

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 Police Lieutenant and Police Captain in the Police Division of the Department of Public Safety of the City of St. Louis ("Police Division"). The successful bidder will develop, validate, administer, and score a complete testing procedure to evaluate applicants for Police Lieutenant and Police Captain, and will also analyze test results, provide final results, and prepare a validation report.

2. General Background

Over the past several years, the testing procedures used by the Police Division (formerly the St. Louis Metropolitan Police Department) to evaluate candidates for promotion have included written tests for Police Lieutenant (open and closed book) measuring knowledge of Police Division policies and standard operating procedures and assessment center exercises for both Police Lieutenant and Police Captain.

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. Police Division

The Police Division includes approximately 1,300 uniformed positions in ten separate job classifications. These classes are: **Police Commissioner; Police Assistant Chief, Police Lieutenant Colonel, Police Major, Police Captain, Police Lieutenant, Police Sergeant, Police Officer, Police Probationary Officer and Police Officer Trainee.**

Police Lieutenant

The Police Lieutenant position is responsible for performing management duties as the commanding officer of a section or division. Presently, there are approximately 60 Police Lieutenants in the Police Division and approximately 215 Police Sergeants. It is anticipated that 100% of said Police Sergeants would be eligible to apply for the position and complete the promotional exam for Police Lieutenant. Historically, approximately 50% of those eligible have participated in the promotional testing process.

Police Captain

The Police Captain position is responsible for performing complex management duties as the commanding officer of a major district, patrol support section, complex specialized unit or staff function. Presently, there are approximately 10 Police Captains in the Police Division. It is anticipated that 100% of said Police Lieutenants would be eligible to apply for the position and complete the promotional exam for Police Captain. Historically, approximately 60% of those eligible have participated in the promotional testing process.

4. **Personnel System**

The City of St. Louis operates under merit system selection principles. Applicants are examined and placed in rank-order on eligible lists based on their 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. At that point, the appointing authority may select any one of the applicants.

5. **Role of Outside Firm**

- A. Review pertinent information pertaining to the Police Lieutenant and Police Captain positions. Conduct a job analyses for each position. Make recommendations on appropriate test procedures and provide options/alternatives, if appropriate.
- B. Develop and validate testing procedures.
- C. Maintain security of test material and ensure security protocols at the testing site and throughout the testing processes.
- D. Develop and validate weights for the different test components.
- E. Plan and administer the testing procedure.
- F. 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.
- G. Develop scoring procedures.
- H. Score all tests.
- I. Provide feedback for candidates on examination results.
- J. Provide documentation necessary to fulfill professional and legal

requirements including a validation report.

- K. Assist with responding to examination appeals which result from the testing procedure. Rescore tests if necessary.
- L. Provide expert testimony in court, if necessary.

6. **Information to be Included in Proposal**

- A. Indicate experience working with employers operating under merit system selection procedures and include references (including employer name, position(s) for which test was developed) and name, position and telephone number of contact person with employer where this experience may be verified.
- B. Indicate experience in developing testing procedures for management-level police positions. Describe these procedures; provide samples, if possible; and include references including name, position and telephone number of contact person where this experience may be verified.
- C. Indicate experience in developing testing 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 including name, position and telephone number of contact person where this experience may be verified.
- D. Describe the validation process and the testing procedures that you would propose for the Police Lieutenant and Police Captain job classifications (provide options/alternatives, if appropriate) including whether any portions of the testing procedures will be video recorded.
- E. Describe the steps that would be taken to ensure test security.
- 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, fees and expenses to develop, validate, administer, and score a complete testing procedure to evaluate applicants for Police Lieutenant and Police Captain, and to analyze test results, provide final results, and prepare a validation report. This should include, but not be limited to the cost of obtaining assessors, raters and role players from outside the Police Division and all incidental costs necessary to develop, administer and score the testing procedures and to complete this project including the preparation of a validation study.
- H. Include the names of individuals who will serve as Project Director/Manager and

include resumes of the individuals who would be involved in this project.

- I. Provide a detailed description of the fees for expert witness testimony regarding the testing and validation process of said examination in the event litigation ensues relative to the examination.

7. **Proposal submissions will be evaluated on**

- A. Specialized experience, qualifications, and technical competence of the firm, its principles, project manager and key staff.
- B. Ability of the firm to provide innovative solutions.
- C. Approach to the project and any unusual problems anticipated.
- D. The capacity and capability of the firm to perform the work within the time limitations.
- E. Past record and performance of the firm with respect to schedule compliance, cost control and quality of work.
- F. Proximity of the firm to the City.
- G. Fee or fee structure as may be appropriate for the designated service.
- H. Availability of financial and operating resources as required to complete the work.
- I. M/WBE and/or DBE participation.
- J. Ability of the firm to meet statutory or ordinance requirements.
- K. Other items that may arise as the result of the proposal or interview.

8. **Submitting the Proposal**

- A. All contact and questions concerning this RFP must be submitted in writing to James Buntin at jmbuntin@slmpd.org and all questions will be responded to in writing. No other contact with any other member of the Selection Committee or any other City official, staff, or employee regarding this RFP 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. Questions must be submitted no later than April 8, 2016. The Department of Personnel shall maintain a list of all entities requesting copies of the Request for Proposals and shall ensure that copies of all questions and responses thereto shall be made available to each entity on such list. The

selection committee is composed of staff members of the Department of Personnel.

- B. The firm's submission must include an original and five full and complete hard copies of the proposal and a copy of the proposal on CD in Microsoft Word or Adobe Acrobat (PDF).
- C. The firm's submission must be hand delivered or mailed to:

James Buntin
Human Resources Manager
City of St. Louis
Department of Personnel, Police Division
1915 Olive Street
St. Louis, MO 63103

Proposals must be submitted or received by 4:00 p.m. C.S.T. on April 15, 2016. Late proposals will not be accepted. All materials submitted in accordance with this RFP will become the property of the City and will not be returned.

10. **Additional Information**

- A. The selected firm shall be required to comply with all ordinances of the City of St. Louis, including, but not limited to the Living Wage Ordinance #65597 and associated Regulations hereunder. 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://mwdbe.org/living-wage>.
- B. As a condition for the award of a contract from this RFP, the firm, pursuant to the provisions of Sections 285.525 through 285.555 of the Revised Statutes of Missouri by sworn affidavit (attached hereto as Appendix A) and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to employees working in connection with this contract. This affidavit also affirms that the firm does not knowingly employ any person who is an unauthorized alien.
- C. A proposal must be signed by an officer of the firm and indicate that such officer is authorized to commit on behalf of the firm.
- D. The City of St. Louis reserves the right to cancel this RFP, to accept any proposal, and to reject any or all proposals.
- E. The City of St. Louis may, at its option, conduct interviews with companies after

receipt of proposals.

- F. The City of St. Louis will not be responsible for any expenses incurred in the preparation of any proposal, interview, or presentation including travel.
- G. Business License: The firm awarded a contract will be required to obtain a City of St. Louis Business License. Business license information is available at: <http://stlouis-mo.gov/government/departments/license/business-license-info/>.
- 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, or marital status.
- I. All materials submitted in accordance with this RFP will become and shall remain the property of the City of St. Louis 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 may become open records. The City cannot guarantee confidentiality of any material 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.
- J. The City of St. Louis may request additional information as deemed necessary from any or all firms submitting a proposal.
- K. The City of St. Louis may waive any and/or all nonmaterial irregularities pertaining to this selection and/or submission of proposals.
- L. The City of St. Louis may disqualify any and/or all firms and reject any and/or all Proposals for failure to comply with this RFP or to promptly provide additional requested information or materials.
- M. The City of St. Louis may negotiate final contract terms with firms after receipt of proposals.
- N. The City of St. Louis may discuss the proposals with any or all respondents.