



Interoffice Memorandum

April 29, 2024

To: Mayor Jerry L. Demings
-AND-
County Commissioners

Carrie Mathes Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II, Procurement Division

Contact: Natasha Griffin, Sr. Human Resources Advisor, Human Resources Division
407-836-5462

Subject: Selection of Firm, Request for Proposals Y24-165-JA, Consulting Service for Fire Rescue Promotional Processes

RECOMMENDATION:

Selection of one firm and an alternate to provide Consulting Service for Fire Rescue Promotional Processes, Request for Proposals, Y24-165-JA, from the following firms listed alphabetically:

- Emergency Services Consulting International, Inc.
- Morris & McDaniel, Inc.

Request Board authorization for the Procurement Division to negotiate and execute a three-year contract within a total budget amount of \$836,000. Further request Board authorization for the Procurement Division to renew the contract for two additional one-year terms.

Further request Board authorization for the Procurement Division to formally terminate negotiations with the top ranked firm, if we are unable to come to a favorable negotiated agreement, and commence negotiations with the next ranked alternate, until a successful negotiation is reached.

PROCUREMENT:

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.

FUNDING:

Funds are available in account number 1009-034-0689-3182.

DISCUSSION:

This item was evaluated by the Procurement Committee on March 13, 2024. Commissioner Christine Moore was assigned to the Procurement Committee.

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Two proposals were received in response to the Request for Proposals (RFP). The proposals were evaluated by the Procurement Committee in accordance with the criteria set forth in the RFP.

The Procurement Committee's scores are attached.

Y24-165-JA, Consulting Service for Fire Rescue Promotional Processes

CRITERIA	Qual. of Staff	Qual of Firm	Technical Approach	Location	M/WBE	Dislocated Workers (B)	SDV (B)	Fee Proposal	Total Weighted Points
Weighted Value	20	20	20	10	10	5	15	20	120
				(B) Indicates Bonus Points (Maximums Bonus Points Above)					
MORRIS AND MCDANIEL, INC.	86.60	100.00	80.00	0.00	25.00	0.00	0.00	100.00	391.60
EMERGENCY SERVICES CONSULTING INTERNATIONAL, INC.	100.00	100.00	80.00	0.00	0.00	0.00	0.00	93.30	373.30



INTEROFFICE MEMORANDUM

March 12, 2024

TO: Jenna Allen, Contracting Agent
Procurement Division

FROM: Sheena Ferguson, Manager *S.F.*
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y24-165-JA, Consulting Service for Fire Rescue Promotional Processes

The M/WBE participation goal for this RFP is 24% and the M/WBE Employment Workforce goal is 18% Minority/Women Business Enterprise (M/WBE) and 6% Women Business Enterprise (WBE). Listed below are respondents to the subject RFP with their M/WBE sub-consultants, M/WBE participation score along with the bonus points for Dislocated Workers and Registered Service-Disabled Veterans:

1. Emergency Services Consulting International, Inc
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
None			

Total M/WBE Participation Proposed: 0%

M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 16%

Total WBE Workforce: 75%

Minority Workforce and Women Workforce Weighted Score: 0

Total M/WBE Participation Weighted Score: 0

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
None		

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

Dislocated Worker(s) Proposed: 0
Dislocated Worker(s) Bonus Points: 0

Total Bonus Points: 0
(Includes SDV & Dislocated workers)

2. Morris & McDaniel, Inc.
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
Ace Staffing	MBE-AI	18%	Temporary Staff
Ellie Louis Brews & BBQ, Inc.	WBE-WF	7%	Food cater

Total M/WBE Participation Proposed: 25%
M/WBE Sub consultant participation Weighted Score: 25

Total M/WBE Workforce: 16%
Total WBE Workforce: 54%

Minority Workforce and Women Workforce Weighted Score: 0

Total M/WBE Participation Weighted Score: 25

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
"Not Applicable"		

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

Dislocated Worker(s) Proposed: 0
Dislocated Worker(s) Bonus Points: 0

Total Bonus Points: 0
(Includes SDV & Dislocated workers)