



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 10/20/2022

Requisition Number: (8 characters)

Requestor Name: Brent Sloat

Requestor Phone Number: 608-266-4777

Requestor Email: bsloat@cityofmadison.com

Fund: 1100 GENERAL

Agency: 30 FIRE

- Major:
- 53*** Supplies/Goods
 - 541** Utilities
 - 542** Building/Facility Maintenance/Repair
 - 543** Software/Equipment Maintenance/Repair
 - 544** Public Works Maintenance/Repair
 - 545** Training/HR-Related Services
 - 546** Consulting/Professional Services
 - 548** Grants/Loans/Insurance/Other Services

Total Purchase Amount: \$83,250.00

Vendor Name: National Testing Network, Inc.

Product/Service Description: Firefighter applicant written exam administration, scoring, and analysis

\$50,000 and UNDER
This form will be sent to the Purchasing Supervisor for review.

OVER \$50,000
Complete this form and draft a resolution using the sample resolutions provided by the City Attorney to your Budget Analyst. **Your resolution will not be added to the Finance Committee agenda without this form.**

Check the box(es) for the exception criteria you feel are applicable:

- 1. Public exigency (emergency) will not permit the delay incident to advertising or other competitive processes.
- 2. The services or goods required are available from only one person or firm (i.e., **true** sole source).
- 3. The services are for professional services to be provided by attorneys.
- 4. The services are to be rendered by a university, college, or other educational institution.
- 5. No acceptable bids have been received after formal advertising.
- 6. Service fees are established by law or professional code.

7. A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant.
8. Otherwise authorized by law, rule, resolution, or regulation. Explain:
- If procurement is being paid with Federal or State grant funds, the vendor was identified by name in the approved Grant Application. (OPTIONAL)

REASON FOR REQUEST

WHY A COMPETITIVE SELECTION PROCESS CANNOT BE USED:

Provide **detailed** explanation below. For a true sole source, provide all information to explain why this product or service can only be purchased from this vendor. For one-of-a-kind items not sold through distributors, explain the unique performance features of the product requested that are not available from any other product. For services, detail the unique qualifications this vendor possesses, or other reason(s) that meet the criteria selected above. Identify specific, measurable factors and qualifications.

The Madison Fire Department currently utilizes Ergometrics and Applied Personnel Research, Inc. ("Ergometrics") to facilitate the firefighter applicant process. Adopted resolution RES-19-00357 (Legistar file 55277) authorized a competitively-selected, 2-year service contract with three optional 2-year renewal terms with Ergometrics. The first optional 2-year renewal term with Ergometrics continues through December 31, 2022. The services provided by Ergometrics with the two-year extension include the FireTEAM testing annual license, written exam scoring and analysis, department oral board interview, and chiefs oral board interview. The next applicant written exam process is scheduled to occur in October-November of 2022 with the subsequent written exam process likely to occur two years later in the fall of 2024.

National Testing Network, Inc. ("NTN") is a division of and fully integrated with its parent company, Ergometrics and Applied Personnel Research, Inc. but does have an employer identification number separate from Ergometrics. Contracting with NTN will allow written exam administration to occur virtually and at full-time testing centers and satellite testing centers across the country. Current test administration provided by Ergometrics only provides in-person testing on specific dates at specific locations in the City of Madison. NTN will provide an applicant website for test scheduling, testing facility, test administration, database of applicant scores, and consultation regarding scores and services. NTN holds the copyright and is the sole source of its machine scorable, video-based, situational judgment and integrity/bias based testing for entry level firefighter.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has not previously purchased anything from National Testing Network, Inc. We have, however, paid Ergometrics & Applied Personnel Research Inc. a total of \$105,213. Of that total, \$66,301 was competitively selected, \$29,029 was non-competitively selected, and \$9,883 is comprised of small purchases that were under the threshold requiring competitive selection.

Date:

Submit