

CITY OF PITTSBURGH

Office of Management and Budget

William Peduto, Mayor

Jennifer Olzinger, Acting Director

RFP AWARD RECOMMENDATION SUMMARY

OVERVIEW

The Human Resource and Civil Service Department solicited a Request for Proposal (RFP Number) 19000312 for (RFP Title) Fire Barrier Assessment. The summary of services include:

- Collect and review relevant written content related to hiring
- Compile Data
- Focus Groups/Meetings with Stakeholder Groups
- Research comparable cities
- Detail findings in a report
- Final Presentation and Q&A with Stakeholders

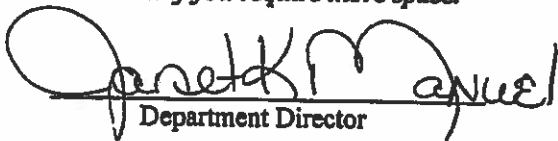
RECOMMENDATION

After a thorough evaluation by the Selection Committee, we recommend an award be made to National Testing Network. While other Respondents also offered good overall Proposals, National Testing Network can provide:

- Leadership - Leading provider of continuous recruitment and employment testing services for public safety departments.
- Experience - Established in 2006; 13 years of experience and history of working with local government.
- Accessibility - Has over 100 testing center locations in facilities across the United States.
- Specialties - Job Posting, Recruitment, Exam Scheduling, Video Simulation Exams, Physical Ability Tests, Exam Administration, Exam Scoring, Background Investigation Services.

****ABOVE: Please explain your justification for awarding to this vendor****

Example: (services with equal expertise at a lower overall cost to the city, etc.) You may also attach an additional document if you require more space.


Department Director

8-15-2019
Date

Please Note: OMB will not notify any suppliers of an award or non-award until first approved by the Mayor's Office!

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National Testing Network's Supplemental Response to RFP19000312 Fire Barrier Assessment

The following information is supplemental to the proposal provided in response to RFP19000312 Fire Barrier Assessment. The following is an outline of work associated with conducting a barrier analysis. This is separate from the work proposed in the response to the RFP submitted by National Testing Network (NTN). The outcome of this work would result in information related to the specific barriers within the Pittsburgh firefighter hiring process that impact the ability to hire women and ethnically diverse candidates. NTN will assess hiring policies and practices ensuring there is an equal opportunity for all qualified participants applying for firefighter positions. Areas of strength and weakness throughout the City's policies and practices will be identified, and possible solutions will be recommended to rectify areas of weaknesses.

Barrier Assessment Objectives

1. Detail the entire hiring process
2. Obtain and analyze prior process data
3. Document recruitment strategies
4. Identify process barriers
5. Compare process with similar cities - (process, barriers, change)
6. Identify challenges to barrier removal
7. Make recommendations to improve the process
 - a. Barrier removal strategies
 - b. Recruitment strategies
 - c. Screening strategies
 - d. Job requirements
 - e. City requirements

Work Plan

1. Collect and review relevant written content related to hiring, such as:
 - a. Federal, state and local laws
 - b. Union contracts and bargaining agreements
 - c. City and fire department policies and procedures
 - d. Job specifications/Job analysis
 - e. Process steps
 - f. Recruitment material
 - g. Screening process
2. Compile Data
 - a. Candidate tracking data from application to hire for multiple processes
 - b. Department demographic data
 - c. Regional/State demographic data
 - d. Demographics from other similar fire departments



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3. Focus Groups/Meetings/Surveys with stakeholder groups
 - a. Independent meetings/focus groups to identify all possible challenges
 - b. Identify areas that can be supported vs. cannot
 - c. Collect different viewpoints for different stakeholder groups
 - d. Stakeholder groups to include, HR, Civil Service, Fire Department (FD) Management, Union Members and Diverse Groups
 - e. General survey to larger firefighter group assessing their knowledge and perspectives of the process
 - f. Document current and future recruitment strategies and screening
4. Research other comparable cities
 - a. Identify 4-6 comparable departments
 - b. Identify departments with similar demographics with higher representation of diverse firefighters
 - c. Research process and, where possible, contact departments for more in-depth interviews
 - d. Gain insight into recruitment and barrier removal strategies
5. Detail findings in a final report
 - a. Summarize findings in a report, including process, data, and findings
 - b. Provide information proven results from comparable cities, as well as NTN client departments
 - c. Recommendations for change and, where possible, implementation plans
6. Final presentation and Q&A with stakeholders

Pricing

Deliverable	Total
1. Collect and Review Relevant Written Content	\$6,125
2. Compile Data	\$11,300
3. Focus Groups/Meetings/Surveys with Stakeholder Groups	\$14,250
4. Research Other Comparable Cities	\$5,400
5. Final Reporting	\$12,800
Grand Total	\$49,875

Note: The cost quoted includes travel for two trips:

1. Focus Group Meetings
2. Final Presentation