

**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Assessment Entity for Promotional Testing Services for CPD (Annual Contract) – RFP No. 23-0025
<b>INITIATED BY:</b>	Finance Department

It is requested that Council authorize the execution of an annual contract with Mark Foster Company (Athens, GA) to provide an assessment center for promotional testing services on an as-needed basis for the Columbus Police Department.

The contractor will provide assessment testing services each year alternating between Sergeant (Year 1), Lieutenant/Captain (Year 2), Sergeant (Year 3), etc.

The initial term of the contract will be for five years with the option to renew for five additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

**Annual Contract History:**

The University of Georgia has provided this service to the City since 1983. The Chief of Police at that time, Jim Wetherington, met with the Council, Mayor and City Attorney at a retreat in Callaway Gardens and a plan for an assessment center was developed. The Police Department has used the same Assessment Center plan and UGA has provided this service since that time, with the exception of one interruption. In 1999, the Police Department ran into a problem with adverse impact (4/5 Rule) and the University of Georgia was unable to provide this service based on possible discrimination. Per Resolution 179-96, Council approved an annual contract with Morris & MacDaniel to provide promotional testing services for the Police Department. Morris & McDaniel had given notice that contract renewal would cost \$65,000, which when compared to UGA's \$40,000 cost, was not cost effective to renew the contract. The Police Chief, City Council and City Attorney met and modified the process, which enabled UGA to provide the services again. The Police Chief, Dozier, decided to bring UGA back to conduct promotional testing.

**RFP Advertisement and Receipt of Qualifications:**

On March 8, 2023, RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry and DemandStar. This RFP has been advertised, opened and evaluated. Five proposals were received on March 31, 2023, from the following firms:

**Mark Foster Company (Athens, GA)**

University of Georgia Research Foundation, Inc. (Athens, GA)

Industrial/Organizational Solutions, Inc. (Oak Brook, IL)

Resource Management Associates (Tinley Park, IL)

Morris & McDaniel, Inc. (Alexandria, VA)

The following events took place after receipt of the proposals:

<b>RFP MEETINGS/EVENTS</b>
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<b>Description</b>	<b>Date</b>	<b>Agenda/Action</b>
Pre-Evaluation Meeting	04/24/23	The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the project manager provided an overview. Proposals were distributed to each committee member to review.
1 <sup>st</sup> Evaluation Meeting	05/25/23	The Evaluation Committee discussed each submission and determined clarifications were not required.
Evaluation Forms Sent	05/26/23	Evaluation forms were forwarded to the voting committee members.
Evaluation Forms Returned	05/31/23	The last set of evaluation forms were completed and returned to Purchasing for compilation of results.
Evaluation Results	06/14/23	Evaluation results were forwarded to the committee.
Award Recommendation	06/14/23	The voting committee unanimously recommended award to the highest-ranking firm, Mark Foster Company.

**Evaluation Committee:**

The qualification submittals and proposals were reviewed by members of the Evaluation Committee, which consisted of one voting member from the Police Administrative Services, one voting member from Police Patrol Services, and one voting member from Fire/EMS Special Operations.

One representative from Police Administrative Services and one representative from Police Professional Standards served as alternate voters.

Two additional representatives from the Police Administrative Services served as non-voting advisors.

**Award Recommendation:**

The voting committee unanimously recommended award to Mark Foster Company as the contractor for the following reasons:

- The vendor’s familiarity, work history and experience with Columbus Police Department.
- The vendor scores exams on-site as candidates complete the exam.
- The vendor’s proposed cost is within CPD budget for Promotional testing and is lowest cost submitted.

**Vendor Qualifications/Experience:**

- Mark Foster Company is relatively new; however, Dr. Mark Foster worked with UGA for many years and handled CPD testing. He is very familiar with CPD SOP manual and can produce the assessments needed quickly. Experience with this vendor has always been exceptional.
- Dr. Foster earned his doctorate in industrial/organizational psychology from the University of Georgia and has consulted with more than 100 law enforcement agencies regarding selection and promotional testing. He is a member of the American Psychological Association, the Society of Industrial and Organizational Psychology, and the Society of Police and Criminal Psychology.
- Dr. Foster primarily consults in the area of analysis, test development and validation, and assessment center design, administration and development. He has conducted more than 500 job analysis studies using various techniques, developed more than 450 written job knowledge examinations and more than 650 assessment centers.

- Dr. Foster has published book chapters regarding assessment center programs and job analysis, and has published in distinguished journals of research such as the Journal of Applied Psychology, Personnel Psychology, and Human Performance.
- Below are clients serviced by Mark Foster Company:
  - *Richmond County Sheriff's Office (Augusta, Georgia) – Promotional Testing: \$15,000.00*
  - *Chatham County Police (Savannah, Georgia) – Promotional Testing: \$18,000.00*
  - *Henry County Police (McDonough, Georgia) – Promotional Testing: \$10,000.00*
  - *Opelika Alabama Police (Opelika, Alabama) – Promotional Testing: \$12,000.00*
  - *Clayton County Police (Jonesboro, Georgia) – Promotional Testing: \$27,500.00*

The City's Procurement Ordinance, Article 3-110 (Competitive Sealed Proposals (Negotiations) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information have been submitted to the City Manager in a separate memo for informational purposes.

Funds will be budgeted each fiscal year for this ongoing expense: General Fund – Police – Chief of Police – Promotional Exam Board Fees; 0101-400-1000-POLC-6356.

**A RESOLUTION**

**NO.**\_\_\_\_\_

**A RESOLUTION AUTHORIZING AN AGREEMENT WITH THE MARK FOSTER COMPANY (ATHENS, GA) TO PROVIDE AN ASSESSMENT CENTER FOR PROMOTIONAL TESTING SERVICES FOR THE POLICE DEPARTMENT FOR A PERIOD OF FIVE (5) YEARS, WITH AN OPTION TO RENEW FOR AN ADDITIONAL FIVE (5) TWELVE-MONTH PERIODS.**

**WHEREAS**, an RFP was administered (RFP No. 23-0025), and five (5) proposals were received; and,

**WHEREAS**, the proposal submitted by Mark Foster Company met all proposal requirement and was deemed responsive to the RFP.

**NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:**

That the City Manager is hereby authorized to enter into an agreement with the Mark Foster Company to provide an assessment center for promotional testing services for the Police Department for a period of five (5) years, with the option to renew for an additional five (5) twelve-month periods. Funds will be budgeted each fiscal year for this ongoing expense: General Fund – Police – Chief of Police – Promotional Exam Board Fees; 0101-400-1000-POLC-6356.

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Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

- Councilor Allen voting \_\_\_\_\_.
- Councilor Barnes voting \_\_\_\_\_.
- Councilor Begly voting \_\_\_\_\_.
- Councilor Cogle voting \_\_\_\_\_.
- Councilor Crabb voting \_\_\_\_\_.
- Councilor Davis voting \_\_\_\_\_.
- Councilor Garrett voting \_\_\_\_\_.
- Councilor Huff voting \_\_\_\_\_.
- Councilor Thomas voting \_\_\_\_\_.
- Councilor Tucker voting \_\_\_\_\_.

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Sandra T. Davis, Clerk of Council

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B.H. "Skip" Henderson III, Mayor