




Interoffice Memorandum

July 9, 2018

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM:  Carrie Mathes, Manager, Procurement Division

CONTACT: Natasha Griffin, Sr. Recruitment and Assessment Advisor, Human Resources
407-836-5462

SUBJECT: Consulting Selection, Request for Proposals Y18-1051-TJ, Development and Administration of Promotional Assessment Process (Fire Rescue)

RECOMMENDATION:

Selection of one firm and two ranked alternates to provide Development and Administration of Promotional Assessment Process (Fire Rescue), Request for Proposals, Y18-1051-TJ, from the following firms listed alphabetically.

Emergency Services Consulting International
Industrial/Organizational Solutions, Inc.
Morris & McDaniel, Inc.

Request authority for the Procurement Division to negotiate and execute a 3-year contract within a total budget amount of \$706,000. Further request authority for the Procurement Division to renew the contract for two additional 1-year terms.

This item was evaluated by the Procurement Committee on June 27, 2018. Commissioner Emily Bonilla was assigned to the Procurement Committee.

PURPOSE:

The consultant will develop and administer promotional assessment processes for driver engineers, lieutenants, captains, and battalion chiefs on an as-needed basis. The goal is to produce a content-valid assessment process to determine an eligible list of candidates who are highly qualified and diverse with regards to gender and ethnicity for each rank.

DISCUSSION:

Four proposals were received in response to this Request for Proposals (RFP). The proposals were evaluated by the Procurement Committee in accordance with the criteria set forth in the RFP. The proposal of Valencia College, School of Public Safety received an overall score too low for Board consideration. Scores from the Procurement Committee's evaluation for the selected firms are as follows:

Y18-1051-TJ, Development and Administration of Promotional Assessment Process (Fire Rescue)

RFP# Y18-1051-TJ DEVELOPMENT AND ADMINISTRATION OF PROMOTIONAL ASSESSMENT PROCESS (FIRE RESCUE)											
	QUALIFICATION OF STAFF		QUALIFICATION OF FIRM		TECHNICAL APPROACH		LOCATION		FEE PROPOSAL		TOTAL
WEIGHT:	25		15		20		10		30		
FIRM:	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	
Emergency Services Consulting International	5.00	125.00	5.00	75.00	5.00	100.00	0.00	0.00	3.92	117.68	417.68
Industrial/Organizational Solutions, Inc.	4.33	108.25	4.00	60.00	4.33	86.60	0.00	0.00	3.53	105.98	360.83
Morris & McDaniel, Inc.	4.33	108.25	4.00	60.00	4.00	80.00	0.00	0.00	3.72	111.67	359.92



BUSINESS DEVELOPMENT DIVISION

April 5, 2018

TO: Todd A. Jackson Senior Purchasing Agent
Procurement Division

From: Sheena Ferguson, Manager
Business Development Division

A.A.

Subject: Y18-1051/ Promotional Assessment Process for Fire Rescue

Business Development Division has reviewed the preliminary scopes of services received on March 21, 2018 for the Promotional Assessment Process for Fire Rescue.

After reviewing this information, Business Development has determined there is no M/WBE availability for the proposed scopes of services. Therefore, there will not be a M/WBE goal for this project.

If the scope of services for this project changes, let us know so we can check for M/WBE availability.