



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 15-0410, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF APRIL 23, 2015**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement with Stephen A. Laser Associates P.C. for Contract 15-RFP-06 Pre-Offer Screening, Post-Offer Psychological Assessment and Post-Offer Consultation Services for Police Officer Candidates for the period July 1, 2015 through June 30, 2018, in an amount not to exceed \$85,000.00, Account 101-25000-601170, Requisition 1389255

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Stephen A. Laser Associates P.C. to provide pre-offer screenings, post-offer psychological assessment and post-offer consultation services for Police Officer candidates for the period July 1, 2015 through June 30, 2018.

On January 21, 2015, Request for Proposal 15-RFP-06 Pre-Offer Screening, Post-Offer Psychological Assessment and Post-Offer Consultation Services for Police Officer Candidates was advertised. Forty-one firms were notified and twelve firms requested proposal documents. The District received one responsive proposal on February 20, 2015 from Stephen A. Laser Associates P.C.

The proposal was evaluated by staff from the Human Resources and Procurement and Materials Management Departments. The criteria for these evaluations were outlined in Request for Proposal 15-RFP-06 and included: understanding of the project; approach to the work; technical competence; and personnel effectiveness. Following the preliminary evaluation of proposals, excluding cost, the proposer was interviewed on March 18, 2015. A solicitation was sent to the proposer on March 20, 2015 for an unqualified "best and final" offer. The "best and final" offer was returned to the Director of Procurement and Materials Management on March 27, 2015.

Based on the evaluation of the proposals using the criteria described above and the pricing provided in the "best and final" offer, it is recommended that a contract be awarded to Stephen A. Laser Associates P.C. They provide services related to the assessment of police officer candidates to more than 80 police departments and municipalities in Illinois. They have been successfully providing these services to the District for more than 15 years. They offer an effective pre-offer screening conducted in a group setting to all candidates placed in Category A on the eligible list. At the time of appointment, they conduct a thorough psychological assessment of the selected candidate which includes several mental abilities tests and an interview with one of their trained psychologists. The two lead psychologists conducting the individual assessments have a combined 45 years of experience in the psychological assessment of public safety personnel.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement with Stephen A. Laser Associates P.C. to provide pre-offer screenings, post-offer psychological assessment and post-offer consultation services for Police Officer candidates for the period July 1, 2015 through June 30, 2018 in an amount not to exceed

\$85,000.00.

The estimated expenditure for 2015 is \$68,000.00 and includes the pre-offer screening for Police Officer candidates participating in the civil service examination conducted in March 2015. Funds for the 2015 expenditure are available in Account 101-25000-601170. The estimated expenditures for 2016, 2017 and 2018 are \$6,000.00, \$6,000.00 and \$5,000.00 respectively and include the administration of post-offer psychological assessments to appointees and any post-offer consultation services on an as-needed basis. Funds for the 2016 through 2018 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Recommended, Denice E. Korcal, Director of Human Resources

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for April 23, 2015