

**AGENDA**



**Recommendation for Council Action (Purchasing)**

Austin City Council	Item ID:	22213	Agenda Number	21.
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Meeting Date:	March 7, 2013
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Department:	Purchasing
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**Subject**

Authorize award, negotiation, and execution of an 12-month requirements service contract with MORRIS & MCDANIEL, INC., or one of the other qualified offerors to RFP No. CE A0115, to provide an employment assessment process for the Austin Fire Department (AFD) in an estimated amount not to exceed \$336,000, with three 12-month extension options in an estimated amount not to exceed \$336,000 per extension option, for a total estimated contract amount not to exceed \$1,344,000.

**Amount and Source of Funding**

Funding in the amount of \$265,000 is available in the Fiscal Year 2012-2013 Operating Budget of the Austin Fire Department. Funding for the remaining 29 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.

Purchasing Language:	Best-evaluated proposal received.
Prior Council Action:	
For More Information:	Colleen Athey, Senior Buyer, 974-2938
Boards and Commission Action:	
MBE / WBE:	This contract will be awarded in compliance with Chapter 2-9C 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.
Related Items:	

**Additional Backup Information**

This contract will provide the City with the services required to develop, validate, and assist in the administration of an employment assessment process for the entry level position of firefighter cadet.

The employment process for entry level firefighter applicants is governed by state civil service law and the contract requirements established in the collective bargaining agreement between the City of Austin and the Austin Firefighters Association, Local 975, effective December 20, 2009.

The employment process for the position of firefighter centers on a hiring cycle for scheduled academy classes. In a traditional employment process, a range of 2,000 - 4,000 applicants may need to be processed. A typical cadet class may have 35 to 80 cadets, depending on the number of vacant firefighter positions.

The employment process will be conducted in cooperation between the Fire Department, the Civil Service Office, and Morris & McDaniel, Inc. using assessment tools and scoring criteria developed by Morris & McDaniel, Inc. Morris & McDaniel, Inc. will assist with the written test and the structured oral interview components of the employment process. Morris & McDaniel, Inc. will be responsible for conducting a job analysis and evaluation research post-Academy and post-Probation that will be used to validate assessment tools developed for the Austin Fire Department employment process.

A team approach was used in developing the scope of work and selecting the employment process firm. The process was outlined in the collective bargaining agreement and was supported by both Fire Chief Rhoda Mae Kerr and the Austin Firefighters Association. RFP Development and Evaluation Committee members included individuals from the Austin Fire Department, the Austin Firefighters Association, the AFD Human Resources Department, and the Civil Service Division.

This request allows for the development of an agreement with a qualified offeror that Council selects. If the City is unsuccessful in negotiating a satisfactory agreement with the selected offeror, negotiations will cease with that provider. Staff will return to Council so that Council may select another qualified offeror and authorize contract negotiations with this provider.

MBE/WBE solicited: 0/2

MBE/WBE bid: 0/0

#### **PRICE ANALYSIS**

- a. Adequate competition.
- b. Ninety notices were sent, including 2 WBEs. Four proposals were received. The WBEs did not respond. There are no known MBEs for this commodity code.
- c. Due to enhancements and requirements that were not requested in the previous contract, a pricing comparison is not available.

#### **APPROVAL JUSTIFICATION**

- a. Best evaluated proposal.
- b. The Purchasing Office concurs with the Austin Fire Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.

