

MESQUITE

T E X A S

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Memorandum

To: Chief Charles Cato *Chas M. Cato 5/2/18 OK*

Thru: Assistant Chief David Faaborg *DF 6-2-18 recommend use of seizure funds for this purchase,*
Captain Bill Artesi *WBA 0501/18*

From: Lieutenant Brian Parrish

Date: May 1, 2018

Subject: Applicant Physical Abilities Testing Vendor Bid

On August 4, an RFP was sent out requesting vendors for Pre-employment physical abilities testing (Bid specifications attached). Three companies submitted bids: Industrial/ Organizational Solutions, Human Performance Development Group and Paul O. Davis Ph.D., LLC. On September 22, a selection team met to decide on vendor informal bid recommendations. The bid submitted by the winning vendor exceeded \$50,000, which required the RFP to be resubmitted as a formal bid. On April 26, a formal RFP was sent out for pre-employment physical abilities testing. Two vendors submitted bids: Industrial/Organizational Solutions and Human Performance Development Group.

A vendor selection team was organized consisting of myself, Capt. Artesi, Sgt. B. Smith, Officer Morris and Officer Smiley. After the members of the team reviewed each of the bids, each member quantified their opinions of the vendors based on the four areas listed in the evaluation criteria. Below is an average of the points allotted to each vendor on a 100-point scale:

- | | |
|---|--------------------|
| 1. Human Performance Development | 95 points \$57,500 |
| 2. Industrial/ Organizational Solutions | 50 points \$66,000 |

The selection team recommends the bid to be awarded to Human Performance Development.



Brian Parrish
Lieutenant

PHYSICAL ABILITY SPECIFICATIONS

INTENT

The City of Mesquite, hereinafter referred to as the City, seeks proposals from experienced and qualified vendors/firms to provide a Police Entry Level Physical Ability Standards Criterion Study.

SCOPE OF WORK

The intent of this contract is to develop and validate physical ability standards and create a physical abilities course to be used for the police entrance exam that establishes job relatedness and consistency with business necessity that can be utilized to defend against adverse/disparate impact claims.

The physical abilities course shall be portable to allow for off-site testing. The firm with a successful bid on this project must design and have fabricated or purchase all equipment necessary for the completion of the course. The course should not consist of large or bulky obstacles/events, which would hinder the efficient transportation of the test. All portable obstacles should fit inside one (5) five foot by (8) eight foot pick-up truck bed. The course location will be a gym at least (74) Seventy-four foot by (42) Forty-Two foot in size. The space will be climate controlled with hard floors.

The criterion study shall include a review of the existing program ability/health data, physical job task analysis, correlation and regression analysis that determines relative predictability of a given test, specific/sensitivity analysis that determines which test scores are most predictive, judgment process to define standards and provide standards implementation recommendations.

Upon completion and implementation of the study, the awarded vendor/firm shall:

- Provide an expert for consultation as long as the city is utilizing the standards and implementation recommended by the vendor/firm
- Provide expert analysis and testimony in all cases of adverse/disparate impact claims stemming from the use of standards adopted using the criterion study.

CONTENTS OF PROPOSAL

Each vendor/firm shall provide a cover letter with the full name of your company, address, telephone, and fax numbers. In addition, provide a brief summary of your qualifications.

Response shall include at least three references. Include experience in performing this type of work and providing analysis and expert testimony regarding adverse/disparate impact claims, denoting experience with other police agencies in the United States.

Reference information should include the following contact information: client name, address, contact name with telephone number and/or email, service provided and dates of service.

Each firm shall identify the staff they intend to utilize for this work and shall provide brief resumes for each staff member that describes their applicable experience.

Each firm shall provide an overview of their understanding of the work to be completed.

Response shall include total project cost as well as a schedule outlining project completion time.

Each proposal will be reviewed on the basis of firm qualifications, individual staff experience and qualifications, understanding of work scope and proposal responsiveness, cost and similar experience.

BASIS OF AWARD

Each firm is responsible for submitting all relevant, factual, and correct information with their response. An evaluation committee will assign a ranking score to each response based on the available data and determine the most advantageous proposal based on the evaluation criteria listed below. The city staff reserves the right to consider any other factors that may be relevant to this contract.

A full evaluation of the proposals will be made following opening of the proposals on as timely a basis as possible. The selection team may request clarification of any submitted response. Each response shall be subject to the same review and assessment process.

After evaluating the proposals, if necessary, the City of Mesquite Police Department may conduct oral interviews with the highest ranked firms. The purpose of the interviews is to allow expansion upon the written responses. The City of Mesquite reserves the right to award a contract solely on the written proposal.

The city reserves the right to accept or reject, in part or in whole, any response submitted; and to waive any technicalities in the best interest of the City. This Request for Proposal does not commit the city to award any contract.

The final selection will be based on the highest total of all evaluator's points.

EVALUATION CRITERIA

1. Previous and existing experience of the firm providing analysis and expert testimony regarding adverse/disparate impact claims (30%)
2. Knowledge and experience of the staff to be assigned to this project (30%)
3. Understanding of the scope of work and submittal responsiveness (30%)
4. Proposed Cost (10%)