



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 22

**Agenda Date:** June 13, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Department of Human Resources

**DEPARTMENT HEAD:** Renee Frieda

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Ordinance approving a contract with Industrial/Organizational Solutions, Inc. for the preparation of validated, written promotional examinations for the positions of SAFD Fire Engineer, Fire Lieutenant, Fire Captain, and District Fire Chief; along with the administration of assessment centers for the District Fire Chief position for a total amount not to exceed \$726,260.

**SUMMARY:**

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.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by Industrial/Organizational Solutions, Inc. to provide the preparation of validated, written promotional examinations for the positions of SAFD Fire Engineer, Fire Lieutenant, Fire Captain, and District Fire Chief, along with the administration of assessment centers for the District Fire Chief position.

The City issued a Request for Proposals (RFP) for San Antonio Fire Department Promotional Exam Consultant (RFP 24-018, 6100017535) on November 6, 2023, with a submission deadline of December 15, 2023. The RFP was advertised in the HartBeat, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential Respondents. Three proposals were received and were deemed responsive for evaluation. The evaluation committee consisted of representatives from the Human Resources Department and the San Antonio Fire Department. The Finance Department Procurement Division assisted by ensuring compliance with City procurement policies and procedures. 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 price; 10 points allotted for the Local Preference Program (LPP) and 5 points allotted for the Veteran-Owned Small Business (VOSBPP) Program.

The evaluation committee met on April 23, 2024 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. After a recommendation for award was agreed upon by the evaluation committee, the pricing, LPP, and VOSBPP scores were revealed. Industrial/Organizational Solutions, Inc. received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement will be for the period commencing July 1, 2024 through June 30, 2027. Two additional one-year renewals at the City's option will also be authorized by this ordinance.

## **ISSUE:**

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.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women owned businesses available to provide these items.

The Local Preference Program was applied in the evaluation of responses received for this

contract, however, non of the respondents were local businesses.

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

#### **ALTERNATIVES:**

The alternative is to not conduct promotional examinations for SAFD. 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 approves a contract with Industrial/Organizational Solutions, Inc. for the preparation of validated, written promotional examinations for the positions of SAFD Fire Engineer, Fire Lieutenant, Fire Captain, and District Fire Chief; along with the administration of assessment centers for the District Fire Chief position for a total amount not to exceed \$726,260

Funds are included in the General Fund FY 2024 Adopted Budget to retain professional testing consultant services. The impact to the FY 2024 budget as a result of this contract will be \$40,480 for the remaining three months. Future expenditures for this contract are estimated at approximately \$145,252 per fiscal year, with total compensation not to exceed \$726,260 for the life of the contract. Funding for future years is subject to City Council approval of the Proposed Budget for FY 2025 and future years.

#### **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 Industrial/Organizational Solutions, Inc., for a three-year term, beginning on July 1, 2024, and ending June 30, 2027. The City shall have the option to renew under the same terms and conditions for up to one (1) additional two (2) year extension.

This contract was procured by means of a Request for Proposal and a Contracts Disclosure Form is required.