



Legislation Text

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DATE: January 9, 2020

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 Procurement Award To Stanard & Associates, Inc. Of Chicago, Illinois In The Total Estimated Annual Amount Of \$44,075 For Police Promotional Process Assessment Services For A Term Of Award For The Human Resources And Police Departments (Purchasing Office Procurement Solicitation No. 2020-011; Contract No. 2019-0380)

Purpose

The purpose of this procurement is to purchase police promotional process assessment services for the Human Resources and Police Departments for a term of award of one (1) year, with four (4) 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, Sergeant, Lieutenant and Deputy Chief.

Background

The City published on November 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 thirteen (13) potential proposers known or thought to be interested in this solicitation. Proposals from three (3) service providers were publicly opened at the submittal opening held on December 17, 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, recommends the City select the firm that submitted the proposal ranked highest by the proposal evaluation team, namely Stanard & Associates, Inc. of Chicago, Illinois (which is the incumbent service provider). 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 proposal evaluation team scored the Stanard & Associates, Inc. proposal first for 80% of the eligible points for the evaluation criteria included in the request for proposals. The next closest firm's proposal was scored among the top two for only

20% of the eligible points.

Financial Impact

The proposal ranked highest by the proposal evaluation team, from Stanard & Associates, Inc. is in the total estimated annual amount of \$44,075 for police promotional process assessment services for a term of award. The Police Department Administration Division budget for fiscal year 2020 allocates \$26,012 out of the General Fund for the purchase of testing and physicals.

Options

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

Recommendation

Staff recommends that the City accept, contingent upon Law Department and City Administrator approval of City Contract No. 2019-0380, the proposal ranked highest by the proposal evaluation team, from Stanard & Associates, Inc. in the total estimated annual amount of \$44,075 for police promotional process assessment services and award this procurement to this proposer. The City's Purchasing Manager believes the prepared solicitation documents as distributed allowed for competition among multiple service providers, and that the staff recommendation appears to be made in a fair and impartial manner based upon the proposals received. Pursuant to authority previously granted by the Board of Mayor and Aldermen, Contract No. 2019-0380 has been prepared for execution by the City Administrator and is attached pending approval by the Board of Mayor and Aldermen of the staff recommendation to accept the proposal from and award the procurement to Stanard & Associates, Inc.