



CITY OF AUSTIN, TEXAS
Purchasing Office
REQUEST FOR PROPOSAL (RFP)
OFFER SHEET

SOLICITATION NO: EAD0117REBID

COMMODITY/SERVICE DESCRIPTION: Austin Fire Department
Cadet Hiring

DATE ISSUED: 12/22/14

REQUISITION NO.: 14121000083

PRE-PROPOSAL CONFERENCE TIME AND DATE: 1/9/15; 1 PM

COMMODITY CODE: 91885, 92420

LOCATION: 4201 Ed Bluestein, Hook and Ladder Conference Room,
Austin, TX 78721

**FOR CONTRACTUAL AND TECHNICAL
ISSUES CONTACT THE FOLLOWING
AUTHORIZED CONTACT PERSON:**

PROPOSAL DUE PRIOR TO: 1/28/15 11 AM, local time

Erin D'Vincent

Senior Buyer Specialist

Phone: (512) 972-4017

E-Mail: Erin.DVincent@austintexas.gov

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 308, AUSTIN, TEXAS 78701

When submitting a sealed Offer and/or Compliance Plan, use the proper address for the type of service desired, as shown below:

Street Address for Hand Delivery or Courier Service
City of Austin, Municipal Building
Purchasing Office-RFP EAD0117REBID Response
124 W 8 th Street, Rm 310
Austin, Texas 78701
Reception Phone: (512) 974-2500

To ensure prompt delivery, all packages SHALL BE CLEARLY MARKED ON THE OUTSIDE "Purchasing Office-Response Enclosed" along with the offeror's name & address, solicitation number and due date and time. See Section 0200 Solicitation Instructions for more details.

All Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered.

**SUBMIT 1 ORIGINAL AND 10 ELECTRONIC COPIES ON A CD OR FLASH DRIVE OF
YOUR RESPONSE**

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	6
0500	SCOPE OF WORK	10
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	6
0700	REFERENCE SHEET – Complete and return if required	2
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1

*** Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of these Sections are available, on the Internet at the following online address:**

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

I agree to abide by the City’s MBE/WBE Procurement Program Ordinance and Rules. In cases where the City has established that there are no M/WBE subcontracting goals for a solicitation, I agree that by submitting this offer my firm is completing all the work for the project and not subcontracting any portion. If any service is needed to perform the contract that my firm does not perform with its own workforce or supplies, I agree to contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service and am including the completed No Goals Utilization Plan with my submittal. This form can be found Under the Standard Bid Document Tab on the Vendor Connection Website:

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If I am awarded the contract I agree to continue complying with the City’s MBE/WBE Procurement Program Ordinance and Rules including contacting SMBR if any subcontracting is later identified.

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: _____

Company Address: _____

City, State, Zip: _____

Federal Tax ID No. _____

Printed Name of Officer or Authorized Representative: _____

Title: _____

Signature of Officer or Authorized Representative: _____

Date: _____

Email Address: _____

Phone Number: _____

*** Proposal response must be submitted with this Offer sheet to be considered for award**

Section 0700: Reference Sheet

Please include the following information if required in the solicitation:

Responding Company Name _____

1. Company's Name _____
Name and Title of Contact _____
Present Address _____
City, State, Zip Code _____
Telephone Number (_____) _____ Fax Number (_____) _____
Email Address _____

2. Company's Name _____
Name and Title of Contact _____
Present Address _____
City, State, Zip Code _____
Telephone Number (_____) _____ Fax Number (_____) _____
Email Address _____

3. Company's Name _____
Name and Title of Contact _____
Present Address _____
City, State, Zip Code _____
Telephone Number (_____) _____ Fax Number (_____) _____
Email Address _____

Section 0835: Non-Resident Bidder Provisions

Company Name _____

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: _____

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
- (2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder id a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: _____ Which State: _____

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: _____

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The following Supplemental Purchasing Provisions apply to this solicitation:

1. **EXPLANATIONS OR CLARIFICATIONS:** (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office by email to erin.dvincent@austintexas.gov no later than close of business Friday, January 9, 2015.

2. **INSURANCE:** Insurance is required for this solicitation.

A. **General Requirements:** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.

- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award
- ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.
- iv. The Certificate of Insurance, and updates, shall be mailed to the following address:

City of Austin Purchasing Office
P. O. Box 1088
Austin, Texas 78767

B. **Specific Coverage Requirements:** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

- i. **Worker's Compensation and Employers' Liability Insurance:** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.
 - (1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Form WC420304, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Form WC420601, or equivalent coverage
- ii. **Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
 - (1) The policy shall contain the following provisions:
 - (a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
 - (b) Contractor/Subcontracted Work.
 - (c) Products/Completed Operations Liability for the duration of the warranty period.
 - (d) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and/or Underground Coverage.
 - (2) The policy shall also include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage

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- (b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
 - iii. **Business Automobile Liability Insurance:** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.
 - (1) The policy shall include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.
 - iv. **Professional Liability Insurance:** The Contractor shall provide coverage, at a minimum limit of \$100,000 per claim, to pay on behalf of the assured all sums which the assured shall become legally obligated to pay as damages by reason of any negligent act, error, or omission arising out of the performance of professional services under this Agreement. If coverage is written on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the Contract and the certificate of insurance shall state that the coverage is claims-made and indicate the retroactive date. This coverage shall be continuous and will be provided for 24 months following the completion of the contract.
 - C. **Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.
3. **TERM OF CONTRACT:**
- A. The Contract shall be in effect for an initial term of 12 months and may be extended thereafter for up to 5 additional 12 month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.
 - B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 180 days unless mutually agreed on in writing).
 - C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.
 - D. Prices are firm and fixed for the first 12 months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.
4. **INVOICES and PAYMENT:** (reference paragraphs 12 and 13 in Section 0300)
- A. Invoices shall contain a unique invoice number and the information required in Section 0300, paragraph 12, entitled "Invoices." Invoices received without all required information cannot be processed and will be returned to the vendor.

Invoices shall be mailed to the below address:

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	City of Austin
Department	Austin Fire Department
Attn:	Accounts Payable
Address	P.O. Box 1088
City, State Zip Code	Austin, TX 78767

- B. The Contractor agrees to accept payment by either credit card, check or Electronic Funds Transfer (EFT) for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.
5. **RETAINAGE:** The City will withhold 10 percent (%) retainage until completion of all work required by the Contract. The Contractor's invoice shall indicate the amount due, less the retainage. Upon final acceptance of the work, the Contractor shall submit an invoice for the retainage to the City and payment will be made as specified in the Contract. Payment of the retainage by the City shall not constitute nor be deemed a waiver or release by the City of any of its rights and remedies against the Contractor for recovery of amounts improperly invoiced or for defective, incomplete or non-conforming work under the Contract.
6. **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING:**
- A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.
- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. If an Offeror has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Offeror is given written notice and a hearing in advance of the debarment.
- D. The City requires Offerors submitting Offers on this Solicitation to provide a signed Section 0810, Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying Affidavit, certifying that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>
7. **ECONOMIC PRICE ADJUSTMENT:**
- A. **Price Adjustments:** Prices shown in this Contract shall remain firm for the first 12-months of the Contract. After that, in recognition of the potential for fluctuation of the Contractor's cost, a price adjustment (increase or decrease) may be requested by either the City or the Contractor on the anniversary date of the Contract or as may otherwise be specified herein. The percentage change between the contract price and the requested price shall not exceed the percentage change between the specified index in effect on the date the solicitation closed and the most recent, non-preliminary

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data at the time the price adjustment is requested. Prices for products or services unaffected by verifiable cost trends shall not be subject to adjustment.

- B. **Effective Date:** Approved price adjustments will go into effect on the first day of the upcoming renewal period or anniversary date of contract award and remain in effect until contract expiration unless changed by subsequent amendment.
- C. **Adjustments:** A request for price adjustment must be made in writing and submitted to the other Party prior to the yearly anniversary date of the Contract; adjustments may only be considered at that time unless otherwise specified herein. Requested adjustments must be solely for the purpose of accommodating changes in the Contractor’s direct costs. Contractor shall provide an updated price listing once agreed to adjustment(s) have been approved by the parties.
- D. **Indexes:** In most cases an index from the Bureau of Labor Standards (BLS) will be utilized; however, if there is more appropriate, industry recognized standard then that index may be selected.
 - i. The following definitions apply:
 - (1) **Base Period:** Month and year of the original contracted price (the solicitation close date).
 - (2) **Base Price:** Initial price quoted, proposed and/or contracted per unit of measure.
 - (3) **Adjusted Price:** Base Price after it has been adjusted in accordance with the applicable index change and instructions provided.
 - (4) **Change Factor:** The multiplier utilized to adjust the Base Price to the Adjusted Price.
 - (5) **Weight %:** The percent of the Base Price subject to adjustment based on an index change.
 - ii. **Adjustment-Request Review:** Each adjustment-request received will be reviewed and compared to changes in the index(es) identified below. Where applicable:
 - (1) Utilize final Compilation data instead of Preliminary data
 - (2) If the referenced index is no longer available shift up to the next higher category index.
 - iii. **Index Identification:** Complete table as they may apply.

Weight % or \$ of Base Price: 100%	
Database Name: Employment Cost Index	
Series ID: CIU2010000100000A (B,I)	
<input checked="" type="checkbox"/> Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Geographical Area: All	
Description of Series ID: Management, professional, and related	
This Index shall apply to the following items of the Bid Sheet / Cost Proposal: All	

- E. **Calculation:** Price adjustment will be calculated as follows:

Single Index: Adjust the Base Price by the same factor calculated for the index change.

Index at time of calculation
Divided by index on solicitation close date
Equals Change Factor
Multiplied by the Base Rate
Equals the Adjusted Price

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- F. If the requested adjustment is not supported by the referenced index, the City, as its sole discretion, may consider approving an adjustment on fully documented market increases.
8. **INTERLOCAL PURCHASING AGREEMENTS:** (applicable to competitively procured goods/services contracts).
- A. The City has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an interlocal agreement with the City.
- B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.
9. **OWNERSHIP AND USE OF DELIVERABLES:** The City shall own all rights, titles, and interests throughout the world in and to the Deliverables.
- A. **Patents:** As to any patentable subject matter contained in the Deliverables, the Contractor agrees to disclose such patentable subject matter to the City. Further, if requested by the City, the Contractor agrees to assign and, if necessary, cause each of its employees to assign the entire right, title, and interest to specific inventions under such patentable subject matter to the City and to execute, acknowledge, and deliver and, if necessary, cause each of its employees to execute, acknowledge, and deliver an assignment of letters patent, in a form to be reasonably approved by the City, to the City upon request by the City.
- B. **Copyrights:** As to any Deliverable containing copyrighted subject matter, the Contractor agrees that upon their creation, such Deliverables shall be considered as work made-for-hire by the Contractor for the City and the City shall own all copyrights in and to such Deliverables, provided however, that nothing in this Paragraph 36 shall negate the City's sole or joint ownership of any such Deliverables arising by virtue of the City's sole or joint authorship of such Deliverables. Should by operation of law, such Deliverables not be considered work made-for-hire, the Contractor hereby assigns to the City (and agrees to cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver an assignment to the City of Austin) all worldwide right, title, and interest in and to such Deliverables. With respect to such work made-for-hire, the Contractor agrees to execute, acknowledge and deliver and cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver a work-for-hire agreement, in a form to be reasonably approved by the City, to the City upon delivery of such Deliverables to the City or at such other time as the City may request.
- C. **Additional Assignments:** The Contractor further agrees to, and if applicable, cause each of its employees to execute, acknowledge, and deliver all applications, specifications, oaths, assignments, and all other instruments which the City might reasonably deem necessary in order to apply for and obtain copyright protection, mask work registration, trademark registration and/or protection, letters patent, or any similar rights in any and all countries and in order to assign and convey to the City, its successors, assigns, and nominees, the sole and exclusive right, title, and interest in and to the Deliverables, The Contractor's obligations to execute acknowledge, and deliver (or cause to be executed, acknowledged, and delivered) instruments or papers such as those described in this Paragraph 36 A., B., and C. shall continue after the termination of this Contract with respect to such Deliverables. In the event the City should not seek to obtain copyright protection, mask work registration or patent protection for any of the Deliverables, but should arise to keep the same secret, the Contractor agrees to treat the same as Confidential Information under the terms of Paragraph above.
10. **CONTRACT MANAGER:** The following person is designated as Contract Manager, and will act as the contact point between the City and the Contractor during the term of the Contract:

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Ronnelle Paulsen

512-974-5315

Ronnelle.Paulsen@austintexas.gov

*Note: The above listed Contract Manager is not the authorized Contact Person for purposes of the **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING Provision** of this Section; and therefore, contact with the Contract Manager is prohibited during the no contact period.

Scope of Work

SOLICITATION NO. EAD0117REBID

Description: Austin Fire Department Cadet Hiring Process Vendor

1.0 Purpose and Scope

The purpose of this solicitation is to secure assistance for the Austin Fire Department (AFD) in developing and implementing a selection process for Fire Cadet hiring. Proposers should describe how their firm would partner with AFD in designing, administering, and validating that portion of the Fire Cadet selection process that occurs after minimum qualification screening and prior to the conditional job offer. Selection process steps after the conditional job offer (e.g. verification of employment, educational, and military records; criminal background checks; and physical, medical, and psychological assessments) are NOT included in the scope of this contract.

AFD has identified specific CORE VALUES for its new hiring process that are critical to achieving a process that best meets its needs. Responses to this RFP shall describe how the responding firm's proposed solution addresses the following CORE VALUES:

- A process that is well defined, from beginning to end, in advance – no confusion
- A process that is job-related for the Firefighter position, and allows AFD to make meaningful selection decisions among candidates based on their likelihood of success in the training academy and on-the-job
- A process that that minimizes adverse impact on minority groups and women, within the constraint of maintaining validity
- An efficient and cost-effective process
- A vendor with a proven track record
- No mistakes, no controversy in the administration of the process

AFD has not specified a particular hiring process design, or specified the use of particular assessment tools, and invites proposers to offer their recommended solutions based on the CORE VALUES and other information in this RFP. However, proposers should be aware that AFD believes the final, approved selection process will likely include one or more validated, standardized assessments that evaluate whether applicants possess the knowledge, skills, abilities, and other characteristics required to be successful in AFD Fire Cadet training and as Firefighters on-the-job. Responses shall describe all assessment tools that the proposer reasonably believes may be used as part of its solution, shall include a discussion of how each assessment tool would be validated for use at AFD, and shall include any confirmatory job analyses and technical reports that support the use of each such assessment tool for selecting Fire Cadets. Responses shall also describe the proposer's strategy for conducting a local criterion-related validation study after the first administration of the process in Austin, including a discussion of the timing and methodology of the local validation study.

2.0 **Background**

2.1 **General Background**

AFD employs over 1,100 certified personnel (600+ in the rank of Firefighter) at 44 fire stations and an Airport Fire Rescue station at Austin Bergstrom International Airport. AFD provides emergency fire, rescue, and first responder services to residents and visitors. Emergency paramedic (Advanced Life Support) and transport services are provided by a separate City of Austin EMS Department. During FY2013, AFD responded to more than 86,000 incidents, including almost 63,000 medical calls for service.

AFD is a career fire department with many divisions, including Arson Investigations, Hazardous Materials and Special Operations with urban/wild land interface and other complex rescue services over land and water. As an urban metropolitan fire department, it encompasses much more than fire and rescue services, including public education, prevention services, permitting and code enforcement, and numerous other service-related areas.

The City of Austin values statement is organized around the acronym PRIDE which stands for **P**ublic service & engagement, **R**esponsibility & accountability, **I**nnovation & sustainability, **D**iversity & inclusion, and **E**thics & integrity. AFD's Mission Statement states a commitment to "creating safer communities through prevention, preparedness and effective emergency response."

The new selection process will be used for all Fire Cadet candidates, all of whom will be external candidates. Historically, most applicants come from the central Texas region, but, because the jobs and location are very attractive, there are also applicants from outside the central Texas region as well as other states. AFD's needs for hiring never cease and openings are constantly occurring through general attrition, retirements, etc. Minimum qualifications to apply for the job are: 18 to 35 years of age; U.S. citizenship or other status to work lawfully in the U.S. for AF; ability to read, write, and speak English; and completion of either 2 years of military experience with an honorable discharge, or 15 credit hours at an accredited 2- or 4-year college or university.

During the last hiring cycle, AFD received more than 4,800 applications through the City of Austin's online employment application system. This mechanism, after being prescreened for minimum qualifications, resulted in more than 4,000 applicants being invited to sit for the initial written test, with over 2,800 applicants actually taking the written test. That applicant group was approximately 39% White, 36% Hispanic, 12% Black, and 13% other or unspecified race/ethnicity. Eleven percent of applicants who took the initial written test were female. Every applicant who took the written exam was invited to participate in a structured oral interview, and over 2,000 interviews were conducted.

Under AFD's normal hiring practices, approximately 100 to 150 eligible candidates are invited each year to go through the pre-hire assessments, including: the Candidate Physical Ability Test (CPAT); medical and psychological evaluations based on a written and interview process; and personal background history verification and criminal check. Candidates who pass all the assessments are placed on a hiring list for future Fire Cadet Academies. AFD generally hosts two such academy classes per year, with 25 to 30 cadets in each class. Since there were no Cadet Academies during the past twelve months, AFD expects that Academies will be larger in 2014-2015, with perhaps 35 to 50 Fire Cadets in each class.

2.2 Special Considerations

Proposers should be aware of the following special considerations. First, on November 7, 2014, the federal court in Austin approved a consent decree between the U.S. Department of Justice (DOJ) and the City of Austin (City) resulting from an investigation of AFD's 2012 and 2013 cadet hiring practices. A copy of the consent decree may be found at this link:

http://www.austintexas.gov/sites/default/files/files/Fire/Applicants/2014/consentdecree_final_110714.pdf

Responding firms will be expected to fully cooperate and assist the City in complying with those parts of the consent decree relevant to this contract. In particular, please note Part III.C.6 of the consent decree (pp. 13-17), which requires the City to provide certain information to DOJ about the hiring process that is the subject of this solicitation, and gives DOJ certain rights to object with respect to that process.

In addition, the consent decree provides specific hiring relief to certain candidates from AFD's 2012 cadet hiring process. See, Sec. III.F.5 of the decree (pp. 24-28). Under the decree, Hispanic and African-American candidates from the 2012 hiring process who were not hired, and who meet certain eligibility requirements, will be eligible for "priority hire" status in future Fire Cadet academy classes. The consent decree provides that these candidates for priority hire positions will go through the new selection process that is the subject of this contract (see, App. E to the consent decree). AFD estimates that including this priority hire candidate pool may add as many as several hundred additional candidates to the hiring process that is the subject of this contract.

Second, in the past the cost and administrative complexity associated with the 2012 and 2013 hiring practices – including running thousands of candidates through written and oral assessments in a matter of days (4 to 5 days per annual cycle) – is daunting. AFD is looking for innovative concepts in assessing candidate skills that are more inviting for the recruit and more cost effective for the department. AFD hopes to improve the experience for the test taker without inflating the cost of test administration, since the cost is funded by the City's taxpayers.

2.3 Minimum Qualifications

Proposers who do not meet these minimum requirements will not be considered for this solicitation.

1. Proposer shall have experience in implementing hiring solutions:
 - a. With municipal public safety departments, and
 - b. With applicant pools that are 1,000 persons or greater.
2. Proposer shall have hiring solutions that are currently in production and have been so for at least one (1) year.
3. Proposer shall be able to produce documentation of the validity of proposed assessment tools in assessing Firefighter Cadet job-related critical skills and abilities.

3.0 Tasks/Requirements

3.1 Contractor's Responsibilities

3.1.1 Recommended Solution. The proposer's response shall identify its recommended solution for the design and administration of a Fire Cadet selection process based on the CORE VALUES and other background information described in this RFP. The overall process shall enable AFD to select Fire Cadets who can best meet AFD's job performance and behavioral requirements, while minimizing adverse impact within the constraint of validity. In evaluating proposals received, AFD will look for methodology and deliverables that are consistent with existing professional, scientific, and regulatory standards, and best practices, for employee selection processes.

Proposers should be aware that their recommended solution may be modified as a result of discussion and consultation with AFD, or in accord with the consent decree, either before or after the vendor selection decision is made.

3.1.2 Assessment Tools. The proposer's recommended solution shall describe the assessment tool(s) that the proposer believes will best address the CORE VALUES and other background information described above. With regard to each assessment tool, please provide the following information:

3.1.2.1 Origin: Who developed this assessment? Who supports and maintains it now?
When was the present form of the assessment released?

3.1.2.2 List and define the constructs (knowledge, skills, abilities, personality, interests, experience) the assessment measures.

3.1.2.3 Describe the assessment design, e.g., fixed item pool, adaptive testing, etc.

- 3.1.2.4 Items: How many items does the assessment contain? Describe each type of item and response format in the assessment. Provide a sample of each item type.
- 3.1.2.5 Alternate Forms: Are alternate forms available? If yes, how many alternate forms? How was form comparability established?
- 3.1.2.6 How can AFD preview the assessment? Is an assessment demo available?
- 3.1.3 Assessment Development and Validation. Describe the assessment development process, and attach a copy of relevant technical report(s) or manual(s). Provide additional information on the following:
 - 3.1.3.1 Summarize available evidence for criterion-related validity conducted by your company.
 - 3.1.3.1.1 Provide the number of studies completed, total sample size of each, number of organizations and types of jobs included, criterion measures used, and uncorrected mean r_{xy} .
 - 3.1.3.1.2 Describe any studies performed by your company (including results) conducted specifically on Firefighter Cadet or Firefighter applicants.
 - 3.1.3.1.3 Summarize separately any studies (including results) in which fire academy outcomes, supervisor ratings, and job performance results were used as criterion measures.
 - 3.1.3.2 Describe other existing types of validity evidence.
 - 3.1.3.3 What reading difficulty level is required to take the assessment? How was this reading difficulty level determined?
 - 3.1.3.4 Describe the assessment's reliability and how it was estimated.
 - 3.1.3.5 Describe any utility studies that have been completed, and summarize the results.
 - 3.1.3.6 Describe the process used to determine whether the assessment is appropriate for particular jobs. Is there an established process for documenting validity transportability? If so, please describe it.
 - 3.1.3.7 Describe the composition of any norm group(s) used to help set critical scores or provide percentile equivalents of applicant scores.

- 3.1.3.8 What organizational performance outcome(s) can AFD expect?
- 3.1.3.9 Describe any ongoing or planned research involving this assessment and any design changes planned for the next 18 months.
- 3.1.4 Administration of the Assessments. The proposer should describe its recommended strategy for administering and scoring each recommended assessment tool. Special note: proposers will be responsible for staffing and administering their recommended assessments with limited support from the City, as described in Section 3.2, below. This responsibility can be met either through direct staffing by the vendor, or subcontracting with another firm acceptable to the City.
- 3.1.4.1 Describe the administration of the assessment(s) in the AFD environment and describe the assessment sessions; their content, who would administer them, and the number of applicants that can be accommodated in each one. Provide specific information on the following:
- 3.1.4.2 Timing: Is the assessment timed? If so, what is the time limit, and how is elapsed time measured? If not, how long does it typically take to complete?
- 3.1.4.3 What administration methods are supported, e.g., paper-and-pencil, PC-based, or web-based?
- 3.1.4.4 List any facilities, equipment or materials required to administer the assessment at each testing site, including system requirements other than a PC and internet connection.
- 3.1.4.5 Proctoring: Is proctoring required or recommended? Why or why not? If not, can the assessment be administered remotely? If so, describe how candidate identification is verified and threats to validity and test security are minimized.
- 3.1.4.6 Describe your firm's record keeping, archiving and assessment data maintenance processes.
- 3.1.4.7 What methods are recommended for using results to make operational decisions, e.g., cutoffs, bands, combination with other assessments in a compensatory model? How are qualifying thresholds established?
- 3.1.4.8 Can assessment scoring or content be customized? If so, how can it be customized? At what cost?
- 3.1.4.9 Score reports: Include a sample of each available report format. Do clients have access to their own score database? If so, can they run score report queries?

- 3.1.5 Defensibility. Describe how the proposer would defend the validity of its assessments and proposed hiring process if challenged in court. In addition to any other narrative the Proposer deems relevant, please indicate:
- 3.1.5.1 What examinee reaction data have been collected? What do they show?
 - 3.1.5.2 How large are racial/ethnic group score differences in standardized mean differences between racial/ethnic groups (d scores)?
 - 3.1.5.3 Have any of the proposed assessments produced adverse impact ratios (AIRs) of less than 80% on African-American/Black, Hispanic and/or female applicants? What are typical AIRs for the assessments for these groups? On what samples and sample sizes are these adverse impact ratios based?
 - 3.1.5.4 Have fairness analyses been conducted in which regression lines for white and racial/ethnic minorities were compared? If so, what were the results?
 - 3.1.5.5 Has use of any proposed assessment been challenged? If yes, by whom, before whom, when and under what circumstances? What was the outcome?
 - 3.1.5.6 Explain how decision rules (e.g., critical scores, score bands, composite scores) for use of assessment scores in the selection process would be developed and defended?
- 3.1.6 Cooperation. The successful proposer shall agree to provide promptly any information about the design, scoring, or administration of its proposed hiring process, and any information about the composition, use, or validity of its written or oral assessments, in response to a written request from a federal or state enforcement agency resulting from the performance of this contract. This requirement will apply regardless of whether such request is made to the proposer or to the City. In addition, the proposer shall agree to provide on reasonable notice testimony about its assessments and the hiring process under this contract required in any court or in administrative proceeding. The City shall compensate the proposer at a pre-determined hourly rate for any such testimony requested by the City.
- 3.1.7 Hiring Cycle Timeline. The City's goal is to conduct the first administration of the hiring process under this contract by late summer 2015. With that goal in mind, provide a timeline for proposed work activities from kick-off meeting and job analysis research to the creation of an eligibility list and follow-up validity reporting (1 complete hiring cycle).

3.2 City's Responsibilities

- 3.2.1 The City has an online job application system that shall be used by applicants as the

entry portal into the Fire Cadet hiring process. Information input into the online application system is dated and time stamped, and becomes the City's official record of the candidate's background and contact information. Applicant information will be provided to the selected vendor for the purpose of administering assessments.

3.2.2 Representatives from the City's Civil Service Office and AFD will:

- be available for consultation and coordination of assessment administration;
- communicate assessment process information to applicants via email and the department's website;
- respond to questions from applicants, seeking clarification from the vendor when needed;
- assist the vendor with securing resources such as local testing venues or interview evaluators, if needed; and
- post assessment scores and notify candidates who are eligible for pre-hire assessments.

3.2.3 AFD will be responsible for verification of employment, educational, and military records; criminal background checks; and physical (CPAT), medical and psychological assessments that take place after the conditional job offer has been made. These assessments are pass/fail and, when completed, result in a final eligibility list for Fire Cadet hiring.

4.0 Anticipated Timeline

RFP Release	December 22 nd , 2014
RFP Due Date	January 28 th , 2015
Evaluation Phase I – Expert Evaluation	Month of February
Evaluation Phase II – User Evaluation	Beginning of March
Potential Interviews	Last week of March
City Council Approval	Late May or June 2015

5.0 Milestones/Deliverables At a minimum, the City expects all proposals to include the milestones and deliverables described in the table on the following page.

Milestone / Deliverable	Description of Contractor's Responsibilities	Timeline (due/completion date or reference date)	Performance Measures (Acceptance Criteria)	Contract Reference/ Section
Step 1: Pre-Work <ul style="list-style-type: none"> Initial planning Job analysis Validation & transportability documentation Selection process design 	<ul style="list-style-type: none"> Conduct kick-off meeting Perform and document job analysis research Identify proposed assessment(s) and develop proposed selection process Document evidence for transporting validity for proposed assessments to AFD Firefighter Cadet job Present and discuss process proposal and rationale with City representatives Answer questions from City and/or DOJ 	6 weeks after contract signed	Delivery of acceptable job analysis, assessment validation, and transportability documentation City and DOJ approval of proposed selection process	3.1.2
Step 2: Development of Assessment Plan and Materials <ul style="list-style-type: none"> Final assessment materials and administration plan Candidate study guide Schedule for process administration 	<ul style="list-style-type: none"> Coordinate assessment administration timeline and resources with City Develop final plan for assessment administration Provide candidate study materials Supplement transport validity evidence as required to cover final versions of assessments 	1 month after completion of Step 1	City approval of assessment(s), assessment administration plan, and candidate study guide	3.1.3
Step 3: Administration & Scoring <ul style="list-style-type: none"> Administration of assessment(s)¹ Scoring of assessment(s) 	<ul style="list-style-type: none"> Administer assessments as required by City Score assessment(s) Provide raw assessment scores for each candidate to City 	Raw scores delivered to City within 2 weeks of completion of each assessment	Assessment(s) correctly and timely administered and scored; raw assessment scores delivered to City as required	3.1.5
Step 4: Analysis of Results <ul style="list-style-type: none"> Analysis of scores Adverse impact study Consideration of less adverse alternatives (if applicable) 	<ul style="list-style-type: none"> Analyze and support defensibility of assessment scores Recommend use(s) of scores to mitigate identified adverse impact (if any) while maintaining validity 	3 weeks after raw assessment scores are provided to City	Delivery to City of required score analyses, and City's approval of recommended use of scores	3.1.4

¹ This should include development and conduct of assessment administrator training, as required.

<p>Step 5: Post-Hire Validation</p> <ul style="list-style-type: none"> Assessment of process based on AFD cadet academy & probationary firefighter performance 	<ul style="list-style-type: none"> Analyze performance of candidates in cadet academy and during firefighter probation Prepare report summarizing analysis 	<p>1 month after completion of firefighter probation period for each cadet class</p>	<p>Delivery of acceptable documentation to City showing Contractor's completion of required work</p>	<p>3.1.3</p>
<p>Step 6: Final Evaluation</p> <ul style="list-style-type: none"> Completion of hiring cycle Final report and recommendations on assessment process 	<ul style="list-style-type: none"> Deliver report summarizing successes and challenges of the hiring process Provide recommendations for process improvement in next hiring cycle 	<p>1 month after completion of firefighter probation period for each cadet class</p>	<p>Delivery of acceptable documentation to City showing Contractor's completion of required work</p>	<p>3.1.6</p>

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1. **QUALIFICATION RESPONSE FORMAT**

Responses shall be submitted in one (1) written copy (the original proposal) and ten (10) electronic copies (either disk or thumb drive).

Prefacing the qualification statement response, the Proposer shall provide an **Executive Summary** of three (3) pages or less, which gives in brief, concise terms, an overview of the response. The response itself shall be organized in the following format and informational sequence:

- A. **Business Organization:** Provide the following information about yourself, your company, and its operations.
- i. State the full name and address of your organization.
 - ii. Describe your company's experience in developing, validating and delivering assessment tools that are used to make employment decisions.
 - iii. State whether you operate as a partnership, corporation, or proprietorship. Include the State in which you are incorporated or licensed to operate.
 - iv. Identify your parent company if you are a subsidiary, and identify any affiliate organizations that engage in the employee assessment or employment consulting business.
 - v. Who owns your company? If there is more than one owner, what stake in the company does each owner have?
 - vi. Specify the location of each branch office or other subordinate element which will perform, or assist in performing, the work herein.
 - vii. Provide your average annual gross revenues over the last three years. What percentage of the revenue does your assessment instrumentation business represent? What percentage does consulting revenue represent?
 - viii. Does your company have errors and omissions liability insurance? If so, what are the policy limits?
- B. **Corporate Experience:** Describe only corporate experience related to performing the work specified in this solicitation.
- i. Describe your company's assessment philosophy and strategy.
 - ii. Describe the project history for personnel who will be assigned to this contract and who will actively participate on the project. Do not include experience prior to 2005. Supply the project title, year, and reference name, title, present address, and phone number of principal person for whom prior projects were accomplished.
 - iii. Provide the names of all municipal fire departments for which you have provided professional services during the past ten years. For each department, state the year(s) during which you worked with the department, and provide contact information for a specific individual at that department who can discuss your work. [Note: preference will be given to

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Proposers who have worked or are currently working with departments in cities with populations over 500,000.]

- iv. Has the Proposer, or any assessment tool or process used by the Proposer, been the subject of an investigation by a government enforcement agency, a private lawsuit, or a contract grievance during the past ten years? If so, please state:
 - a. The identity the employer(s) involved, and the time frame of the investigation, lawsuit, or grievance;
 - b. The assessment(s) that were involved in the matter; and
 - c. The circumstances and outcome of the investigation, lawsuit, or grievance.
- C. **Authorized Negotiator**: State the name, address, email, and telephone number of the person in your organization authorized to negotiate contract terms and render binding decisions on contract matters.
- D. **Personnel and Project Management Structure**: Provide a general explanation and organizational chart which specifies project leadership, reporting responsibilities, and interface points with City project management and team personnel.
 - i. State the names and qualifications of all professional personnel who will be assigned to this contract. State the primary work assigned to each person and the estimated percentage of time each person will devote to this work. Identify key persons by name and title. Provide full resumes for key personnel. Provide an organizational chart depicting the relationships of the key personnel.
 - ii. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor.
- E. **System Concept and Solution**: Based upon the CORE VALUES, Section 2.2 Special Considerations, and other information in the Scope of Work Statement, describe your strategy and proposed solution for the design, administration, and validation of a Fire Cadet hiring process at the Austin Fire Department (AFD). For each specific assessment tool and proposed use, provide the information requested in Part 3.1 of the Scope of Work statement, indicate why you believe each would be valid and effective for the City at this time, and describe what trade-offs the City should consider in evaluating them.
- F. **Program**: Describe your recommended work program for delivering your proposed solution. Include such time-related displays, graphs, and charts as necessary to show sequencing of major tasks, milestones, and decision points related to your recommended plan. Specifically indicate:
 - i. A description of your work program by tasks. Detail the steps you will take in proceeding from Task 1 to the final tasks. Consider the required milestones/deliverables outlined in Section 5.0 of the Statement of Work.
 - ii. Describe how you define success for each of the tasks in your program plan.
 - iii. Describe potential risks associated with each task and what you will do to reduce risk.

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- G. **Cost Proposal:** Information described in the following subsections is required from each Proposer. A firm fixed price or not-to-exceed contract is contemplated, with progress payments as mutually determined to be appropriate. The City will retain ten percent (10%) of the total contractual price until all work products have been submitted and accepted.

Based on the contractor responsibilities described in Sec. 3.1 of the Statement of Work, list your not-to-exceed costs for the deliverables at each Step defined in Sec. 5.0, assuming that each assessment will be administered to 2,500 candidates. Your not-to-exceed cost should be a total cost number including all personnel costs, administrative and overhead costs, fees, travel costs, and all other costs that would be charged to the City. If the cost of a Step varies by the number of candidates being assessed, number of sessions conducted, or other factors, provide a specific, quantifiable description of how the cost varies at that Step. The total of all milestone Step payments should equal the total project not-to-exceed cost for a single testing cycle. Provide your cost breakdown in the following format:

Milestone Step (Scope of Work 4.0)	TOTAL Not-to-Exceed Cost for 2,500 Candidates
STEP 1: Pre-Work	
STEP 2: Development of Assessment Plan and Materials	
STEP 3: Administration & Scoring	
STEP 4: Analysis of Results	
STEP 5: Validation	
STEP 6: Final Evaluation	
TOTAL PROJECT COST	

- H. **Certification:** The proposal must be signed by the Proposer and include the following certification:

“[Proposer] certifies that all information submitted in this proposal, including any supplements or later additions, is true and correct. Proposer further certifies that it has read and understands all parts of the Proposal Preparation Requirements and Evaluation Factors for this solicitation, including without limitation the anti-lobbying and procurement rules of the City of Austin, and accepts all such requirements as a condition of this proposal. Proposer further certifies that it is and shall remain in compliance with all such requirements, and with any other applicable federal, state and local procurement regulations, throughout the selection process(es) for this contract.”

2. PROPOSER REQUIREMENTS

- A. **Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying:**

- i. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2-7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Proposers or potential Proposers

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are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.

- ii. If during the No-Contact Period a Proposer makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Proposer's Proposal is disqualified from further consideration except as permitted in the Ordinance.
 - iii. If a Proposer has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Proposer from doing business with the City for a period not to exceed three (3) years, provided the Proposer is given written notice and a hearing in advance of the debarment.
 - iv. The City requires Proposers submitting proposals on this solicitation to provide a signed Section 0810, Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying Affidavit certifying that the Proposer has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>
- B. **Proposal Acceptance Period:** All proposals shall be valid for a period of one hundred and eighty (180) calendar days subsequent to the closing date for proposals.
- C. **Proprietary Information:** All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.
- D. **Proposal Preparation Costs:** All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by the City shall be the sole responsibility of the Proposer.

3. EVALUATION FACTORS AND AWARD

- A. **Competitive Selection:** This procurement will comply with applicable City policies and procedures. The successful Proposer will be selected by the City on a rational basis. In addition to compliance with the terms of this solicitation and its purchasing procedures, the City shall utilize the criteria listed below to evaluate proposals received. Proposals shall be scored using the factors and methodology outlined below to select the best Proposer. Award of a contract may be made without discussion with Proposers after proposals are received. Proposals should, therefore, be submitted on the most favorable terms.
- B. **Evaluation Factors in Proposal Scoring:** Scoring of proposals shall be on a scale of 100 maximum points, allocated in two distinct steps. A third step of conducting Vendor Interviews is optional at the City's discretion.

Step 1 – Technical Evaluation of Solution Design and Vendor Qualifications (maximum 30 points)

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- i. The City has retained an experienced Industrial/Organizational Psychologist to participate in a technical evaluation and assist with its evaluation of the proposed system concept and solution, and the proposer's qualifications. The expert may request, through the City's Authorized Contact Person, additional information from the proposer to clarify and validate the details associated with selection process design and experience. Representatives from City Legal, and the Fire Department will also serve on the Expert Evaluation Team. Particular attention during this step will be given to the following:
 - Validity of Assessment Tool(s) (10 points): the strength of evidence showing the Proposer's process to be valid for the Fire Cadet job at AFD. This criterion includes, without limitation, the coverage of job-related critical skills and abilities measured by the assessment(s); the number, sample size, quality and results of supporting criterion-related and other validity studies; the availability of any validity transportability tools or methods, and the strength of the Proposer's job analysis tools and methods.
 - Defensibility of Process Solution Design (10 points): the ability to incorporate methods of reducing adverse impact while preserving validity; the use of facially valid assessment content; and the availability and quality of transportable evidence of validity.
 - Past Experience with Assessment Tool (10 points): the Proposer's history of providing well-documented and historical validity evidence for the proposed assessments; the ability to demonstrate that the proposed assessments will minimize adverse impact within the constraint of validity; and the ability to employ less adverse alternatives if assessment results show significant adverse impact. Past interactions and experience with government enforcement agencies, and participation in court litigation, will also be considered.
- ii. If a proposal does not receive 15 points or higher out of the maximum 30 points, the proposal will not advance to Step 2 and will not be reviewed by the City Evaluation Team. For the proposals moving forward, the points awarded in Step 1 will be added to the points awarded in Step 2 for a combined point total not to exceed 100 points prior to the optional Vendor Interviews in step 3.

Step 2 – City Evaluation of Hiring Process Administration (maximum 70 points)

- i. Representatives from the Austin Fire Department and City Human Resources – Civil Service Office will evaluate the Proposer's system solution. The User Evaluation Team will focus on the proposed administration of the hiring process, the Proposer's experience with public safety, and the solution's alignment with the Austin Fire Department's values and goals for hiring. Particular attention will be given to the following:
 - **Approach to the Work** (30 points): Grasp of the requirement(s) and terms and conditions; the proposed solution's responsiveness to the Statement of Work; and the completeness, clarity and thoroughness of the response.
 - **Feasibility** (10 points): the level of administrative burden to the City in the Proposer's process; the convenience of the process for the applicants and the City; and the quality of test security and applicant identity verification in the Proposer's process.
 - **Alignment with AFD Hiring Values and Special Considerations (see Scope of Work section 2.2)** (10 points): the level of clarity in the description of the process

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from beginning to end and the perceived ability to reduce the risk of cheating, administrative mistakes, and controversy. The ability to enhance the user experience without significantly increasing cost.

- **Demonstrated Applicable Experience** (10 points): the Proposer's past history of working successfully with large fire departments and Proposer's corporate size, work history, available resources, ability to deliver services within the City's desired timeframe, and financial stability.
- ii. **Total Evaluated Cost (maximum 10 points)**: the total cost to the City of using the Proposer's process, as reflected in the Cost Proposal in Part IX above.

Step 3 – Vendor Interviews are optional at the City's discretion (maximum additional 25 points).