



City of Broken Arrow

Request for Action

File #: 18-117, Version: 1

**Broken Arrow City Council
Meeting of: 01-02-2018**

**To: Mayor and City Council
From: Office of City Manager**

Title: Approval of and authorization to execute a Letter of Agreement Contract with Jack Clancy Associates to conduct promotional testing services for the Police Department

Background:

There are numerous supervisory positions of varying ranks that are or will be vacant as of January 1, 2018. A selection process is necessary to identify competent candidates for the Police Chief's selection. To address the current need for testing and any such other promotional testing that might be required within the next year, the Human Resources Department and Police Department requested cost proposals from various testing companies to administer both written and assessment center promotional examinations. This testing could occur for the ranks of Police Major, Police Captain, Police Sergeant and Police Corporal. The maximum number of candidates for all ranks combined is 130, but the actual numbers of candidates that may choose to participate in any particular examination is unknown at this time.

The potential vendors were provided with the requirements for the Police Department's Promotional Process, and the applicable Article from the Collective Bargaining Agreement. The Human Resources Department and the Police Department solicited Requests for Proposal from numerous vendors throughout the United States and received four (4) quotes.

The Police Chief reviewed the RFP responses and determined Jack Clancy Associates was the most advantageous based upon past performance and competitive pricing. Because the cost of the testing process is directly related to the number of candidates and whether the process involves an assessment center, the exact cost for any given exam cannot be known at this time.

The projected costs for any particular exam, will vary based upon the number of candidates, but the total is not expected to exceed \$41,500.00. Funds are budgeted and available in the Police Sales Tax Fund.

Cost: Not to exceed \$41,500.00

Prepared By: Brandon C. Berryhill, Chief of Police

Reviewed By: Police Department

**Finance Department
Assistant City Manager - Administration
Legal Department**

Approved By: Michael L. Spurgeon, City Manager

Attachments: Jack Clancy Associates Letter of Agreement

Recommendation: Approve and authorize execution of a Letter of Agreement with Jack Clancy Associates.