



# City of San Antonio

## Agenda Memorandum

**File Number:**20-2240

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**Agenda Item Number:** 15.

**Agenda Date:** 4/2/2020

**In Control:** City Council A Session

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**DEPARTMENT:** Human Resources

**DEPARTMENT HEAD:** Lori Steward, Human Resources Director

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Entrance Examinations for the San Antonio Police & Fire Departments, and Promotional Examinations for the San Antonio Police Department

**SUMMARY:**

This ordinance authorizes the City Manager or designee to enter into a contract with Industrial/Organizational Solutions, Inc., for the preparation of validated, written entry-level examinations for the positions of San Antonio Fire Department (SAFD) firefighter trainee and San Antonio Police Department (SAPD) police cadet; promotional examinations for the SAPD positions of Detective-Investigator, Sergeant, Lieutenant and Captain; and the administration of video-recorded assessment centers for the positions of Lieutenant, and Captain. The term of this contract is three (3) years, beginning July 1, 2020, and ending June 30, 2023, with an option to extend the contract for one (1) additional two (2) year period, subject to and contingent upon funding by City Council, with total cost not to exceed \$1,104,460 for the entire five (5) 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 SAPD 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 video-recorded assessment centers for the ranks of Lieutenant and Captain. 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 October 15, 2019, the Human Resources Department issued a Request for Proposals (RFP) in search of qualified organizations with proven experience in the development of valid written entry-level examinations and promotional examinations. The RFP was advertised in the San Antonio Express-News, TVSA channel, San

Antonio e-Procurement System, and an email notification was released to a list of potential Respondents identified by staff. Additionally, the RFP was posted to the City's Bidding and Contracting Opportunities website. Four proposals were received on November 15, 2019, and all were deemed eligible for review.

The proposals were reviewed by an Evaluation Committee which included representatives from the City's Human Resources Department, Police Department, Fire Department and the San Antonio Police Officer's Association. The evaluation committee met on December 16, 2019 to evaluate the four proposals received. Proposals were evaluated and scored based on the published evaluation criteria in the RFP, which included: Experience, Background, and Qualifications, Proposed Plan, Price, the Small Business Enterprise Prime Contract Program, the Minority/Women-Owned Business Enterprise Prime Contract Program, the Local Preference Program, and the Veteran-Owned Small Business Preference Program.

After all discussions and scoring were completed by the evaluation committee, the highest ranked firm, Industrial/Organizational Solutions, Inc., was recommended to be awarded the contract.

### **ISSUE:**

Execution of this contract will allow the City to retain a testing consultant with expertise in developing entry level and promotional 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 CBAs. Utilizing third-party test preparation provides legally defensible, validated tests.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract.

The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise Prime Contract (SBEDA) Program with five (5) SBE Prime Contract Program evaluation preference points awarded to a firm if they are certified as MBE located within the San Antonio Metropolitan Statistical Area and five (5) M/WBE Prime Contract Program evaluation preference points awarded to a firm if they are certified as MBE located within the San Antonio Metropolitan Statistical Area. However, none of the respondents were eligible to receive any preference points.

The Local Preference Program was applied in the evaluation of responses received for this contract; however, the highest ranked firm is not a local business.

The Veteran-Owned Small Business Preference Program was applied in the evaluation of responses received for this contract; however, none of the respondents were veteran-owned small businesses.

### **ALTERNATIVES:**

The alternative is to not conduct entry level examinations for the Fire and Police Departments or promotional examinations for the Police Department and, therefore, no new personnel would be hired or 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 Industrial/Organizational Solutions, Inc., for the preparation of validated, written entry-level examinations for the positions of San

Antonio Fire Department (SAFD) firefighter trainee and San Antonio Police Department (SAPD) police cadet; promotional examinations for the SAPD positions of Detective-Investigator, Sergeant, Lieutenant and Captain; and the administration of video-recorded assessment centers for the positions of Lieutenant, and Captain. The term of this contract is three (3) years, beginning July 1, 2020, and ending June 30, 2023, with an option to extend the contract for one (1) additional two (2) year period, , with total cost not to exceed \$1,104,460 for the entire five (5) year period. Funding for future years of this contract is subject to council authorization.

**RECOMMENDATION:**

In order to maintain continuity in the administration of professionally developed entry-level and promotional examinations, staff recommends approval of this ordinance to execute a contract with I/O Solutions, for a three (3) year term, beginning on July 1, 2020, and ending June 30, 2023, with an option to extend the contract for one (1) additional two (2) year period, subject to and contingent upon funding by City Council, with total cost not to exceed \$1,104,460 for the entire five (5) year period.

This contract was procured by means of Request for Proposals and the Contracts Disclosure Form is attached.