

COUNCIL AGENDA  
56

**CITY OF SAN ANTONIO  
HUMAN RESOURCES DEPARTMENT  
COUNCIL AGENDA MEMORANDUM**

**TO:** Mayor and City Council

**FROM:** Sharon De La Garza, Director, Human Resources Department

**SUBJECT:** Promotional Examination Preparation Services for the San Antonio Police Department

**DATE:** December 15, 2005

**SUMMARY AND RECOMMENDATIONS**

This ordinance authorizes the City Manager, or her designee, to execute a contract with Morris & McDaniel, Inc., testing consultant, to prepare validated written promotional examinations for the positions of Police Detective Investigator, Police Sergeant, Police Lieutenant and Police Captain, and validated written scenario-based promotional examinations for the positions of Police Lieutenant and Police Captain for the San Antonio Police Department. This agreement shall have a primary term of three years, with an option to renew for an additional two (2) year period, and shall provide for annual compensation in the amount of \$186,840.00 for examination development, and shall provide an annual amount not to exceed \$15,000.00 for appeals, should such become necessary, for a total annual contract amount of \$201,840.00.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

Texas Local Government Code, Chapter 143, known as the Fire and Police Civil Service Law, and the current Collective Bargaining Agreement (CBA) by and between the City of San Antonio and the San Antonio Police Officers' Association, mandate the use of written examinations as part of the promotional process. The CBA also requires the administration of a written scenario-based examination as part of the promotional process for the positions of Police Lieutenant and Captain.

A Request for Proposals was advertised in September, 2005, and six responses were received. A review committee composed of representatives from the Human Resources, Economic Development and San Antonio Police Departments reviewed and evaluated the proposals and considered the firms' experience, background, capability, proposed plans of operation, proposed price and Small Business Program compliance. Of the six respondents, three of the most responsive firms were "short-listed" and interviewed by the committee by teleconference. Based on its evaluation of the proposals, and the information presented in the interviews, the committee recommends Morris & McDaniel, Inc. as the most qualified, highest ranked and most responsive firm. A copy of the scoring matrix summary is attached.

Services to be provided by Morris & McDaniel shall include a job analysis of each of the ranks, including the review of existing job descriptions, job content and any training materials currently in place. The firm will develop an administrator's manual, test instructions, scoring keys and test questions for each rank's written test. Each written examination will be prepared in a manner that is in compliance with professional, state, and federal guidelines related to testing, which include the Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC) guidelines, Department of Justice requirements, and the City's current CBA. Morris & McDaniel, Inc. has twenty-nine years of professional experience in item writing for written knowledge tests for protective service ranks.

Written scenario-based examinations for the ranks of Lieutenant and Captain shall also be developed by Morris & McDaniel, Inc., and are designed to assess the ability of the candidates to apply sound management and supervisory principles.

The consultant offers the required expertise to develop valid promotional examinations that are reliable, legally and professionally defensible, and fair. Should it be necessary, Morris & McDaniel, Inc. will also represent the City's Human Resources Department in all appealable matters relative to the construction of any promotional written examination before the Firefighters' and Police Officers' Civil Service Commission, and will prepare for and participate in the on-site appeal procedure of the examination process for each rank.

### **POLICY ANALYSIS**

This ordinance will be a continuation of City Council policy to provide valid promotional procedures and to ensure the selection of personnel qualified to effectively meet the public service challenges in San Antonio's dynamic community.

### **FISCAL IMPACT**

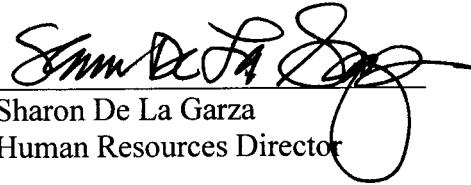
Funds have been included in the FY 2006 budget for the production of written promotional and written scenario-based examinations for the Police Department. The provision of funds for years two and three of the initial contract term and any subsequent contract renewals will be contingent on City Council approval of annual budget appropriations.


### **COORDINATION**

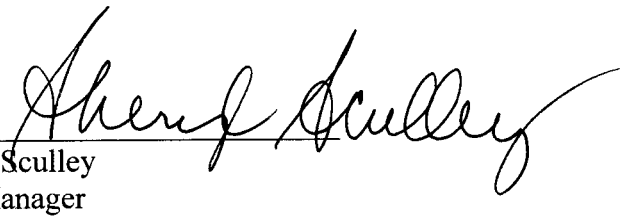
This proposed ordinance has been coordinated with the Police Department, the Contract Services Department, the City Attorney's Office, the Finance Department and the Office of Management & Budget.

**SUPPLEMENTARY COMMENTS**

The required Discretionary Contracts Disclosure Form is attached.

  
Sharon De La Garza  
Human Resources Director

  
Frances A. Gonzalez  
Assistant City Manager

  
Sheryl Sculley  
City Manager

## Police Promotional Test Preparation Services RFP

	Maximum Points	E.B. Jacobs, Inc.	I/O Solutions, Inc.	Morris & McDaniel, Inc.
A - Experience, Background and Capability	30	24.25	19.75	26.75
B - Proposed Work Plan	30	23.25	20.50	29.25
Sub-Total	60	47.50	40.25	56.00
C - Proposed Fee Schedule	20	6.77	20.00	5.75
Sub-Total	80	54.27	60.25	61.75
D - Local Business Enterprise	10	0.00	0.00	0.00
D - Historically Underutilized Enterprise	5	0.00	0.00	0.00
D - Compliance w/SBEDA Policy	5	0.00	0.00	0.00
Sub-Total	20	0.00	0.00	0.00
TOTAL SCORE	100	54.27	60.25	61.75

**City of San Antonio**  
**Discretionary Contracts Disclosure**

For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)  
Attach additional sheets if space provided is not sufficient.

(1) Identify any individual or business entity that is a **party** to the discretionary contract:

DAVID M. MORRIS, Ph.D., J.D. - PRESIDENT  
JOE F. NASSAR, MPA - VICE PRESIDENT / SECRETARY  
MORRIS + McDANIEL, INC.  
117 S SAINT ASAPH ST., ALEXANDRIA, VA 22314

(2) Identify any individual or business entity which is a **partner, parent** or **subsidiary** business entity, of any individual or business entity identified above in Box (1): MORRIS + McDANIEL, INC.

☒ No partner, parent or subsidiary; or

List partner, parent or subsidiary of each party to the contract and identify the corresponding party:

(3) Identify any individual or business entity that would be a **subcontractor** on the discretionary contract.

☒ No subcontractor(s); or

List subcontractors:

(4) Identify any **lobbyist** or **public relations firm** employed by any party to the discretionary contract for purposes related to seeking the discretionary contract.

☒ No lobbyist or public relations firm employed; or

List lobbyists or public relations firms:

**(5) Political Contributions**

List all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made to any *current or former member* of City Council, any *candidate* for City Council, or to any *political action committee* that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under Box (1), (2), (3) or (4) above, or by the officers, owners of any business entity listed in Box (1), (2) or (3):

☒ No contributions made; If contributions made, list below:

By Whom Made:	To Whom Made:	Amount:	Date of Contribution:


**(6) Disclosures in Proposals**

Any individual or business entity<sup>1</sup> seeking a discretionary contract with the city must disclose any known facts which, reasonably understood, raise a question<sup>2</sup> as to whether any city official or employee would violate Section 2-43 of the City Code (Ethics Code), ("conflicts of interest") by participating in official action relating to the discretionary contract.

☒ Party not aware of facts which would raise a "conflicts-of-interest" issue under Section 2-43 of the City Code; or

Party aware of the following facts:

*This form is required to be supplemented in the event there is any change in the information before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed, whichever occurs first.*

Signature: 	Title: <i>PRESIDENT</i> Company or D/B/A: <i>Morris &amp; McDaniel, Inc.</i>	Date: <i>10/7/05</i>
---	--	-------------------------

<sup>1</sup> For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.