



## Legislation Text

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**File #:** 55277, **Version:** 1

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### Fiscal Note

The proposed resolution authorizes a competitively-selected, two-year service contract with three optional two-year renewal terms with Ergometrics and Applied Personnel Research, Inc. to facilitate the firefighter applicant process. The cost of the 2019-2020 contract is \$54,790. In 2019, this includes \$16,980 for job analysis, \$3,120 for development of the written exam, and \$15,020 for development of the physical ability testing for a total of \$35,120. The Fire Department's 2019 operating budget includes \$22,000 for this contract. The additional \$13,120 will be funded through savings in other purchased services.

The cost in 2020 is \$10,000 for the written exam scoring and \$9,670 for the oral interview development and scoring for a total of \$19,670.

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

No appropriation is required.

### Title

A Resolution authorizing the Mayor and City Clerk to enter into a competitively-selected, 2-year service contract with three optional 2-year renewal terms with Ergometrics and Applied Personnel Research, Inc. as consultant for the Firefighter Applicant Process

### Body

WHEREAS, the Madison Fire Department utilizes a consultant contractor to facilitate the firefighter applicant process; and

WHEREAS, the contractor is commonly referred to as Ergometrics, Inc., however the legal name of the contractor is Ergometrics and Applied Personnel Research, Inc. and the resolution and contract shall reflect and be approved under the legal name.

WHEREAS, the previous contract expired on August 31, 2018; and

WHEREAS, the Purchasing Division and Fire Department through a competitive process solicited proposals for RFP #8765, Applicant Process Consultant, and received one written proposal; and

WHEREAS, an evaluation team consisting of Purchasing staff and relevant Fire, Human Resources, and Civil Rights Department staff conducted a detailed evaluation, scored and ranked the proposal using criteria including cost, skill, equipment, past performance, and references; and Ergometrics and Applied Personnel Research, Inc. received the highest score; and

WHEREAS, Ergometrics and Applied Personnel Research, Inc. proposed a contract price not to exceed \$54,790 per two-year applicant process; and,

WHEREAS, the City's RFP advertised the contract as a 2 year contract with the option for three additional renewal terms of two years each; and

WHEREAS, under MGO 4.26(3)(e) service contracts of more than 5 years in duration require approval of the Common Council and optional renewal terms are to be counted in the total;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Clerk are authorized to sign a contract on behalf of the City for firefighter applicant process consultant services with Ergometrics and Applied Personnel Research, Inc., for the purposes and at the price described above, for an initial term of two (2) years, with three (3) optional renewal terms of two (2) years each, and the Fire Chief is authorized to execute the renewal options.