



## CITY OF GRAND PRAIRIE COMMUNICATION

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**MEETING DATE:** 10/11/2022

**PRESENTER:** Lisa Norris, HR Director, Human Resources

**TITLE:** Annual Contract for Pre-Employment Emotional Intelligence Assessments Services from Zerorisk HR, LLC (\$18,130 annually). The contract will be for one-year with the option to renew for up to nine additional one-year periods totaling an estimated \$181,300 if all extensions are exercised. The City Manager may authorize renewal options with aggregate price fluctuations up to \$4,532.50 so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Government Committee on 10/03/2022)

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### **SUMMARY:**

|                                |   |
|--------------------------------|---|
| <i>Vendor Name:</i>            | ZERORISK HR, LLC                            |
| <i>Annual Cost/Total Cost:</i> | \$18,130 / \$181,300                        |
| <i>Department:</i>             | HUMAN RESOURCES                             |
| <i>Recommended Action:</i>     | RECOMMENDATION OF AWARD TO ZERORISK HR, LLC |

### **PURPOSE OF REQUEST:**

On June 13, 2022, the City of Grand Prairie received Request for Proposals (RFP) for Pre-Employment Emotional Intelligence Assessment Services. The assessments are used as part of the hiring or promotional process to measure emotional intelligence competencies and clarity of thinking, in an effort to maximize job fit and minimize employee turnover. ZERORISK, HR, LLC is our current provider. The existing license agreement expires September 30, 2022.

Request for Proposal #22088 was issued, and two vendors responded. Responses were evaluated by a committee including Police Department and Human Resource staff members. Purchasing staff facilitated the evaluation process to ensure scoring was completed in accordance with scoring criteria outlined in the proposal. ZERORISK HR, LLC scored the highest overall and was selected as best value of the proposal responses received.

The award was based on best value criteria set up in the specification, including cost, meeting City needs, vendor experience, vendor references and business local preference with the city and other municipalities, if they are local, and other relevant criteria as listed in the specification.

**PROCUREMENT DETAILS:**

Procurement Method: Cooperative/Interlocal ☐ RFB/RFP ☒ Sole Source ☐ Professional Services ☐

Local Vendor ☐ HUB Vendor ☐

Number of Responses: 2 RFP/RFB #: 22088

Selection Details: Low Bid ☐ Best Value ☒

**FINANCIAL CONSIDERATION:**

|           |                                     |            |                           |
|-----------|-------------------------------------|------------|---------------------------|
| Budgeted? | <input checked="" type="checkbox"/> | Fund Name: | General Fund 211010-61570 |
|-----------|-------------------------------------|------------|---------------------------|

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

Bid Summary (attached)