Travis County EMS Employees' Association, and the Human Resources Department, Civil Service Office.

The services to be provided during the initial 12-month period of the contract are as follows:

RANK	AMOUNT	DATE
EMS Commander – Field Exam	\$9,000	February 2013
EMS Commander – Communications Exam	\$9,000	February 2013
EMS Captain – Field Exam	\$9,000	February 2013
EMS Division Chief Exam	\$9,000	March 2013
EMS Medic I – Hiring Exam (June Academy)	\$9,000	March 2013
EMS Captain – Communications Exam	\$9,000	March 2013
EMS Medic I – Hiring Exam (October Academy)	\$9,000	July 2013
EMS Medic II – Field Exam	\$9,000	August 2013
EMS Medic II – Communications Exam	\$9,000	September 2013
	\$81,000	

This request allows for the development of an agreement with a qualified offeror that Council selects. If the City is unsuccessful in negotiating a satisfactory agreement with the selected offeror, negotiations will cease with that provider. Staff will return to Council so that Council may select another qualified offeror and authorize contract negotiations with this provider.

MBE /WBE solicited: 0/3

MBE /WBE bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. Eighty-one notices were sent, including 3 WBEs. Three proposals were received. The WBEs did not respond. There are no known MBEs for this commodity code.
- c. This is the first contract of its type; therefore, there is no pricing history available.

APPROVAL JUSTIFICATION

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