



# City of San Antonio

## Agenda Memorandum

**File Number:** 19-1587

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**Agenda Item Number:** 19.

**Agenda Date:** 3/7/2019

**In Control:** City Council A Session

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**DEPARTMENT:** Human Resources

**DEPARTMENT HEAD:** Lori Steward

**COUNCIL DISTRICTS IMPACTED:** City-wide

**SUBJECT:**

Promotional Examinations for the San Antonio Fire Department

**SUMMARY:**

This ordinance authorizes the City Manager or designee to enter into a contract with PSI Services, LLC, for the preparation of validated, written promotional examinations for the positions of San Antonio Fire Department (SAFD) Fire Engineer, Fire Lieutenant, Fire Captain and District Fire Chief; along with the administration of video-recorded assessment centers for the District Fire Chief position. The term of this contract is three years, beginning April 5, 2019, and ending April 4, 2022, with an option to extend the contract for one additional two-year period, with total compensation not to exceed \$835,300 for the entire five year period.

**BACKGROUND INFORMATION:**

Texas Local Government Code, Chapter 143, known as the Texas Fire Fighters' and Police Officers' Civil Service Law, mandates the use of examinations as part of the hiring process for Fire and Police personnel. The current SAFD collective bargaining agreement (CBA) requires that a consultant to the City prepare validated, written promotional examinations for all tested promotional ranks, and prepare, administer and score promotional assessment centers for the rank of District Fire Chief. The City contracts with professional testing consultants with expertise in developing examinations that comply with professional, state, and federal guidelines related to testing, which include the Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC) guidelines, Department of Justice, and the City's CBAs.

On September 14, 2018, the Human Resources Department issued a Request for Proposals (RFP) in search of

qualified organizations interested in providing professional consulting services in the design of personnel selection examinations and services with a submission deadline of October 15, 2018. Three proposal responses were received and all were deemed responsive. PSI Services, LLC was selected based on the City's standard RFP Evaluation Process. The evaluation Committee consisted of representatives from the Human Resources Department and the San Antonio Fire Department. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm's qualifications, experience, quality of service, previous performance, proposed plan, and price schedule. Additional categories of consideration included references and interview presentations. The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, and qualifications; 30 points allotted for proposed plan; 25 points allotted for respondent's price schedule; 10 points allotted for local preference ordinance; 5 points allotted for veteran-owned small business preference program.

The evaluation committee met on October 30, 2018 to discuss and evaluate the three responsive proposals received. After an initial committee review and discussion, the individual technical scores were submitted and aggregate scores were presented. The evaluation committee elected to shortlist the respondents based upon initial scores and invite the two top-ranked respondents for interviews. Interviews and demonstrations were held on November 7, 2018 and November 13, 2018. Afterwards, the evaluation committee met and individual scores were resubmitted. Once the recommendation for award was agreed upon by the committee, the pricing, Local Preference Program (LPP), and VOSB (Veteran-Owned Small Business) scores were revealed. PSI Services, LLC received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be for a period of three years, and an additional one, two-year renewal at the City's option shall be authorized by this ordinance.

#### **ISSUE:**

Execution of this contract will allow the City to retain a testing consultant with expertise in developing personnel selection examinations and ensure the City's ability to continue to administer professionally developed and validated examinations in accordance with the civil service statute (Chapter 143 of the Local Government Code) and the City's CBA. Utilizing third-party test preparation provides legally defensible, validated tests.

#### **ALTERNATIVES:**

The alternative is to not conduct promotional examinations for SAFD and, therefore, no new personnel would be promoted until a testing consultant is selected, a contract is awarded, and examinations are completed.

#### **FISCAL IMPACT:**

This ordinance authorizes the City Manager or designee to enter into a contract with PSI Services, LLC, for the preparation of validated, written promotional examinations for the positions of San Antonio Fire Department (SAFD) Fire Engineer, Fire Lieutenant, Fire Captain and District Fire Chief; along with the administration of video-recorded assessment centers for the District Fire Chief position. The term of this contract is three years, beginning April 5, 2019, and ending April 4, 2022, with an option to extend the contract for one additional two-year period, with total compensation not to exceed \$835,300 for the entire five year period. The cost of the FY 2019 portion of this contract will be less than or up to \$153,400, funded out of the City's General Fund.

Funding for future years of this contract is subject to council authorization.

**RECOMMENDATION:**

In order to maintain continuity in the administration of professionally developed promotional examinations, staff recommends approval of this ordinance to execute a contract with PSI Services, LLC, for a three year term, beginning on April 5, 2019, and ending April 4, 2022. The City shall have the option to renew under the same terms and conditions for up to one additional two-year extension.