

## REQUEST FOR PROPOSAL

### 1. Introduction

The City of St. Louis, Department of Personnel is seeking to contract with an outside firm to develop testing procedures for the job classifications of Fire Captain and Battalion Fire Chief in the St. Louis Fire Department. The successful bidder will develop, validate, administer and score complete testing procedures to evaluate promotional candidates for the ranks of Fire Captain and Battalion Fire Chief and will also analyze test results, provide final results, and prepare a validation report for each rank. It is essential that this project be completed as expeditiously as possible.

### 2. General Background

Over the past several years, the testing procedures used by the City of St. Louis to evaluate candidates for promotion have included written tests measuring knowledge of St. Louis Fire Department standard operating procedures; fire scene simulations; and assessment center exercises.

The City is not committed to using the same testing components that have been used in the past. However, it is essential that the procedure comply with professional standards (*Principles for the Validation and Use of Personnel Selection Procedures, Standards for Educational and Psychological Testing*) and legal guidelines (*Uniform Guidelines on Employee Selection Procedures*) and that every reasonable effort to minimize adverse impact be made.

### 3. St. Louis Fire Department

The City of St. Louis Fire Department includes approximately 695 uniformed positions in five separate job classifications. These classes are: Fire Chief, Deputy Fire Chief, Battalion Fire Chief, Fire Captain, and Fire Private.

Fire Captain is the first-level supervisory position. Typically, a Captain is in charge of supervising a company of three or four Fire Privates. Presently, there are approximately 124 Captains in the Department and approximately 400 Fire Privates eligible to compete in the promotional exam.

Battalion Fire Chief is the first-level management position. Typically, a Battalion Fire Chief is in charge of a district and is responsible for supervising the companies within that district. Presently there are twenty (20) Battalion Fire Chiefs in the St. Louis Fire Department and approximately 100 Fire Captains eligible to compete in the promotional exam.

4. Personnel System

The City of St. Louis, Department of Personnel, is a centralized agency which operates under merit system principles. Candidates are examined and placed in rank-order on eligible lists based upon their overall test scores. When there is a vacant position, the top six candidates on an eligible list are referred to the appointing authority of that department for a final interview (in this case, the Fire Chief). At that point, the appointing authority may select any one of the candidates.

5. Role of Outside Firm

It is anticipated that the following duties will be required of the outside firm:

- A. Review pertinent information of the Fire Captain and Battalion Fire Chief positions. Conduct job analysis. Make recommendations on appropriate test procedures and provide options/alternatives, if appropriate.
- B. Develop and validate a testing procedure appropriate for both ranks. Maintain security of test material. No one from the St. Louis Fire Department or the City of St. Louis may be allowed to develop, review, or otherwise have access to any test material.
- C. Develop and validate weights for the different test components.
- D. Assist with planning and administering the testing procedure.
- E. Provide all raters, scorers, assessors, role players, testing materials and equipment. Also provide all incidental equipment, materials, and supplies needed for administering and scoring the testing procedures.
- F. Develop scoring procedures.
- G. Score all tests.
- H. Provide feedback on candidates' examination results to the Department of Personnel.
- I. Provide documentation necessary to fulfill professional and legal requirements, including validation report.
- J. Assist with responding to examination appeals which result from the testing procedure. Rescore tests if necessary.
- K. Provide expert testimony in court, if necessary.

6. Information to be Included in Proposal

Firms submitting proposals should include all of the information listed below:

- A. Indicate experience working with employers operating under merit system selection procedures and include references where this experience may be verified.
- B. Indicate experience in developing examination procedures designed to assess technical firefighting knowledge. Describe these procedures; provide samples, if possible; and include references where this experience may be verified.
- C. Indicate experience in developing examination procedures designed to assess supervisory skills of candidates for Fire Department positions. Describe these procedures; provide samples, if possible; and include references where this experience may be verified.
- D. Indicate experience in developing examination procedures that were used to assess large numbers of minority candidates. Indicate the steps taken to attempt to minimize adverse impact on minorities. Include references where this experience may be verified.
- E. Describe in as much detail as possible testing procedures that you would propose for our Fire Captain and Battalion Fire Chief job classifications (provide options/alternatives, if appropriate). Include a description of procedures for maintaining the security of test materials.
- F. Submit a timetable consisting of the amount of time that would be required to perform the duties included in Section 5 of this RFP.
- G. Provide a detailed estimate of all costs including the cost of obtaining assessors, raters, and role players from outside the St. Louis area, if needed, and all incidental costs necessary to administer and score the testing procedures and to complete this project. Also include a description of billing procedures and suggested methods of computing charges. Provide a breakdown of cost by separate test component, if possible.
- H. Provide a sample contract which could be used as a model for one that would be prepared and entered into with the City of St. Louis.
- I. Include resumes of the individuals who would be involved in this project.
- J. Provide the names of clients (including contact persons and phone numbers) for whom you have developed Fire Department promotional exams within the last ten years and whom may be contacted in regard to the quality and cost of the service provided. These may include the references requested in Section 6A, B, C, and D of this RFP.

- K. Minority participation: It is the objective of the City to obtain minority and female participation in professional services contracts. Please include a minority participation plan in your proposal.
- L. Living Wage Requirements: Proponents are hereby advised that the St. Louis Living Wage Ordinance #65597 and associated Regulations apply to the service for which proposals are being sought herein. This Ordinance requires that, unless specific exemptions apply, all individuals who perform work pursuant to a contract executed between the successful proponent and the City of St. Louis must be paid a minimum of the applicable Living Wage rates set forth in the attached “Living Wage Bulletin” and, if the rates are adjusted during the term of the contract pursuant to the Ordinance, applicable rates after such adjustment is made. Each bidder must submit the attached “Living Wage Acknowledgement and Acceptance Declaration” with the proposal. Failure to submit this Declaration with the proposal will result in rejection of the proposal. A successful proponent’s failure to comply with contract provisions related to the Living Wage Ordinance may result in termination of the contract and the imposition of additional penalties as set forth in the Ordinance and Regulations. Copies of the Ordinance and Regulations are available at <http://www.mwdbe.org/livingwage/>.

7. Additional Information

- A. Communications and questions concerning this RFP may only be directed to Gary M. Gebhart at (314) 622-5709, [gebhartg@stlouiscity.com](mailto:gebhartg@stlouiscity.com), or Henry J. LaZard at (314) 622-4091, [lazardh@stlouiscity.com](mailto:lazardh@stlouiscity.com). No other contact with any City official, staff, or employee is permitted before completion of the RFP process except by invitation to do so. Unauthorized contact regarding this RFP may result in disqualification or rejection of a proposal.
- B. All proposals must be submitted in accordance with this RFP. Proposals not in accordance with this RFP may be rejected.
- C. The City of St. Louis reserves the right to cancel this RFP, to accept any proposal, and to reject any or all proposals.
- D. The City of St. Louis will form a selection committee to evaluate proposals. Key evaluation criteria will include: credentials of project staff; relevancy and amount of experience; ability to successfully perform all of the duties and comply with all of the requirements specified in this RFP; and cost. The selection committee will make a recommendation to the Director of Personnel who will make the final selection decision.

- E. The City of St. Louis may, at its option, conduct interviews with companies after receipt of proposals.
  - F. There is no expressed or implied obligation or responsibility for the City of St. Louis to reimburse any company for any expense incurred in preparing a proposal in response to this RFP or in participating in an interview after receipt of proposals.
  - G. Business License: The firm awarded a contract will be required to obtain a City of St. Louis Business License. The fee is based on the number of St. Louis employees and typically ranges from \$150 to \$500. Business license information is available at:  
<http://stlouis-mo.gov/government/departments/license>.
  - H. The City of St. Louis is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, religion, age, disability, sex or sexual orientation, gender identity or expression, genetic information, marital status or retaliation.
  - I. All materials submitted in accordance with this RFP will become and shall remain the property of the City and will not be returned. All Proposals shall be considered public records, but may be deemed and treated as “closed” or “exempt” by the City, at the sole discretion of the City, pursuant to the City’s understanding and interpretation of the laws of the State of Missouri and City ordinances. All Proposal material except for proprietary information may become open records. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, Proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.
8. **Submit eight hard copies of proposal and one CD in Microsoft Word or Adobe Acrobat (PDF) to:**

**Henry J. LaZard  
Human Resources Specialist IV  
City of St. Louis  
Department of Personnel  
1114 Market Street, Room 700  
St. Louis, Missouri 63101  
(314) 622-4091  
[LaZardH@stlouiscity.com](mailto:LaZardH@stlouiscity.com)**

**Proposals must be received by 4:00 p.m. on Friday, May 25, 2012.**