

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council

Item ID:

52802

Agenda Number

13.

Meeting Date:

December 10, 2015

Department:

Purchasing

Subject

Authorize negotiation and execution of a 24-month contract with MORRIS AND MCDANIEL, INC., or one of the other qualified offerors to Request for Proposal SLW0504, to provide promotional examination services in an amount not to exceed \$98,000, with two 24-month extension options in an amount not to exceed \$98,000 per extension option, for a total contract amount not to exceed \$298,000.

Amount and Source of Funding

Funding in the amount of \$98,000 is available in the Fiscal Year 2015-2016 Operating Budget of the Austin Fire Department. Funding for the 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:

Sandy Wirtanen, Senior Buyer, 512-974-7711

Boards and
Commission
Action:

Related Items:

MBE / WBE:

This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the goods and services required for this solicitation, there were insufficient subcontracting opportunities; therefore, no subcontracting goals were established.

Additional Backup Information

The contract will provide promotional exams and assessment centers for Austin Fire Department (AFD) firefighters seeking promotional opportunities for the ranks of Fire Specialist, Fire Lieutenant, Fire Captain and Battalion Chief. In addition, job analyses will be conducted by the contractor to establish linkage between each rank and test development.

Promotional exams for these ranks within AFD are governed in accordance with Chapter 143 of the Texas Local Government Code, the 2015 Collective Bargaining Agreement between the City and the Austin Firefighters Association, Local 975, and the City of Austin Firefighters', Police Officers' and Emergency Medical Services Personnel's Civil Service Commission Rules.

An evaluation team comprised of members appointed by the Austin Firefighters Association, Local 975, the Austin Fire Department and the Human Resources Department, Civil Service Division evaluated the proposals and scored Morris and McDaniel, Inc. as the best to provide these services based on concept and solutions, demonstrated company experience, personnel qualifications, total estimated cost, and local business presence. The evaluation criteria was established under the 2015 Collective Bargaining Agreement between the City and the Association.

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 Council may select another qualified offeror and authorize contract negotiations with this provider.

The current AFD promotional exam services contract sets to expire on June 23, 2016. If the City is unable to enter into a contract, the City will not be able to initiate the process for the first scheduled exam for the rank of Fire Captain scheduled for April 2016. Morris and McDaniel, Inc. is not the current provider of these services.

MBE/WBE solicited: 1/3

MBE/WBE bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. 101 notices were sent including one MBE and three WBEs. Three proposals were received with no response from the MBEs/WBEs. Multiple notices may be sent to the same vendor; e.g. one vendor may have multiple email addresses/fax numbers.

APPROVAL JUSTIFICATION

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