

# City of Sacramento

## Legislation Text

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**File #:** 2019-00856, **Version:** 1

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**Title:**  
**Professional Service Agreements for Police and Fire Testing Development**

File ID: 2019-00856

**Location:** Citywide

**Recommendation:**

Pass a Motion authorizing the City Manager or City Manager's designee to execute contracts for Police and Fire testing development services with: 1) Jack Clancy Associates for a term of one year with four one-year authorized renewals with a total not-to-exceed amount of \$250,000; and 2) CPS HR Consulting for a term of one year with four one-year authorized renewals with a total not-to-exceed amount of \$200,000.

**Contact:** Cynthia Sprenger, Program Specialist, (916) 808-5730, Sally Ly, Human Resources Manager, (916) 808-8907, Human Resources Department

**Presenter:** None

**Attachments:**

- 1-Description/Analysis
- 2-Jack Clancy Associates Agreement
- 3-CPS HR Consulting Agreement

**Description/Analysis**

**Issue Detail:** The City has a need to contract for the development of written exams and promotional assessment centers for the Police and Fire Departments. Based on evaluation of proposals received through Request for Proposal (RFP) P18081041014, staff recommends contracts be awarded to Jack Clancy Associates and to CPS HR Consulting.

**Policy Considerations:** An RFP was conducted and evaluated consistent with City purchasing policies.

**Economic Impacts:** None

**Environmental Considerations:** Under the California Environmental Quality Act (CEQA) guidelines, continuing administrative activities do not constitute as a project and are therefore exempt from review.

**Sustainability:** Not applicable.

**Commission/Committee Action:** None

**Rationale for Recommendation:** On September 14, 2018, RFP P18081041014 for Police and Fire Testing Development Services was issued. The scope of work includes developing and conducting both written exams and assessment centers for these specialized public safety classifications. These services are necessary due to the complex nature of such promotional exams.

Twelve contractors submitted proposals. The Review Panel evaluated proposal responses based on four categories: 1) Qualifications and experience, 2) Cost, 3) Plan and schedule, and 4) References. Proposals received from Jack Clancy Associates and CPS HR Consulting received the two highest scores. Based on the high scores and the fact that these firms have provided these services to the City in the past, staff recommends awarding contracts to Jack Clancy Associates and CPS HR Consulting.

**Financial Considerations:** The actual cost for exams and testing will depend on the need for services and will be paid for by the requesting department. Each Department using the city-wide agreement will be required to follow established procedures for requesting services from Human Resources through this contract and must verify that sufficient funding is available within their department's budget to cover the costs for each testing project.

**Local Business Enterprise (LBE):** The local business enterprise participation requirement was waived in the 2018 RFP for Police and Fire Testing Development Services to encourage a large and diverse pool of qualified applicants.