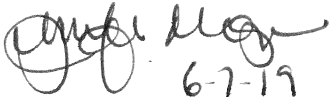


CITY COUNCIL ACTION REQUEST

Department(s): Human Resources	CEQA: Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	Coordination: CAO, CMO – Budget Office	Dept. Approval: /s/ Jennifer Schembri
Council District(s): City-wide			CMO Approval: 

SUBJECT: FOURTH AMENDMENT OF THE HARGIS & ASSOCIATES TERM OF CONTRACT

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to negotiate and execute the Fourth Amendment to the Agreement with Hargis and Associates for Police and Fire sworn classifications promotional assessments through June 30, 2019 with no change in the total amount of compensation.

BASIS FOR RECOMMENDATION:

In May 2015, the Human Resources Department conducted a Request for Proposal for professional services to design, develop, and validate promotional assessments for Police and Fire sworn classifications that are job-related and meet all current legal standards for content validation. The Administration selected and entered into an agreement with Hargis & Associates in September 2015 for an initial term of July 1, 2015 through June 30, 2016, with the two options to extend the term through June 30, 2018.

Hargis & Associates has developed and administered several job-related, content-valid examinations for Police and Fire Departments sworn promotional assessments for Police and Fire sworn classifications. Since the execution of the Agreement, Hargis & Associates has developed and administered examinations for the classifications of Police Captain, Police Lieutenant, Police Sergeant, Fire Prevention Inspector, Arson Investigator, Fire Engineer, Fire Captain, and Battalion Chief.

The amendment to this Agreement will provide the ability to utilize the services of Hargis & Associations to finish promotional assessments for Police and Fire sworn classifications that are still in progress and must be finalized. Pending items to be finalized by consultant include the following: final analysis and candidate feedback for Police Sergeant and Lieutenant; job analysis and development of multiple test for Fire Engineer; development of multiple test and assessment examination for Fire Captain; and development of assessment examination and candidate feedback for Battalion Chief.

COST AND FUNDING SOURCE:

The original contract with extensions is \$400,000. No additional money is being requested with this extension. Currently \$251,450 of the \$400,000 available with this has been spent on this contract.

Services performed by Hargis & Associates under the amendment to this Agreement will be authorized by service orders. An appropriation is not required for the Consultant Agreement, but is required for each service order authorized under this Agreement. Costs incurred for authorized service orders during 2018-2019 will be absorbed by the respective Non-Personal/Equipment appropriations for the Police and Fire Departments, subject to the appropriation of funds by the City Council. Future funding is subject to the availability of funds and, if needed, will be included in the development of future year budgets during the annual budget process.

FOR QUESTIONS CONTACT: Linh Le, Division Manager-Employment, (408) 535-5652