

Agenda Report

July 17, 2023

TO: Honorable Mayor and City Council

FROM: Human Resources

SUBJECT: CONTRACT AWARDS TO IOPREDICT, INC; DONNOE & ASSOCIATES, INC; MATTHEW L GRUVER AND COOPERATIVE PERSONNEL SERVICES FOR TESTING & ASSESSMENT SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$875,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action herein is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) (Common Sense Exemption);
2. Authorize the City Manager to enter into a contract, as a result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with ioPredict, Inc for Testing & Assessment services for a total amount not-to-exceed \$150,000 over a three-year term with the option to extend the contract by two optional one-year extension periods. The value of each optional one-year extension period is not-to-exceed \$50,000;
3. Authorize the City Manager to enter into a contract, as a result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with Donnoe & Associates, Inc for Testing & Assessment services for a total amount not-to-exceed \$75,000 over a three-year term with the option to extend the contract by two optional one-year extension periods. The value of each optional one-year extension period is not-to-exceed \$25,000;
4. Authorize the City Manager to enter into a contract, as a result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with Matthew L Gruver (Jack Clancy Associates) for Testing & Assessment services for a total amount not-to-exceed \$150,000 over a three-year term with the option to

extend the contract by two optional one-year extension periods. The value of each optional one-year extension period is not-to-exceed \$50,000; and

5. Authorize the City Manager to enter into a contract, as a result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with Cooperative Personnel Services (CPS HR Consulting) for Testing & Assessment services for a total amount not-to-exceed \$150,000 over a three-year term with the option to extend the contract by two optional one-year extension periods. The value of each optional one-year extension period is not-to-exceed \$50,000.

BACKGROUND:

The Employment Services Division of the Human Resources Department partners with firms to provide testing and assessment services for employment selection examinations. This ensures the City is using the most up-to-date examination questions and assessment standards when testing candidates and supports the department's mission to attract, retain, and develop a diverse and highly qualified workforce for the City of Pasadena. On May 24, 2023, a new Request for Proposal (RFP) was issued and the City received five responses. All proposals were evaluated by an internal panel consisting of representatives from Human Resources. The scope of work divides the testing and assessment services into five groups for awarding contracts:

1. Online unproctored written tests for a variety of job classifications, competencies and skills
2. Multiple Choice Written Examinations for a variety of job classifications, competencies and skills
3. Police Assessments for sworn Police positions and Dispatchers (POST approved written multiple choice, interview questions, assessment centers, training/orientation for raters)
4. Fire Assessments for sworn Fire positions (written multiple choice, interview questions, assessment centers, training/orientation for raters)
5. Written examinations for Police and Fire Trainees

The responses were evaluated by the internal panel and scored according to specific criteria detailed in the RFP that consisted of relevant experience, description of services, cost effectiveness and whether the vendor is a local Pasadena business or small business. The internal panel individually scored each of the written proposals and the scores were tabulated for each group noted above. Attachment A contains a summary of the proposals and scoring for each group based on established evaluation criteria. The following selected vendors are recommended to provide services:

FIRM	LOCATION	Group	Type	Score
ioPredict, Inc	Lincoln, CA	Group 1	Primary	87.42
Cooperative Personnel Service (CPS HR Consulting)	Sacramento, CA	Group 1	Backup	82.28
ioPredict, Inc	Lincoln, CA	Group 2	Primary	90.24
Donnoe & Associates, Inc	Fair Oaks, CA	Group 2	Backup	85.00
Donnoe & Associates, Inc	Fair Oaks, CA	Group 3	Primary	90.22
Cooperative Personnel Service (CPS HR Consulting)	Sacramento, CA	Group 3	Backup	87.50
Matthew L Gruver (Jack Clancy Associates)	Sacramento, CA	Group 4	Primary	87.71
Cooperative Personnel Service (CPS HR Consulting)	Sacramento, CA	Group 4	Backup	86.50
Donnoe & Associates, Inc	Fair Oaks, CA	Group 5	Primary	90.00
Cooperative Personnel Service (CPS HR Consulting)	Sacramento, CA	Group 5	Backup	82.11

Each selected firm demonstrated notable knowledge and experience in testing and assessment services in California. A primary and backup vendor were selected for each testing group. City will assign work based on availability and operational need. The not-to-exceed contract amount per vendor was calculated based on the average pricing provided by the selected vendors and based on past and projected usage. The City retains the right to engage other vendors for testing and assessment services as needed based on availability and type of engagement required.

COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic goal to maintain fiscal responsibility and stability.

FISCAL IMPACT:

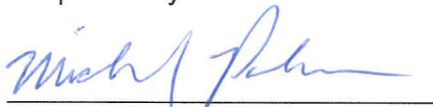
The maximum cost under this combined contract will be an amount not to exceed \$875,000 if the optional extensions for a fourth and fifth year are exercised. Funding for this action will be addressed utilizing existing and future General Fund appropriations budgeted in the Human Resources Department's annual operating budget.

Respectfully submitted,



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Director of Human Resources

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Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachment A – RFP Scoring and Ranking Summary