



Office of the City Manager

CONSENT CALENDAR
May 26, 2015

To: Honorable Mayor and Members of the City Council
 From:  Christine Daniel, City Manager
 Submitted by: Gil Dong, Fire Chief
 Subject: Contract: Hargis & Associates; for Sworn Fire and Police Promotional Examination Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract and any amendments with Hargis & Associates for sworn fire and police promotional examination services for the period of July 1, 2015 to June 30, 2018, with an option to extend for two additional 1-year terms, for a total amount not to exceed \$250,000.

FISCAL IMPACTS OF RECOMMENDATION

The term of the contract is from July 1, 2015 to June 30, 2018 in the amount of \$50,000 per fiscal year. Funding for this contract is available in the Fire and Police Department budget codes 010-6404-420-3038 (\$25,000 annually) and 010-7003-420-3038 (\$25,000 annually), respectively. There is an option to extend for two additional 1-year terms for a total term of five years and total not to exceed amount of \$250,000. This contract has been entered into the Contract Management System and is assigned CMS No. S8EDL.

CURRENT SITUATION AND ITS EFFECTS

The City of Berkeley currently holds a contract with Hargis & Associates for the provision of sworn fire and police promotional examination services. This contract will expire on June 30, 2015.

BACKGROUND

On March 11, 2015, the City of Berkeley initiated a competitive bid process for a new contract to provide sworn fire and police promotional examination services. The City issued Request for Proposals (RFP) Specification No. 15-10926-C on March 11, 2015, and closed the RFP on April 9, 2015.

The RFP asked vendors to provide a bid for the development and administration of job-related, content valid promotional examinations for the Berkeley Fire and Police Departments.

Two vendors submitted proposals, which were reviewed by a four-member selection panel comprised of Fire, Police, and Human Resources Department staff. From the two

vendors who responded, Hargis & Associates received the highest average score based on the selection criteria used to evaluate the proposals, which included professional references, reasonableness of the cost proposal, description of the vendors' services and experience, and the company's ability to meet the City's contracting requirements.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the action requested in this report.

RATIONALE FOR RECOMMENDATION

The City conducted a competitive bid process and Hargis & Associates successfully met the bid requirements and ranked highest among all bidders. The pricing is deemed to be fair and reasonable.

These services are highly specialized and include job analyses, development of promotional exams, facilitating planning workshops, and post exam feedback to the department that guides promotional decisions and the award of this contract to Hargis & Associates will ensure continuity, validity and integrity in the promotional examination processes for both the fire and police departments.

ALTERNATIVE ACTIONS CONSIDERED

The City can enter into a contract with the company that submitted the second-highest scoring proposal.

CONTACT PERSON

Melanie Jones, Administrative & Fiscal Services Manager, 981-5507

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: HARGIS & ASSOCIATES FOR SWORN FIRE AND POLICE
PROMOTIONAL EXAMINATION SERVICES

WHEREAS, the Fire Department has a need to provide promotional examinations for the classifications of Deputy Fire Chief, Assistant Fire Chief, Battalion Chief, Fire Marshal, Fire Captain, and Fire Apparatus Operator; and

WHEREAS, the Police Department has a need to provide promotional examinations for the classifications of Police Captain, Police Lieutenant, and Police Sergeant; and

WHEREAS, the City issued a Request for Proposals (Specification No. 15-10926-C) on March 11, 2015 for fire and police classifications testing services; and

WHEREAS, Hargis & Associates ranked the highest among all bidders and has proven to be an invaluable partner in public safety promotional examination services; and

WHEREAS, funds are available in the fire and police budgets, specifically budget codes 010-6404-420-3038 (\$25,000 per fiscal year) and 010-7003-420-3038 (\$25,000 per fiscal year). This contract has been entered into the City's contract management system and assigned CMS No. S8EDL.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract and any amendments with Hargis & Associates as the provider of sworn fire and police promotional examination services from July 1, 2015 through June 30, 2018 with an option to extend for two additional 1-year terms, for an amount not to exceed \$250,000.

