

# Memorandum



DATE February 24, 2017

TO Honorable Members of the Public Safety Committee:  
Adam Medrano (Chair), B. Adam McGough (Vice Chair), Sandy Greyson, Tiffinni A. Young,  
Jennifer S. Gates, Philip T. Kingston

SUBJECT **Upcoming Draft Agenda Item A: Authorize a three-year service contract to develop and administer promotional examinations for Police and Fire-Rescue - Industrial/Organizational Solutions, Inc., most advantageous proposer of four - Not to exceed \$328,785 - Financing: Current Funds (subject to annual appropriations)**

The purpose of this service contract is to allow for the development and administration of promotional examinations for the Dallas Police and Fire-Rescue Departments.

Civil Service is responsible for the examination process for eight promotional Fire-Rescue Department ranks and three promotional Police Department ranks. Both departments have vacancies beyond their normal attrition in all ranks, and the eligible lists from which to promote candidates have expired. Seven exams are planned for 2017. Five of the tests have an assessment center (oral presentation) component in addition to a written multiple-choice examination. Consultant services are needed to develop and administer Police and Fire Department examinations so each department can fill their existing and future vacancies. The cost to conduct Fire tests is \$231,510.00. The cost to conduct Police tests is \$97,275.00.

Staff is seeking the support and recommendation from the Public Safety Committee to authorize this contract. This item will be placed on the March 22, 2017, City Council Agenda.



Eric D. Campbell  
Assistant City Manager

cc: Honorable Mayor and Members of the City Council  
T.C. Broadnax, City Manager  
Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager

Mark McDaniel, Acting First Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
Joey Zapata, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council  
Directors and Assistant Directors