

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Pre-Employment and Fitness-for-Duty Psychological Evaluation Services (Annual Contract) – RFP No. 21-0020
INITIATED BY:	Finance Department

It is requested that Council approve the execution of an annual contract with AVS Consulting, LLC dba Stone, McElroy & Associates (Smyrna, GA) for pre-employment and fitness-for-duty psychological evaluation services. The Columbus Police Department and the Muscogee County Sheriff's Office will utilize the services on an as-needed basis. If necessary, other City agencies may use the services; this will be accomplished by requesting quotes from AVS Consulting, LLC dba Stone, McElroy & Associates.

The services include:

- Pre-employment psychological evaluation services:

Stone, McElroy & Associates will provide specialized pre-employment examinations of applicants' psychological suitability for a public safety position, which includes, but are not limited, to positions that provide incumbents with arrest authority or the legal authority to detain and confine individuals. AVS Consulting, LLC dba Stone, McElroy & Associates will conduct written and verbal assessments of applicants before providing a written assessment to the using department.

- Fitness-for-duty psychological evaluation services:

Stone, McElroy & Associates will provide specialized fitness-for-duty examinations of incumbent employees that results from objective evidence that an employee may be unable to safely or effectively perform a defined job, and a reasonable basis for believing that the cause may be attributable to a psychological condition or impairment.

The term of the contract will be for two (2) years with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Annual Contract History:

The previous contract was awarded to AVS Consulting, LLC dba Stone, McElroy & Associates on February 10, 2015, per Resolution No. 43-15. The contract expired on March 31, 2020. However, at the request of the Police Department and Sheriff's Office and in accordance with

Article 3-109 (Annual Contracts: Price Agreement and Service Contracts) of the Procurement Ordinance, the contract was extended for one year, through February 28, 2021.

A new RFP was advertised, and proposals were due on December 18, 2020; however, an additional extension was required for the RFP evaluation process; therefore, another extension was requested. Council approval is required for extensions beyond the one-year extension authorized by the Procurement Ordinance. Consequently, per Resolution No. 035-21, dated February 9, 2021, Council authorized the extension of the contract through May 31, 2021.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry and DemandStar on October 28, 2020. This RFP has been advertised, opened, and evaluated. Three (3) proposals were received on December 18, 2020 from the following:

AVS Consulting, LLC dba Stone, McElroy & Associates (Smyrna, GA)
 Fifth Avenue Forensics (New York, NY)
 The FMRT Group (Winston-Salem, NC)

The following events took place after receipt of the proposals.

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	03/15/21	The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the co-managers of the project provided an overview. Proposals were emailed to each committee member to review.
1 st Evaluation Meeting	03/29/21	The Evaluation Committee discussed each proposal and determined additional information was required from one firm.
Additional Information Requested	03/30/21	Additional information was requested from AVS Consulting, LLC dba Stone, McElroy & Associates.
Additional Information Received	01/28/21	Additional information was received from AVS Consulting, LLC dba Stone, McElroy & Associates, and forwarded to the Evaluation Committee.
Evaluation Forms Sent	03/30/21	The committee did not require additional information; the evaluation forms were forwarded to the voters.
Evaluation Forms Returned	04/13/21	Final set of evaluation forms were completed and returned to Purchasing for compilation of results, which were forwarded to the committee.
Recommendation of Committee	04/19/21	The voting committee members unanimously recommends award to the highest-scoring firm of AVS Consulting, LLC dba Stone, McElroy & Associates.

Evaluation Committee:

The proposals were reviewed by members of the Evaluation Committee, which consisted one (1) voting member from the Police Department, one (1) voting member from the Sheriff's Office and one (1) voting member from the Human Resources Department.

One (1) additional Police Department representative and two (2) additional Sheriff's Office representatives served as alternate voters.

An additional Police Department representative and an additional Sheriff's Office representative served as non-voting advisors.

Award Recommendation:

The evaluation committee, as reflected by their comments provided below, recommends award to AVS Consulting, LLC dba Stone, McElroy & Associates for the following reasons:

- Stone, McElroy & Associates is experienced in Georgia and provides the option for both virtual and in-person appointments.
- CCG has worked with this company for many years and is very satisfied with their services, and they have a lot of work experience with local government.
- The vendor has strong ties to working with law enforcement, which allows them to identify problems that other firms may not be able to identify.
- The cost of a full psychological test by Stone, McElroy & Associates is significantly less than the other two vendors.

Vendor Qualifications/Experience:

- Stone, McElroy & Associates was established in 1987 and provides psychological evaluation services primarily in the states of Georgia, Mississippi, and New York.
- The firm's staff includes four (4) licensed psychologists, three (3) of whom are the only psychologists that are licensed in the state of Georgia by the American Board of Professional Psychologists (ABPP) in Police and Public Safety Psychology (PPSP).
- The firm's president and managing partner is the past Chair of the Psychological Services Section of the International Association of Chiefs of Police, and she has served as Education Chair, Membership Chair, Vice Chair, and as a member of the Education and Ethics Committees.
- One of the firm's board-certified contract psychologist currently serves on the Education Committee of the Police and Public Safety Division of the American Psychological Association Division 18.
- The firm has consistently maintained a contract with Suffolk County (New York) Civil Service since 2004, servicing approximately 35 public safety agencies within the county.

- Listed below are the most recent contracts awarded to Stone, McElroy & Associates:
 - Suffolk County Civil Services (Smithtown, NY) April 2004 - present
Pre-employment psychological evaluations of Police Officers, Fire Fighters, 911, and other Public Safety positions, Fitness for Duty Evaluations, and Post Critical Debriefings.
 - MARTA (Atlanta, GA) May 2005 - present
Pre-employment Public Safety Psychological Services, Fitness for Duty Evaluations, and Critical Incident Debriefings.
 - Georgia Tech Police Department (Atlanta, GA) July 2014 - present
Pre-Employment Psychological Services for both Police and Public Safety officer candidates, Fitness for Duty Evaluations, and Critical Incident Debriefings.

The City's Procurement Ordinance, Article 3-110 (Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services) 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 has been submitted to the City Manager in a separate memo for informational purposes.

Funds are budgeted each fiscal year for this ongoing service: General Fund – Police – Administrative Services – Professional Services; 0101-400-2800-ADMS-6311 and Sheriff – Administration – Contractual Services; 0101-550-1000-SHRF-6319.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT WITH AVS CONSULTING, LLC DBA STONE, MCELROY & ASSOCIATES (SMYRNA, GA) FOR PRE-EMPLOYMENT AND FITNESS-FOR-DUTY PSYCHOLOGICAL EVALUATION SERVICES. THE COLUMBUS POLICE DEPARTMENT AND MUSCOGEE COUNTY SHERIFF'S OFFICE WILL UTILIZE THE SERVICES ON AN AS-NEEDED BASIS. IF NECESSARY, OTHER CITY AGENCIES MAY USE THE SERVICES; THIS WILL BE ACCOMPLISHED BY REQUESTING QUOTES FROM AVS CONSULTING, LLC DBA STONE, MCELROY & ASSOCIATES.

WHEREAS, an RFP was administered (RFP No. 21-0020) and three (3) proposals were received; and,

WHEREAS, the proposal submitted by AVS Consulting, LLC dba Stone, McElroy & Associates met all proposal requirements and was evaluated most responsive to the RFP; and,

WHEREAS, the contract period shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractor.

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

That the City Manager is hereby authorized to execute an annual contract with AVS Consulting, LLC dba Stone, McElroy & Associates (Smyrna, GA) for pre-employment and fitness-for-duty psychological evaluation services. The Columbus Police Department and the Muscogee County Sheriff's Office will utilize the services on an as-needed basis. If necessary, other City agencies may use the services; this will be accomplished by requesting quotes from AVS Consulting, LLC dba Stone, McElroy & Associates. Funds are budgeted each fiscal year for this ongoing service: General Fund – Police – Administrative Services – Professional Services; 0101-400-2800-ADMS-6311 and Sheriff – Administration – Contractual Services; 0101-550-1000-SHRF-6319.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2021 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting _____.
Councilor Barnes voting _____.
Councilor Crabb voting _____.
Councilor Davis voting _____.
Councilor Garrett voting _____.
Councilor House voting _____.
Councilor Huff voting _____.
Councilor Thomas voting _____.
Councilor Tucker voting _____.
Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor