

## A G E N D A



## Recommendation for Council Action (Purchasing)

Austin City Council

Item ID:

45475

Agenda Number

7.

Meeting Date:

June 25, 2015

Department:

Purchasing

## Subject

Authorize award, negotiation, and execution of a 12-month service contract with MORRIS & MCDANIEL, INC., or another qualified offeror to Request for Proposal No. EAD0117REBID, for Cadet hiring administration for the Austin Fire Department in an amount not to exceed \$400,000, with five 12-month extension options in an amount not to exceed \$400,000 for each extension option, for a total contract amount not to exceed \$2,400,000.

## Amount and Source of Funding

Funding in the amount of \$100,000 is available in the Fiscal Year 2014-2015 Operating Budget of the Austin Fire Department. Funding for the remaining 33-months of the original contract period and extension options are 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 of seven proposals received.

Prior Council  
Action:

June 4, 2015 - Fire Department Hiring Process Council Resolution: 20150205-003

For More  
Information:

Erin D'Vincent, Senior Buyer Specialist, 512-972-4017

Boards and  
Commission  
Action:

Related Items:

MBE / WBE:

This contract will be awarded in compliance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

## Additional Backup Information

The 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 will be reviewed by the Department of Justice due to the City of Austin's related consent decree.

The employment process for the position of firefighter cadet centers on a hiring cycle for scheduled academy classes. In a traditional employment cycle, a range of 2,000 to 4,000 applicants may need to be processed. Depending on the number of vacant firefighter positions, the Austin Fire Department (AFD) hosts multiple cadet classes per year with 35 to 50 cadets per class.

The 2015 employment process will be conducted in cooperation between AFD, the Civil Service Office, and Morris & McDaniel, Inc. Morris & McDaniel, Inc., provided hiring services for AFD in 2013. They have experience with large municipal public safety departments and their assessment tools meet the City's described psychometric requirements. Morris & McDaniel, Inc., will be responsible for conducting a written assessment and a structured oral assessment as well as the supporting job analysis, validation and transportability studies, scoring and ranking of candidates, an adverse impact study, and consideration of less adverse alternatives if needed.

As in past hiring processes, the City will continue to perform pass/fail assessments of the top ranked candidates' physical, medical, and psychological well-being as well as verification of past employment, educational and military records, and a criminal background check prior to final hiring.

Evaluation of the vendor proposals was done in accordance with Council Resolution 20150205-003. This recommendation results from a formal Request for Proposal process. There was a two tiered evaluation of the technical solution design and vendor qualifications, and the hiring process administration. The technical evaluation team scored proposals based on the following: validity of assessment tool(s), defensibility of process solution design, and past experience with assessment tool. The administrative evaluation team scored the approach to work, feasibility, alignment with AFD hiring values and special considerations, and demonstrated applicable experience. Cost was evaluated by the Purchasing Office. Based on the resolution, administrative evaluation committee members included individuals from the Austin Firefighters Association, Austin Fire Department, and the Human Resources Department, Civil Service Office.

A collective bargaining agreement was reached between the City and the Austin Firefighters Association and was ratified by City Council on June 4, 2015. Section 1.C. of the agreement specifies the "Development and Implementation of the Hiring Selection Process". Vendors were given the opportunity to revise their proposals based on additional requirements specified in the bargaining agreement. The administrative evaluation team reviewed the resubmitted proposals and revised their scores based on the impact of the additional requirements on the approach to work, feasibility, alignment with AFD hiring values and special considerations, and demonstrated applicable experience.

This request allows for the development of a contract with a qualified offeror that Council selects. If the City is unsuccessful in negotiating a satisfactory contract 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.

**PRICE ANALYSIS**

- a. Adequate competition.
- b. 648 notices were sent including 24 MBEs and 14 WBEs. Seven proposals were received with no response from the MBEs/WBEs.

**APPROVAL JUSTIFICATION**

- a. Best-evaluated proposal of seven proposals received.
- b. The Purchasing Office recommends contract award consistent with the findings of the evaluation committee.
- c. Advertised in the Austin American Statesman and on the internet.