



## Recommendation for Action

**File #:** 19-3302, **Agenda Item #:** 37.

11/14/2019

### **Posting Language**

Authorize negotiation and execution of a multi-term contract with FirstIdea, Inc. D/B/A Booth Research Group, to provide Emergency Medical Services promotional testing, for up to six years for a total contract amount not to exceed \$900,000.

(Note: 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 services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

### **Lead Department**

Purchasing Office.

### **Client Department(s)**

Emergency Medical Services.

### **Fiscal Note**

Funding in the amount of \$125,000 is available in the Fiscal Year 2019-2020 Operating Budget of Emergency Medical Services. Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

The Purchasing Office issued a Request for Proposals (RFP) 5800 EAD3004 for these services. The solicitation issued on July 8, 2019 and it closed on July 30, 2019. Of the three offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=130859)  
<[https://www.austintexas.gov/financeonline/account\\_services/solicitation/solicitation\\_details.cfm?sid=130859](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=130859)>.

### **For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov) <<mailto:AgendaOffice@austintexas.gov>>

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Erin D'Vincent, at 512-974-3070 or [Erin.DVincent@austintexas.gov](mailto:Erin.DVincent@austintexas.gov) <<mailto:Erin.DVincent@austintexas.gov>>.

### **Additional Backup Information:**

The contract will provide promotional exams for Emergency Medical Services (EMS) personnel seeking promotional opportunities for the ranks of Commander - Field, Commander - Communications, Captain - Field, Captain Communications, Clinical Specialist - Field, and Clinical Specialist - Communications.

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Local Government Code Chapter 143 provides for competitive testing for the creation of eligibility lists to fill vacancies. The Meet and Confer Agreement between the City and the EMS Employees Association further define the promotional testing process with the inclusion of a promotional testing contractor. The ensuing contract is compliant with State Code, Civil Service Commission Rules, and the Meet and Confer Agreement.

An evaluation team with expertise in this area evaluated the offers and scored FirstIdea, Inc. as the best to provide these services based on work plan and approach, experience and qualifications, documents, price, local preference, and service-disabled veteran business enterprise.

**Contract Detail:**

<b><u>Contract Term</u></b>	<b><u>Length of Term</u></b>	<b><u>Contract Authorization</u></b>
Initial Term	2 yrs.	\$300,000
Optional Extension 1	2 yrs.	\$300,000
Optional Extension 2	2 yrs.	\$300,000
<b>TOTAL</b>	<b>6 yrs.</b>	<b>\$900,000</b>

**Note:** Contract Authorization amounts are based on the City's estimated annual usage.