

# Mayor and Council Communication

DATE: 08/27/24

M&C FILE NUMBER: M&C 24-0709

LOG NAME: 13P RFP24-0164CIVIL SERV FIRE / POLICE ENT / PROMO TEST HR CB

**SUBJECT**

(ALL) Authorize Execution of Non-Exclusive Agreements with Cooperative Personnel Services and Morris and McDaniel, Inc. for Civil Service Fire and Police Entry and Promotional Testing Services in a Combined Annual Amount Up to \$275,000.00 for the First Year and Authorize Four One-Year Renewal Options for the Same Annual Amount for the Human Resources Department

**RECOMMENDATION:**

It is recommended that the City Council authorize the execution of non-exclusive agreements with Cooperative Personnel Services and Morris and McDaniel, Inc. for civil service fire and police entry and promotional testing services in a combined annual amount up to \$275,000.00 for the first year and authorize four one-year renewal options for the same combined annual amount for the Human Resources Department.

**DISCUSSION:**

The Human Resources Department 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 a detailed scope of services. The RFP was advertised in the Fort Worth Star-Telegram on March 20, 2024, March 27, 2024, April 3, 2024 and April 10, 2024. The City received three (3) responses.

An evaluation panel consisting of representatives from the Human Resources, Police, and Fire Departments reviewed and scored the submittals using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Vendor	Evaluation Factors					
	a	b	c	d	e	Total Score
Cooperative Personnel Services	21.25	20.63	8	17.5	20	87.38
Morris and McDaniel, Inc.	22.5	23.13	8.5	17.5	8.87	80.5
Industrial Organizational Solutions, Inc.	23.13	22.5	6.75	16.5	5.53	74.41

Best Value Criteria

- a. General Experience
- b. Qualifications and Experience with Texas Municipalities similar in size to the City of Fort Worth and general test writing experience
- c. Approach to perform services
- d. Ability to meet the City's needs and responsiveness to the City of Fort Worth
- e. Cost

After evaluation, the panel concluded that Cooperative Personnel Services and Morris and McDaniel, Inc. present the best value for the City; therefore, the panel recommends that Council authorize non-exclusive agreements with these two vendors. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendors' bids met specifications.

FUNDING: The combined maximum annual amount allowed under the agreements will be \$275,000.00; however, the actual amount used will be based on the needs of the department and the available budget. Funding is budgeted in the General & Operating Maintenance category within the General Fund for the Human Resources Department.

BUSINESS EQUITY: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources that have negligible subcontracting or supplier opportunities.

AGREEMENT TERMS: Upon City Council approval, the agreements will begin on October 1, 2024, and will end one year from that date.

RENEWAL OPTIONS: The agreements may be renewed for up to four (4) one-year renewal periods. This action does not require specific City Council approval provided that City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

ADMINISTRATIVE CHANGE ORDER: 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.

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**FISCAL INFORMATION / CERTIFICATION:**

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

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