



CITY COUNCIL ACTION REPORT

February 14, 2007

TO: Phillip L. Nelson, City Manager

FROM: Susan A. Leirstein, Purchasing Director
Peggy E. Sears, Director of Human Resources
Charles T. Craft, Chief of Police

SUBJECT: Bid Waiver – Professional Services – Police Department Promotional Testing Services

Background:

- Currently, two vacancies exist in the police sergeant ranks and it is anticipated that additional vacancies will exist in the sergeant, lieutenant, and captain ranks during the next year.
- Act 78 Civil Service requires that a competitive examination be given and that an eligibility list, based on cumulative test score, be established. Upon Act 78 certification, the list is valid for two years.
- The testing procedure consists of an extensive assessment center for lieutenant and captain candidates, while sergeant candidates participate in a written examination and assessment center.
- The most recent eligibility list expired on December 1, 2006.
- Since 1990 EMPCO Inc. has provided promotional testing services for the police department.
- The department has been part of EMPCO's Metro Police Testing Consortium since 1996.
- EMPCO has provided excellent service and the department is very satisfied with the manner they conduct promotional testing. They customize the test to meet the needs of the organization, comply fully with Act 78 Commission requirements, and due to their 16-year track record have the confidence of the officers. They have proven to be fair and impartial.
- EMPCO purchased the Michigan Municipal League's (MML) police testing service. The MML now refers those desiring testing to EMPCO.
- EMPCO provides promotional and entry level testing for numerous police departments and agencies around the state. Included with this request is a list of EMPCO clients.

Financial Considerations:

- This professional service has been budgeted for in the Contractual Service account #305.7802.070.
- The total cost for the promotional testing depends upon the number of candidates taking the examination.

February 14, 2007

To: Phillip L. Nelson, City Manager

Re: Bid Waiver - Police Department Promotional Testing Services

Financial Considerations: continued

- The fee will not exceed \$2,100.00 for preparing, administering, and scoring the sergeants written examination up to 30 candidates. The assessment center fee is \$4,800 per assessment center plus \$400 per candidate, based on five (5) applicants; add \$3,000 for each multiple of five (5) or fraction thereof; and mileage reimbursement for three (3) assessors and one (1) facilitator at a rate of \$.445 per mile.

Legal Considerations:

- If City Council approves the bid waiver, the Act 78 Civil Service Commission must approve the testing procedures, and an agreement with EMPCO must be executed.
- Formal bidding procedures are waived, as no benefit would be derived from soliciting formal bids.

Policy Considerations:

- Enhance the livability and safety of the community. (Goal I)

Options:

- City management is requesting a waiver of the formal bid process and authorization for a contract to provide police lieutenant, police sergeant, and police captain promotional testing be awarded to EMPCO Inc., for the preparation, administration and scoring of the sergeants written examination up to 30 candidates at a cost not to exceed \$2,100; \$4,800 per assessment center, plus \$400.00 per candidate based on five (5) applicants; add \$3,000 for each multiple of five (5) or fraction thereof; and mileage reimbursement for three (3) assessors and one (1) facilitator at a rate of \$.445 per mile.



101 W. Big Beaver Rd.
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Troy, MI 48084-4152

www.empco.net

(248) 528-8060

(866) 367-2600

Fax: (248) 526-7274

2007 JAN 30 P 2:25

CITY OF TROY
HUMAN RESOURCES

January 18, 2007

Ms. Peggy Sears
Human Resources Director
City of Troy
500 W. Big Beaver Rd.
Troy, Michigan 48084

Proposal

Re:	Assessment Center
City:	Troy
Department:	Police
Position:	Captain, Lieutenant and Sergeant
Number of Candidates:	TBD

Dear Peggy:

Empco, Inc. is pleased to submit a proposal for developing and conducting an assessment center for the City of Troy, Michigan for the positions of Police Captain, Lieutenant and Sergeant. Thank you for the opportunity to quote on this project.

Empco's service will include the following:

1. A review of departmental policies, procedures, organization, etc.
2. Interviews with appropriate representatives of the department and the City to better understand the organization, its culture, objectives and the position to be filled.
3. Determine specific job elements critical to the position to be filled.
4. Develop job-related exercises to assess each candidate which are consistent with the "Guidelines and Ethical Considerations for Assessment Center Operations" issued in 2000 by the Twenty-third International Congress on Assessment Center Methods.

5. Working with a designated representative of the City, develop a schedule for conducting the assessment center.
6. Conduct a pre-assessment orientation meeting with the candidates, or by mail or phone if necessary. This is normally done approximately one week in advance of the assessment center.
7. Select an assessment team, which will be comprised of three (3) police executives. They will possess the necessary experience, background and knowledge to assess the candidates for the position in question and will not have any prior prejudicial knowledge or acquaintance with the candidates. Additionally, the assessors will have been given a comprehensive orientation to Empco's assessment process, the exercises to be used and the scoring criteria. It should be noted that the methodology of the Empco assessment process involves each assessor observing and rating each candidate on every exercise, hence, there are three (3) ratings for every exercise.
8. The final ranking and/or score of the candidates will be supplied in writing to the City within four (4) working days following completion of the assessment process.
9. Subject to the City's approval and at the candidate's option, each will be counseled in person or by phone by a representative of Empco regarding their particular results during 60 days following completion of the process.

The City will:

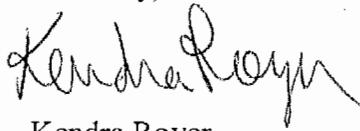
1. Provide appropriate facilities (two rooms), a tabletop podium, and a working lunch for the assessors/facilitator.
2. A final count (that the City will be billed for) of potential candidates on the day of orientation.
3. Pay Empco, Inc. a fee not to exceed the following schedule, within 15 days after the assessment center, to develop, conduct and score each assessment center for the City of Troy, Michigan as follows:
 - Base fee of \$4,800.00, plus \$400.00 per candidate. If the number of candidates exceeds five (5), add \$3,000.00 for each multiple of five (5), or fraction thereof.
 - Reimbursement for mileage at the rate of \$.445 per mile for assessors (3) and one facilitator.

This quotation is guaranteed for 180 days.

Should you have any questions, please feel free to contact me at 248-528-8060.

Thank you for the opportunity to quote on this project.

Sincerely,

A handwritten signature in black ink that reads "Kendra Royer". The signature is written in a cursive, flowing style with a large initial 'K'.

Kendra Royer
Project Manager



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2007 JAN 30 P 2:26

CITY OF TROY
HUMAN RESOURCES

January 18, 2007

Ms. Peggy Sears
Human Resources Director
City of Troy
500 W. Big Beaver Rd.
Troy, Michigan 48084

Dear Ms. Clifton:

Proposal

Re:	Written Promotional Examination
City:	Troy
Department:	Police
Position:	Sergeant
Number of Candidates:	Less than 30

Empco, Inc. is pleased to submit a proposal for developing and conducting a written promotional examination for the City of Troy's Police Sergeant. Thank you for the opportunity to quote on this project.

Promotional examinations are content valid, job related, and consist of 100 multiple-choice questions. The questions are taken directly from texts contained in an Empco developed/City approved bibliography.

Empco will be responsible for the following:

- A review of departmental policies, procedures, organization, etc.
- Interviews with appropriate representatives of the department to better understand the organization, its culture, objectives and the position to be filled.
- Determination of specific job elements critical to the position to be filled from an Empco prepared job analysis.
- Preparation of a bibliography with publisher contact information.
- Suggesting categories to be tested with approximate percentage of questions per category.
- Developing the examination.
- Administering the examination and providing all required materials and answer sheets.
- Proctoring the examination.
- Scoring the examination

- Providing results within 2 working days.
- Conducting a formal review within one week of publishing scores.
- Providing the insurance coverage required by the City (already on file with the City).

The City will provide the following:

- Final count of candidates five (5) working days prior to the examination.
- A room in which to conduct the examination set-up to Empco standards.

Examination Process

Empco is aware that the City desires to create a fair and transparent written testing process for Police Sergeant. We submit the following as our testing process in an attempt to meet the City's needs:

- Empco will fully comply with the City's requirement for a candidate's right to appeal/challenge questions/answers on the examination for two (2) weeks following notification of results to the City.

We propose to hold one, one-hour meeting for all candidates to review their examination, original answer sheet, computer printout of right/wrong answers, and original texts. Any question successfully challenged will result in the examination being re-scored for all candidates and adding one point for the correct answer to all candidates. An Empco representative will conduct this process.

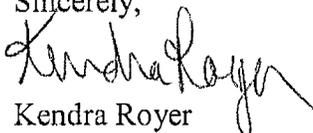
- The examination and answer sheets will remain the property of Empco. They will be maintained in our files for at least 15 days after the conclusion of the appeals process.
-
- Pre-examination preview is with only the Chief, if desired.

Fees

Empco's fee for the written examination with up to 30 candidates will not exceed \$2,100.00.

Thank you for the opportunity to quote on this project.

Sincerely,



Kendra Royer
Project Manager

**Client List
Empco**

12-1-06

Adrian Police
Adrian Human Resources
Albion DPS
Alice, TX Police
Alice, TX Fire
Allen Park Fire
Allen Park Human Resources
Allen Park Police
Alpena Human Resources
Alpena Fire
Ann Arbor Police
Ann Arbor Fire
Bangor Twp. Fire
Battle Creek Human Resources
Bay County Sheriff
Bedford Township Fire
Benton Harbor Police
Benton Harbor Fire
Benton Township Fire
Benton Township Police
Beverly Hills DPS
Big Rapids Police
Big Rapids Fire
Big Rapids Human Resources
Birmingham Police
Birmingham Fire
Bloomfield Hills DPS
Bloomfield Township Police
Bloomfield Township Fire
Brighton Police
Brighton Area Fire
Brownstown Township Police
Brownstown Township Fire
Calhoun County Sheriff
Canton DPS
Canton Human Resources
Casper, WY
Centerline DPS
Centerline Human Resources

Charlevoix Fire
Charlotte Police
Chesterfield Township Police
Chesterfield Township Fire
Clare County Sheriff
Clawson Police
Clayton Twp Police
Clinton Township Police
Clinton Township Fire
Clio Human Resources
Coventry, RI Police
Dearborn Police
Dearborn Fire
Delta County Sheriff
Dunbar, WV Police
East Grand Rapids DPS
East Jordan Police
East Lansing Police
Eastpointe Police
Eastpointe Fire
Eastpointe Human Resources
Eaton County Sheriff
Ecorse Police
Emmit DPS
Enid, OK Fire
Escanaba DPS
Farmington DPS
Farmington Hills Police
Farmington Hills Human Resources
Ferndale Police
Ferndale Fire
Ferndale Human Resources
Ferris State University DPS
Flat Rock Fire
Flint Fire
Fraser DPS
Frenchtown Police
Frenchtown Fire
Gauthier, MS
Gillett, WY Police
Grand Blanc Human Resources
Grand Haven Twp. DPS
Grand Ledge Human Resources
Grand Ledge Police
Grosse Pointe DPS

Grosse Pointe Farms DPS
Grosse Pointe Farms Human Resources
Grosse Pointe Park DPS
Grosse Pointe Woods DPS
Hamburg Township Police
Hamtramck Police
Hamtramck Fire
Hamtramck Human Resources
Harrison Township Fire
Hazel Park Police
Hazel Park Fire
Hillsdale Human Resources
Holland Fire
Holland Human Resources
Howell Police
Huntington Woods DPS
Independence Township Fire
Indian River Shores, FL Police
Inkster Human Resources
Inkster Police
Inkster Fire
Iron Mountain Human Resources
Isabella County Sheriff
Jackson Human Resources
Kalkaska County Sheriff
Kent County Sheriff
Lake Orion Police
Lansing Police
Lapeer Police
Lincoln Park Police
Lincoln Park Human Resources
Livingston County Sheriff
Livingston County Human Resources
Livonia Fire
Livonia Human Resources
Macomb County Sheriff
Macomb Twp Fire
Madison Heights Police
Madison Heights Fire
Manistee Human Resources
Melvindale Police
Meridian Township Fire
Michigan Police Corps
Midland County Sheriff
Midland Police

Midland Human Resources
Milford Police
Monroe Police
Monroe Fire
Monroe Human Resources
Monroe County Sheriff
Mt. Clemens Fire
Mt. Clemens Human Resources
Mt. Morris Fire
Newport, RI Police
Newport, RI Fire
Niles, IL Human Resources
Northfield Township Police
Northville Police
Novi Police
Novi Fire
Novi Human Resources
Oakland University DPS
Oak Park DPS
Oak Park Human Resources
Owosso Human Resources
Owosso Police
Owosso Fire
Oxford Police
Oxford Fire
Pembroke Pines, FL Fire
Pontiac Human Resources
Portage Police
Port Huron Police
Port Huron Fire
Portsmouth, NH Police
Raisin Township DPS
Redford Police
Redford Fire
Road Island Airport Authority Police
Rochester Police
Rochester Hills Fire
Romeo Police
Romulus Police
Romulus Fire
Romulus Human Resources
Roseville Police
Roseville Human Resources
Royal Oak Police
Royal Oak Fire

Royal Oak Human Resources
Saginaw Police
Saginaw Fire
Saline Police
Saline Human Resources
Sebewaig Human Resources
Shelby Township Police
Shelby Township. Human Resources
Southfield Police
Southfield Fire
Southfield Human Resources
Southgate Police
Southgate Fire
Southgate Human Resources
St Clair County Sheriff
St Clair Shores Police
St Clair Shores Fire
St. Clair Shores Human Resources
St Charles Police
Sterling Heights Police
Sterling Heights Fire
Sterling Heights Human Resources
Taylor Police
Tawas Police Authority
Traverse City Police
Traverse City Fire
Trenton Police
Troy Police
Troy Fire
Utica Police
Utica Fire
Utica Human Resources
Van Buren County Sheriff
Van Buren Township Police
Venice, FL Police
Wakefield Human Resources
Warren Police
Warren Fire
Warren Human Resources
Waterford Township Police
Waterford Township Fire
Waterford Township Human Resources
Wayne Human Resources
West Bloomfield Police
West Bloomfield Human Resources

Westland Human Resources
 White Lake Fire
 Wolverine Lake Police
 Wyandotte Police
 Wyandotte Fire
 Wyoming Police
 Ypsilanti Police
 Ypsilanti Township Fire

Number of Clients

	<u>Police</u>	<u>Fire</u>	<u>Sheriff</u>	<u>HR</u>	<u>Out of State</u>	<u>Total</u>
10-1-06	99	56	14	48	[16]	217
12-1-06	4	5	-	1		10
	103	61	14	49	[16]	227