

City of Fort Worth, Texas

# Mayor and Council Communication

DATE: 04/22/25 M&C FILE NUMBER: M&C 25-0350

LOG NAME: 14CIVIL SERV FIRE / POLICE / MEDSTAR ENT / PROMO TEST HR CB

**SUBJECT**

(ALL) Authorize Amendment to City Contract with Morris & McDaniel, Inc. for Civil Service Examination Services to Increase the Annual Spending Authority by \$100,000.00 for a New Annual Spending Authority Up to \$375,000.00, Based on Current Needs and Line Item Pricing in the Original Agreement, for the Human Resources Department

**RECOMMENDATION:**

It is recommended that the City Council authorize an Amendment to City Secretary Contract No. 62496 with Morris & McDaniel, Inc. for civil service examination services to increase the annual spending authority by \$100,000.00 for a new annual spending authority up to \$375,000.00, based on current needs and line item pricing in the original agreement, for the Human Resources Department.

**DISCUSSION:**

The purpose of this Mayor and Council Communication (M&C) is to increase the annual spending authority under City Secretary Contract No. 62496 with Morris & McDaniel, Inc. by \$100,000.00 for the remainder of the contract and all renewal options for a total annual spending authority up to \$375,000.00.

The City Council approved the contract with Morris & McDaniel, Inc. on August 27, 2024 (M&C No. 24-0709). The initial M&C approval amount was \$275,000.00 annually. The charges for the services provided by Morris & McDaniel, Inc. are on a category basis with the final calculation based on the number of exams given for both entry level and promotion civil service employees. The cost has not changed since the inception of the agreement. However, the number of exams and frequency of exams has increased as part of the acquisition of Medstar and the additional ranks that now fall under civil service testing rules. Moreover, the number of testing events needed to remain in compliance to have an active list of eligible candidates to fill any vacancies within the local code standards since the inception of the contract has increased.

Approval of this M&C would authorize an increase in annual spending authority by an amount of \$100,000.00 for a new annual amount up to \$375,000.00 for the initial term and all renewal options. The estimated increase factors in the current and projected number of additional ranks and examination needs.

Funding is budgeted in the Other Contractual Services account within the General Fund for the Human Resources Department.

A Form 1295 is not required because: This contract will be with a publicly-traded business entity or a wholly-owned subsidiary of a publicly-traded business entity: Morris & McDaniel Inc

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the General Fund to support the approval of the recommendation and execution of the amendment. Prior to an expenditure being incurred, the Human Resources Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:** Dianna Giordano 7783

**Originating Business Unit Head:** Dianna Giordano 7783

**Additional Information Contact:**