

**AGENDA ITEM NO.: 21 AGENDA DATE:** Thu 08/25/2005

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SUBJECT: Authorize negotiation and execution of a 12-month service agreement with INDUSTRIAL/ORGANIZATIONAL SOLUTIONS, INC., Westchester, IL, for civil service written promotional examination services in an amount not to exceed \$49,000, with three 12-month extension options in an amount not to exceed \$49,000 per extension option, for a total agreement amount not to exceed \$196,000.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$4,083 is available in the Fiscal Year 2004-2005 Approved Operating Budget of the Human Resources Department. The Austin Police and Fire Departments will be back charged for these services. Funding for the remaining 11 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.

**REOUESTING** Purchasing

**DIRECTOR'S** 

DEPARTMENT: for Fire; Police; Human AUTHORIZATION: Vickie Schubert

Resources:

FOR MORE INFORMATION CONTACT: Rosemary Ledesma, Supervising Sr. Buyer/974-2011

PRIOR COUNCIL ACTION: N/A

**BOARD AND COMMISSION ACTION: N/A** 

PURCHASING: Best evaluated proposal of six proposals received

MBE / WBE: This contract will be awarded in compliance with Chapter 2-9 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 civil service written promotional examination services for the Austin Police Department (APD) and the Austin Fire Department (AFD). The City issued a Request for Proposal (RFP) solicitation on April 25, 2005, seeking proposals from qualified and experienced vendors in the development and validation of civil service written promotional examinations for police officers and fire fighters in ranks higher than entry-level including investigative, fire specialist, supervisory and management positions. The Contractor will be required to use the job analysis information provided by APD/AFD and prepare a task-by-skill matrix to identify which subjects are to be tested and by what percentage for police officers in ranks such as Police Detective, Police Corporal, Police Sergeant, Police Lieutenant and Commander, and for firefighters in ranks including Fire Specialist, Fire Lieutenant, Fire Captain, Battalion Chief and Division Chief. The Contractor will be responsible for the development and validation of written promotional examinations for these promotional rank positions. This agreement will provide for professional consulting services on an as needed basis in the development and validation of written examinations, and for conducting candidate orientations for these APD and AFD promotional ranks. Six proposals were received on May 13, 2005.

The evaluation panel selected Industrial/Organizational Solutions, Inc. (I/O Solutions) as the best proposer based on their understanding of the solicitation requirements, demonstrated applicable

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Disposition:

Adjusted version published:



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experience, proposed personnel qualifications and prior work experiences, and for the lowest cost proposed to perform the services. The panel included professional staff from the Human Resources Department, Austin Police Department and Austin Fire Department with knowledge and experience in this industry. The recommended awardee has extensive experience in developing, validating and administering promotional examinations and assessments for public safety agencies across the country.

MBE/WBE Solicited: 2/4 MBE/WBE Bid: 0/0

## PROPOSAL ANALYSIS (RFP # RL05300041)

a. Adequate competition.

- b. Forty-one notices were sent, including two MBEs and four WBEs. Seven solicitations were issued including no MBE/WBEs. Six proposals were received.
- c. The proposed fees represent a 32% decrease from the last contract awarded July 2001.
- d. Reference contacts for the recommended awardee indicated that they have been very satisfied with the performance of services received.

## APPROVAL JUSTIFICATION

- a. Best proposal received.
- b. The Human Resources Department concurs with the recommended award.
- c. Advertised in the Austin American-Statesman and Internet.

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