



Legislation Text

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DATE: August 22, 2019

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Kristine Brock, Assistant City Administrator / CFO
Kevin Townsel, Human Resources Director
Deb Faulkner, Chief of Police
Brian Wilcox, Purchasing Manager

SUBJECT:

*Consideration Of Recommendation To Reject All Proposals For Police Promotional Process Assessment Services For The Human Resources And Police Departments (Purchasing Office Procurement Solicitation No. 2019-016) (07-09-19 WS)

Purpose

The purpose of this procurement was to purchase police promotional process assessment services for the Human Resources and Police Departments for a term of award of three (3) years, with two (2) options to extend, each time for up to one (1) additional year. The service provider would facilitate the police promotional process assessments periodically conducted by the City for the Police Department positions of Master Patrol Officer, Detective, Lieutenant and Sergeant.

Background

The City published on March 14, 2019 a Notice to Proposers in the *Williamson Herald* for police promotional process assessment services. In addition, solicitation documents were sent on or about the same date directly to ten (10) potential proposers known or thought to be interested in this solicitation. Proposals from five (5) service providers were publicly opened at the submittal opening held on April 18, 2019. A tabulation of the proposals received for this solicitation is attached.

Using evaluation criteria included in the request for proposals, the proposal evaluation team, consisting of City staff from the Human Resources Department as well as City staff from the Police Department, recommended the City interview the two firms submitting the proposals ranked highest by the proposal evaluation team, namely Stanard & Associates, Inc. of Chicago, Illinois (which is the incumbent service provider) and Morris & McDaniel, Inc. of Alexandria, Virginia. The evaluation criteria included in the request for proposals consisted of (a) competency, experience and qualifications (30%), (b) thoroughness and quality of proposal (25%), (c) methodology and approach; pricing and payment clarity (15%), (d) schedule (10%) and (e) fee for proposed products and services (20%).

The two finalists were subsequently invited to interview, at City Hall. Both firms accepted. After interviewing both finalists, using the same evaluation criteria included in the request for proposals, the interview panel (consisting of the same individuals as comprised the proposal evaluation team) recommended the City select the firm of Stanard & Associates, Inc. of Chicago, Illinois. The interview panel scored this firm's proposal top for 80% of the eligible points for the evaluation criteria included in the request for proposals.

Subsequent to the interviews, the City Attorney has recommended the City reject all proposals and solicit proposals again at a date to be determined.

Financial Impact

Not applicable.

Options

In accordance with the solicitation documents, the City reserves the right to reject any and all proposals.

Recommendation

Staff recommends that the City reject all proposals for police promotional process assessment services.