City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services Department
117 West Duval Street, Suite 100
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

November 12, 2019

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Tammy Emmons, Manager
Personnel Services - Examining

Sarah Ladino, Assessment Specialist
Employee Services

Subject: **Certification Letter for P-06-19 Consultant Services for Development, Administration & Grading of Promotional Examinations**

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study:

   See attached RFP

2. The Objective of the study or services:

   To develop and administer uniform Fire promotional exams in compliance with the attached consent decree, the respective collective bargaining agreement, the Civil Service & Personnel Rules & Regulations, and professional standards regarding testing.

3. The estimated period of time needed for the service or study:

The term will be for one year with four, one-year renewal options on mutually agreeable terms. During any five year period, an estimated twelve (12) exams will be needed, depending on attrition of existing employees and expansion of the department.

4. The estimated cost of the service or study:

   The estimated cost depends on the City budget and exam volume, approximately $180,000 annually.

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:

   We have administered exams through a vendor in the past; however, the current proposal is to meet the requirements of the consent decree.

6. List of current contracts or prior services or studies which are related to the proposed study or service.

   The current contract is through Ergometrics, concluding on March 31, 2020.

7. A statement as to why the service/study cannot be done by department or agency staff:

   Per the Agreement between the City of Jacksonville and the International Association of Firefighters Local 122, dated October 1, 2017 through September 30, 2020, Article 13.1: All promotional examinations shall be assembled, written, and solely administered by an outside testing service.

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members

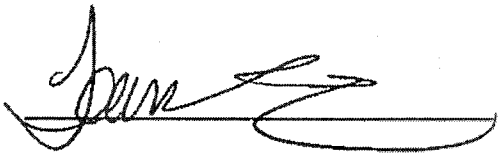
   Tammy Emmons (604)255-5611
   Sarah Ladino (904)255-5614

9. A project funding account number:

   ESTM011

10. The **names** and **addresses** of **specific consultants** the using agency wishes to be included in the solicitation process.

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated May, 2018



Personnel Manager – Examining
TITLE

Assessment Specialist
TITLE