



City of Broken Arrow

Request for Action

File #: 19-1278, Version: 1

**Broken Arrow City Council
Meeting of: 10-15-2019**

Title:

Consideration, discussion and possible 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:

Several supervisory positions of varying ranks have a requirement to be filled in fiscal year 2019-20. The requirement stems for a vacancy which occurred on September 1, 2019. 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 year, the Human Resources Department and the 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 117, 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 for the Collective Bargaining Agreement. The Human Resources Department and the Police Department solicited the Requests for Proposal from numerous vendors throughout the United States and received 3 bids. Industrial/Organizational Solutions of Oak Brook, IL was least competitive with a bid in excess of one hundred thousand dollars (\$100,000.00). Jack Clancy Associates (JCA) and CPS Human Resources Services, both of Sacramento, CA, had competitive pricing at forty-two thousand five hundred (\$42,500.00) and forty thousand nine hundred (\$40,900.00) dollars, respectively.

The Police Chief reviewed the RFP responses and determined Jack Clancy Associates was the most advantageous based upon past performance and competitive pricing. JCA has a proven history of success with the police department. JCA has successfully administered and implemented the previous six (6) promotional assessment centers dating back to 2010/2011. These iterations of the process lacked challenges from individual applicants, the labor union and featured an overall lack of controversy or costly litigation.

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 of 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 \$46,500.00. Funds are budgeted and available in the Police Sales Tax Fund.

Cost: Not to exceed \$46,500.00

Funding Source: Police Sales Tax Fund

Requested By: Brandon C. Berryhill, Chief of Police

Approved By: City Manager's Office

Attachments: Jack Clancy Associates Letter of Agreement and Cost Proposal

Recommendation:

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