



Legislation Text

File #: 20-2042, Version: 1

STRATEGIC PRIORITY: Government Performance and Financial Management
AGENDA DATE: January 27, 2021
COUNCIL DISTRICT(S): All
DEPARTMENT: Office of Procurement Services
EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a three-year service price agreement to develop and administer public safety promotional examinations for the Civil Service Department - Morris & McDaniel, Inc., most advantageous proposer of five - Estimated amount of \$583,000 - Financing: General Fund

BACKGROUND

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This service price agreement will provide for the development and administration support of all Fire-Rescue and Police Departments promotional written exams and assessment center activities. Through this contract the vendor provides technical and industry-specific support to the Civil Service Department ensuring content rigor and examination integrity for a total of 11 promotional ranks within the Fire-Rescue and Police Departments.

A five-member committee from the following departments reviewed and evaluated the qualifications:

- Civil Service (1)
- Fire-Rescue Department (1)
- Police Department (1)
- Office of Economic Development Business Workforce and Inclusion Division (1)*
- Office of Procurement Services (1)*

*The Office of Procurement Services only evaluated cost and the Office of Economic Development Business Workforce and Inclusion Division only evaluated the Business Inclusion and Development Policy.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Project understanding and methodology 35 points
- Cost to the City 30 points
- Experience and capability 20 points
- Business Inclusion and Development Policy 15 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors. Additionally, in an effort to secure more competition, the Office of Economic Development Business Workforce and Inclusion Division sent notifications to chambers of commerce and advocacy groups to ensure maximum vendor outreach.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$11.71; the selected vendor meets this requirement.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On March 22, 2017, City Council authorized a three-year service contract to develop and administer promotional examinations for Police and Fire-Rescue with Industrial/Organizational Solutions, Inc. by Resolution No. 17-0479.

FISCAL INFORMATION

Fund	FY 2021	FY 2022	Future Years
General Fund	\$194,332.00	\$194,332.00	\$194,336.00

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$583,000.00	Other Services	23.80%	36.30%	\$211,629.00
<ul style="list-style-type: none"> • This contract exceeds the M/WBE goal. • Morris & McDaniel, Inc. - Non-Local; Workforce - 0.00% Local 				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none">• Utilized for high technology procurements, insurance procurements, and other goods and services• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications• Always involves a team evaluation• Allows for negotiation on contract terms, including price
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The Office of Procurement Services received the following proposals from solicitation number BYZ20-00013174. We opened them on June 5, 2020. We recommend the City Council award this service price agreement in its entirety to the most advantageous proposer.

*Denotes successful proposer

<u>Proposers</u>	<u>Address</u>	<u>Score</u>	<u>Amount</u>
*Morris & McDaniel, Inc.	1294 South Central Ave. New Albany, MS 38652	88.00	\$583,000.00
Industrial/Organizational Solutions, Inc.	1520 Kensington Rd. Suite 110 Oak Brook, IL 60523	73.95	\$730,207.34
FirstIdea, Inc.	18695 Pony Express Dr. Parker, CO 80134	Non-responsive	
CPS HR Consulting	2450 Del Paso Rd. Suite 220 Sacramento, CA 95834	Non-responsive	
Risch Results	6011 Warm Mist Ln. Dallas, TX 75248	Non-responsive	

OWNER

Morris & McDaniel, Inc.

Dr. David M. Morris, President
Joe F. Nassar, Vice President