

## Legislation Details (With Text)

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**Type:** Consent Item      **Status:** Approved  
**File created:** 1/4/2019      **In control:** City Council Business Meeting  
**On agenda:** 2/11/2019      **Final action:** 2/11/2019  
**Title:** Charlotte Fire Department Officer Promotional Testing Services

**Attachments:**

Date	Ver.	Action By	Action	Result
2/11/2019	1	City Council Business Meeting	Approve	Pass

## Charlotte Fire Department Officer Promotional Testing Services

**Action:**

- A. Approve a contract with Morris and McDaniel, Inc. for Fire Officer Promotional Testing Services for an initial term of three years, and**
- B. Authorize the City Manager to renew the contract for up to two, one-year terms with possible price adjustments, and to amend the contract consistent with the purpose for which the contract was approved.**

**Staff Resource(s):**

Reginald Johnson, Fire

**Explanation**

- The Charlotte Fire Department holds promotional processes annually, using a written exam and an assessment center to ensure a fair and high-quality process for candidates.
- The vendor will provide services for captain and battalion chief promotional processes to include designing and administering the written exam, assessment exercises, and training for assessors, with the possibility of expanding the scope of service to the positions of Division Chief and Deputy Chief in later years.
- On November 15, 2018, the City issued a Request for Proposals (RFP); seven proposals were received.
- Morris and McDaniel, Inc. best meets the City's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
  - Morris and McDaniel, Inc. has over 42 years of experience in developing and conducting candidate testing and promotional performance-based assessment programs.
  - The firm has assisted large metropolitan fire departments with promotional procedures including the New York Fire Department, the Austin Fire Department, the City of Rochester Fire Department, the Kansas City Fire Department, the Philadelphia Police Department, and many others.
  - The firm has created legally defensible testing and assessment procedures and the senior principal is a licensed attorney who has expertise in employment discrimination law as well as Title VII litigation.
- Estimated contract expenditures are \$615,500 in the aggregate over the five-year term.

## Charlotte Business INclusion

The City negotiates participation after the firm is selected for this services contract (Part C: Section 2.1 (h) of the Charlotte Business Inclusion Policy). Morris and McDaniel, Inc. has committed 5% of the total contract amount with MWSBE firms in the following scopes:

- Audio and Video Production Services
- Office Supplies
- Printing/Copying
- Catering

**Fiscal Note**

Funding: Charlotte Fire Department Operating Budget