



Legislation Details (With Text)

File #: 74324 **Version:** 1 **Name:** A resolution authorizing the Mayor and City Clerk to enter into a non-competitive, 1-year service contract with two optional 2-year renewal terms with National Testing Network, Inc. as consultant for the Firefighter Applicant Process

Type: Resolution **Status:** Passed

File created: 10/19/2022 **In control:** FINANCE COMMITTEE

On agenda: 11/1/2022 **Final action:** 11/1/2022

Enactment date: 11/4/2022 **Enactment #:** RES-22-00769

Title: A resolution authorizing the Mayor and City Clerk to enter into a non-competitive, 1-year service contract with two optional 2-year renewal terms with National Testing Network, Inc. as a consultant for the Firefighter Applicant Process

Sponsors: Satya V. Rhodes-Conway

Indexes:

Code sections:

Attachments: 1. National Testing Network Inc. - Non-Competitive Selection Request - CC Approval Required October 2022.pdf

| Date | Ver. | Action By | Action | Result |
|------------|------|-----------------|---------------------------|--------|
| 11/1/2022 | 1 | COMMON COUNCIL | Adopt | Pass |
| 10/25/2022 | 1 | COMMON COUNCIL | Refer | Pass |
| 10/19/2022 | 1 | Fire Department | Referred for Introduction | |

Fiscal Note

The proposed resolution authorizes a non-competitive, 1-year service contract with two optional 2-year renewal terms with National Testing Network, Inc. (NTN) to facilitate the written examination portion of the firefighter applicant process, set to occur in October-November 2022. National Testing Network, Inc. is a division of Ergometrics and Applied Personnel Research, Inc. (Ergometrics), with whom the City of Madison currently contracts to facilitate the firefighter applicant process.

The current contract with Ergometrics provides for in-person testing on specific dates at specific locations in the City of Madison at a cost of \$22,000. NTN will administer the written exam virtually and at full-time testing centers and satellite testing centers across the country at a cost of \$83,500.

The Fire Department's 2022 operating budget includes \$22,000 for testing administration. If this contract is approved, the additional \$61,500 will be funded through budget surpluses in other purchased services line items. As of the 2nd quarter projection, the Fire Department was projected to be over budget \$1.6 million due to overtime and retiree sick leave payouts. Third quarter projections are currently being developed but it is anticipated that the Department will continue to be over budget. An appropriation to cover the deficit will likely be included in the year-end appropriation resolution later this year.

Title

A resolution authorizing the Mayor and City Clerk to enter into a non-competitive, 1-year service contract with two optional 2-year renewal terms with National Testing Network, Inc. as a consultant for the Firefighter Applicant Process

Body

WHEREAS, the Madison Fire Department currently utilizes Ergometrics and Applied Personnel Research, Inc. (“Ergometrics”) to facilitate the firefighter applicant process;

WHEREAS, 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;

WHEREAS, the first optional 2-year renewal term with Ergometrics continues through December 31, 2022;

WHEREAS, 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;

WHEREAS, 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;

WHEREAS, National Testing Network, Inc. (“NTN”) is a division of and fully integrated with its parent company, Ergometrics and Applied Personnel Research, Inc.;

WHEREAS, contracting with NTN will allow written exam administration to occur virtually and at full-time testing centers and satellite testing centers across the country;

WHEREAS, current test administration provided by Ergometrics only provides in-person testing on specific dates at specific locations in the City of Madison;

WHEREAS, NTN will provide an applicant website for test scheduling, testing facility, test administration, database of applicant scores, and consultation regarding scores and services;

WHEREAS, 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;

WHEREAS, NTN will provide authorized Fire Department personnel access to candidate information for candidates that submit scores to the Fire Department and City of Madison;

WHEREAS, this information will include basic application information as defined by NTN and NTN recruitment services will include, but are not limited to, internet advertising on job posting services;

WHEREAS, the Madison Police and Fire Commission has reviewed and approved the proposed shift in written exam administration;

WHEREAS, the cost of the first renewal term with Ergometrics (2021-2022) was approximately \$3,000 in 2021 for test development and \$22,000 in 2022 for the actual testing, interviews and physical ability scoring.

WHEREAS, the current Ergometrics fee for written exam administration, scoring, and analysis is \$10.00 per exam scheduled;

WHEREAS, the proposed fee for the aforementioned NTN services is \$55.00 per exam scheduled;

WHEREAS, the number of scheduled exams has historically ranged from 900 to 1,500;

WHEREAS, National Testing Network, Inc. proposed a contract price not to exceed \$83,500 for the 2022-2023 applicant process, which allows for up to 1,500 scheduled exams;

WHEREAS, under MGO 4.26(4)(a), service contracts of \$50,000 or more require approval of the Common Council;

NOW, THEREFORE, BE IT RESOLVED, the Mayor and City Clerk are authorized to sign a contract on behalf of the City for firefighter applicant process consultant services with National Testing Network, Inc., for the purposes and at the price described above, for an initial term of one year, starting October 1, 2022, with two optional renewal terms of two years each, and the Fire Chief is authorized to execute the renewal options.