



City of Austin

Recommendation for Action

File #: 24-4162, **Agenda Item #:** 13.

4/4/2024

Posting Language

Authorize negotiation and execution of a contract for Emergency Medical Services promotional exam services with Morris & McDaniel, Inc., for up to six years for a total contract amount not to exceed \$1,100,000.

[Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9B (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

Financial Services Department.

Client Department(s)

Human Resources Department.

Fiscal Note

Funding in the amount of \$175,025 is available in the Fiscal Year 2023-2024 Operating Budget of the Emergency Medical Services Department.

Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

The Financial Services Department issued a Request for Proposals (RFP) 5800 SAR3001 for these services. The solicitation was issued on October 23, 2023, and closed on November 30, 2023. Of the two 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. This information can currently be found at:

https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=138823.

For More Information:

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: FSDCentralProcurementRCAs@austintexas.gov or 512-974-2500. Respondents to the solicitation and their Agents should direct all questions to the Authorized Contact Person identified in the solicitation.

Additional Backup Information:

This contract will provide promotional exams for Emergency Medical Services (EMS) personnel seeking promotional opportunities for the ranks of Division Chief, Commander-Field, Commander-Communications, Captain-Field, Captain Communications, Clinical Specialist-Field, and Clinical Specialist-Communications. Texas Local Government Code Section 143.032 outlines provisions for competitive testing to provide eligibility lists to fill vacancies. The Meet and Confer Agreement between the City and the EMS Employees Association

further defines the promotional testing process with the inclusion of a promotional testing contractor. The ensuing contract is compliant with Texas Health and Safety Code (Title 9, Chapter 773), City of Austin Civil Service Commission Rules and Regulations, and the Meet and Confer Agreement.

The contract replaces a contract expiring on March 15, 2024. Requested authorization is based on historical spending and departmental estimates of future needs. The recommended contractor is not the current provider for these services.

An evaluation team with expertise in this area evaluated the offers and scored Morris & McDaniel, Inc. as the best to provide these services based on project concept and strategy, experience, documents - sample work product, price, local business preference, and small business preference.

A delay in contract approval could impact the City's ability to test personnel seeking promotion once the current contract expires.