



## Legislation Text

File #: 23-089, Version: 1

### ACTION REQUESTED:

Communication from the City Manager and Director of Human Resources with a Request to APPROVE and Authorize the Execution of a CONTRACT with RESOURCE MANAGEMENT ASSOCIATES (RMA), in the Amount of \$39,075.00, to Administer the Fire Battalion Chief Promotional Examination.

**BACKGROUND:** The City of Peoria and the Peoria Firefighters Union have established, by collective bargaining agreement, a promotional process for the Fire Battalion Chief position within the department. Pursuant to said agreement, examinations must be scheduled to accommodate the current promotional list that will expire on July 10, 2023. The Human Resources Department issued a Request for Proposals for a vendor to develop and administer the Fire Battalion Chief Promotional process as required per the Labor Agreement. The Request For Proposal was sent to 182 vendors through BidNet Direct, which is an online bid portal that is currently being used by the Purchasing Department, and one (1) response was submitted by the following vendor:

### VENDOR NAME

### PROPOSED FEE

#### Resource Management Associates (RMA)

**\$39,075**

(The proposed fee above was figured based upon the maximum number of participants taking the examination. This actual fee could be lower than proposed. )

In order to supply reliable and valid testing services, the selected firm must have technical expertise in the area of public safety testing. Those technical credentials provide credibility to the promotional testing process. Resource Management Associates (RMA) is well-respected in the field of public safety and is the vendor that conducted the Fire Battalion Chief promotional examinations in the past few years. RMA was well received by those participating in the testing process. The Fire Department and City administration were also extremely pleased with RMA's professional services provided during the previous testing. RMA's fees are based on the number of candidates that actually take the examination; therefore, fees could be lower. In 2021, RMA's proposed fees were \$44,975, but we actually paid \$27,145; 2019, RMA's proposed fees were \$33,887, but we actually paid \$19,710; 2018, RMA's proposed fees were \$42,860, but we actually paid \$25,172; in 2015, RMA's proposed fees were \$42,158, but we actually paid \$29,344; in 2012, RMA's proposed fees were \$41,722, but we actually paid \$26,419; and in 2010, RMA's proposed fees were \$41,520, but we actually paid \$31,520. Based on past participation, it is anticipated that there will be a lower number of participants taking the examination.

**FINANCIAL IMPACT:** The funds to conduct the administration of the promotional examination have been budgeted in line item #1011226-503020.

**NEIGHBORHOOD CONCERNS:** N/A

**IMPACT IF APPROVED:** The Fire Battalion Chief promotional examination would continue to move forward, and promotions could be timely made upon the expiration of the current list and the posting of new list.

**IMPACT IF DENIED:** A substantial delay in administering the Fire Battalion Chief promotional examination would occur if we were directed to resubmit the Request for Proposals and the process would require a new vendor to become familiar with the City of Peoria's fire operations and develop a test that accurately evaluates supervisory positions in such an operation.

**ALTERNATIVES:** None

**EEO CERTIFICATION NUMBER:** 00560-240331

**WHICH OF THE GOALS IDENTIFIED IN THE COUNCIL'S 2014 - 2029 STRATEGIC PLAN DOES THIS RECOMMENDATION ADVANCE?**

1. Financially Sound City Government, Effective City Organization

**WHICH CRITICAL SUCCESS FACTOR(S) FROM THE COMPREHENSIVE PLAN DOES THIS RECOMMENDATION IMPLEMENT?**

1. Have an efficient government.
2. Support sustainability.

**DEPARTMENT:** Human Resources