



CITY COUNCIL AGENDA ITEM

Date: October 27, 2014

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager
Jeanette E. Menig, Human Resources Director
Gary G. Mayer, Chief of Police
Thomas Gordon, Professional Standards Lieutenant

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

History

Police department command officer retirements, as well as anticipated retirements during the next two budget years, necessitate the establishment of a promotional list for the rank of Sergeant. The police department's current command staff strength is below the 23 authorized. In order to maintain the quality and efficiency of the police department in service to the citizens of Troy, the need for additional command staff is apparent.

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. Sergeant candidates participate in a written examination as well as an assessment center.

Purchasing

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 in which they conduct promotional testing. Empco customizes the testing to meet the needs of the organization and comply fully with Act 78 Commission requirements. 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, and is a local company based here in Troy.

This is the second promotional cycle for Sergeant this calendar year, as the first eligibility list has been exhausted. As such, the development fee for the assessment center portion is being offered by Empco at a reduced rate.

Financial

The total cost for the promotional testing depends upon the number of candidates taking the examinations. The fee structure below is an estimate based on the number of candidates that have applied for the position in the past. The Assessment Center cost is an estimate of candidates



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passing the written exam and still seeking consideration. See below for EMPCO, Inc. pricing as detailed in the attached proposal for this testing.

\$40,000 is currently available in the Police Department General Fund budget for these services. If the budget is exceeded due to the number of candidates taking the examination; funding is still available in the Police Department budget.

Mileage and travel expenses would also be billed as they occur, at \$0.55 per mile.

Sergeants' Written Examination (based on 12 candidates)	Cost
Development Fee	\$2,200.00
Per Candidate Fee @ \$22.00 (x 12)	264.00
Proctoring Exam Fee	300.00
Total	<u>\$2,764.00</u>

Sergeants' Assessment Center Examination (based on 12 candidates)	Cost
Preparation and Revision Fee	\$1,500.00
Administration Fee (based 5 per day)	5,400.00
Per Candidate Fee (based on 12)	3,300.00
Total	<u>\$12,964.00</u>

Recommendation

It is recommended that City Council APPROVE the bid waiver and contract for Professional Services (Police Department Promotional Testing) from EMPCO, Inc. of Troy, MI for an estimated \$12,964.00.