

# Mayor and Council Communication

**DATE:** 08/20/19

**M&C FILE NUMBER:** M&C 19-0068

**LOG NAME:** 13P19-0094 CIVIL SERVICE TESTING SERVICES HR JPB

## **SUBJECT**

Authorize Execution of Contracts with Industrial Organizational Solutions, Inc., Cooperative Personnel Services, and Morris & McDaniel, Inc. for Assessment Center for Police and Fire Testing Services in a Combined Annual Amount Up to \$150,000.00 with One-Year Initial Term and Authorize Four One-year Renewal Options for the Human Resources Department (ALL COUNCIL DISTRICTS)

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## **RECOMMENDATION:**

It is recommended that the City Council authorize the execution of contracts in a combined annual amount up to \$150,000.00 with one-year initial term and four one-year renewal options for the Human Resources Department with:

- i) Industrial Organizational Solutions, Inc. for Entry Level Fire and Police Testing Services;
  - ii) Cooperative Personnel Services for Promotional Fire and Police Testing Services; and
  - iii) Morris & McDaniel, Inc. for Assessment Center for Police (may be expanded for Fire).
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## **DISCUSSION:**

The Human Resources Department (HRD) approached the Purchasing Division to secure agreements for Civil Service Fire and Police entry and promotional testing services. Staff issued a Request for Proposals (RFP) that consisted of detailed scope of services. The RFP was advertised in the [Fort Worth Star-Telegram](#) every Wednesday starting on March 13, 2019 through April 10, 2019. Eleven vendors were solicited from the purchasing database; five responses were received.

The proposals were thoroughly reviewed by an evaluation team consisting of staff from different departments separately for entry level Fire and Police testing services, promotional Fire and Police testing services and assessment center for Police, which may be expanded for Fire in the future if needed. The evaluation team ranked the proposals based on pre-defined factors. The evaluation team determined the following vendors provides the best overall solution to the each listed services:

- i) Industrial Organizational Solutions, Inc. for Entry Level Fire and Police Testing Services;
- ii) Cooperative Personnel Services for Promotional Fire and Police Testing Services;
- iii) Morris & McDaniel, Inc. for Assessment Center for Police (may be expanded for Fire).

An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated

Upon City Council approval, the initial one-year term of these contracts shall begin. Contracts may be renewed up to four one-year terms at the City's sole discretion. This action does not require specific City Council approval provided that sufficient funds are appropriated for the City to meet its obligations during the renewal period.

A waiver of the goal for MBE/SBE sub-contracting was requested by the Purchasing Division and approved by the M/WBE Office, in accordance with the BDE Ordinance, because the purchase of goods or services is from sources where sub-contracting or supplier opportunities are negligible.

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## **FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as appropriated, of the General Fund. Prior to expenditure being made, the Human Resources Department has the responsibility to validate the availability of funds.

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