



Recommendation for Action

File #: 19-3005, **Agenda Item #:** 40.

10/3/2019

Posting Language

Authorize negotiation and execution of a multi-term contract with Brandy P. Miller, Ph.D., P.C., to provide psychological evaluation services, for up to five years, for a total contract amount not to exceed \$750,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

Lead Department

Purchasing Office.

Client Department(s)

Austin Fire Department; Emergency Medical Services.

Fiscal Note

Funding in the amount of \$125,000 is available in the Fiscal Year 2019-2020 Operating Budget of the Austin Fire Department. Funding in the amount of \$50,000 is available in the Fiscal Year 2019-2020 Operating Budget of Emergency Medical Services. Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

The Purchasing Office issued a Request for Qualification Statements (RFQS) 8300 MMO4001 for these services. The solicitation issued on June 3, 2019 and it closed on July 2, 2019. Of the two offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=130316)
<https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=130316>.

For More Information:

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or

AgendaOffice@austintexas.gov <<mailto:AgendaOffice@austintexas.gov>>

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Erin D'Vincent, at 512-974-3070 or Erin.DVincent@austintexas.gov <<mailto:Erin.DVincent@austintexas.gov>>.

Additional Backup Information:

The contract will provide psychological services for the Austin Fire Department and Emergency Medical Services Department. Dr. Miller will provide a psychological evaluation of cadets and cadet candidates. The evaluations provide a professional objective exam to determine whether or not cadets meet psychological standards. Dr. Miller has provided these services to the City since 2011 and has over 10 years of experience

conducting these exams.

Delaying approval of this contract will result in the delay of hiring cadets since psychological exams are required by Local Government Code Chapter 143 Municipal Civil Service for Firefighters and the City of Austin Firefighter's and Emergency Medical Services Personnel's Civil Service Commission Rules and Regulations.

An evaluation team with expertise in this area evaluated the offers and scored Dr. Miller as the best to provide these services based on personnel qualifications, demonstrated applicable experience, references, and work sample.

Contract Detail:

<u>Contract Term</u>	<u>Length of Term</u>	<u>Contract Authorization</u>
Initial Term	3 yrs.	\$450,000
Optional Extension 1	1 yr.	\$150,000
Optional Extension 2	1 yr.	\$150,000
TOTAL	5 yrs.	\$750,000

Note: Contract Authorization amounts are based on the City's estimated annual usage.