



AGENDA MEMORANDUM

Action Item for the City Council Meeting March 16, 2021

DATE: March 16, 2021

TO: Peter Zaroni, City Manager

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Promotional Testing for Fire Department

CAPTION:

Motion authorizing a three-year service agreement with Industrial/Organizational Solutions, Inc. of Oak Brook, Illinois, for a total amount not to exceed \$409,915.00 for promotional testing services for the Corpus Christi Fire Department (CCFD) through the Human Resources Department, with FY 2021 funding in an amount of \$68,000.00 available through the General Fund.

SUMMARY:

This motion authorizes a three-year service agreement with Industrial/Organizational Solutions. for promotional testing services for CCFD. This firm will provide design, validate, administer, score, and present the results of a promotional process that incorporates best practices currently used in the field of testing to assist CCFD in identifying incumbents who are best qualified for promotion to the ranks of Firefighter II EMS, Firefighter II Engineer, Captain, Battalion Chief and Assistant Chief.

BACKGROUND AND FINDINGS:

The previous contract was with Dennis A. Joiner & Associates and was \$17,232.68 for FY 2020. The selected consultant will develop the test. The selected consultant also will provide the City with experience and knowledge in test development and the

administration of promotional examinations as well as legally defensible assessments of candidates, job analysis, and assessment center development and administration. The Consultant also will assist the City in maintaining compliance with Collective Bargaining Agreements, Local Government Code Chapter 143 and City of Corpus Christi Civil Service Commission Rules and Regulation.

On September 28, 2020, the Contracts and Procurement Department issued a Request for Proposals to obtain qualified firms for promotional testing services with the RFQ Number 3228 for the Corpus Christi Fire Department. The City received a total of four Proposals. The selection committee consisted of representatives from the Police Department and the Human Resources Department. On December 2, 2020, the selection committee conducted interviews with all four of the firms that were recommended by the evaluation committee. Firms were ranked based on five factors: 1) firm's experience and qualifications of firm; 2) experience and qualifications of the project manager and key staff; 3) project approach and management plan; 4) respondent capacity; and 5) respondent past performance.

ALTERNATIVES:

An alternative to not securing a three-year contract would be for the Human Resource Department to hire a consulting firm each time promotional testing must be conducted. The Human Resources Department would be required to do this to comply with the Fire Department's Collective Bargaining agreement.

FISCAL IMPACT:

The fiscal impact for CCFD in FY 2021 is \$68,000.00 for this three-year service agreement for promotional testing services. The remaining cost will be budgeted in future years through the annual budget process.

FUNDING DETAIL:

Fund:	1020 General Fund
Organization/Activity:	12000 Fire Administration
Mission Element:	093 Respond to Emergency Calls
Project # (CIP Only):	N/A
Account:	530000 Professional Services

RECOMMENDATION:

Staff recommends approval of this motion authorizing a three-year service agreement with Industrial/Organizational Solutions, Inc. for promotional testing for the CCFD as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Evaluation Matrix