

RESOLUTION 2005- 50

AUTHORIZING CONTRACT 2005-011 WITH EB JACOBS, LLC TO PROVIDE SELECTION AND ASSESSMENT CONSULTING SERVICES FOR HIRING TRANSIT POLICE OFFICERS IN AN AMOUNT NOT TO EXCEED \$80,000.00 (GENERAL FUND – TRANSIT POLICE DEPARTMENT BUDGET)

WHEREAS, the Authority has a requirement to obtain consulting services to develop and administer a selection and assessment process for hiring Transit Police officers; and

WHEREAS, the proposal of EB Jacobs LLC, located at 300 S. Burrowes Street, State College, PA 16801 to provide these consulting services was received on March 10, 2005; and

WHEREAS, after negotiations, the proposal of EB Jacobs LLC to provide these consulting services in an amount not to exceed \$80,000.00 was determined to be the most advantageous to the Authority, cost and other factors considered; and

WHEREAS, the General Manager/Secretary-Treasurer deems the negotiated offer of EB Jacobs LLC to be in the best interest of the Authority and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the offer of EB Jacobs, LLC, as negotiated, to provide consulting services to develop and administer a selection and assessment process for hiring Transit Police officers be and the same is hereby accepted.

Section 2. That the General Manager/Secretary-Treasurer of the Authority be and he is hereby authorized to enter into a contract with EB Jacobs, LLC to provide said consulting services to develop and administer a selection and assessment process for hiring Transit Police officers.

Section 3. That said contract shall be payable out of the General Fund, Transit Police Department budget, in an amount not to exceed eighty thousand & 00/100 dollars (\$80,000.00).

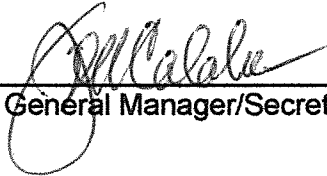
Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon appropriation of funds for future years; compliance by the contractor to the Specifications and Addenda thereto, if any, the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2004-112; bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects EB Jacobs, LLC will attempt to exceed the 0% minimum DBE goal assigned to this procurement.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: April 19, 2005


President

Attest: 
CEO, General Manager/Secretary-Treasurer



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: AUTHORIZING CONTRACT 2005-011 WITH EB JACOBS, LLC TO PROVIDE SELECTION AND ASSESSMENT CONSULTING SERVICES FOR HIRING TRANSIT POLICE OFFICERS IN AN AMOUNT NOT TO EXCEED \$80,000.00 (GENERAL FUND – TRANSIT POLICE DEPARTMENT BUDGET)	Resolution No.: 2005-50
	Date: April 14, 2005
	Initiator: Transit Police Department
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

1.0 **PURPOSE/SCOPE:** This action will allow the Authority to enter into a contract for obtaining a consultant to assist the Authority in developing and administering a selection and assessment process for hiring Transit Police officers.

2.0 **DESCRIPTION/JUSTIFICATION:** The Authority has vacant Patrol Officer positions to fill and requires a consultant to assist in developing, administering and scoring a valid written selection test for approximately 500 applicants. This evaluation process needs to be legally defensible. Based on the ranking of applications on the written test, approximately 50 applicants will progress through the remaining components of the selection process. The additional components will include an assessment of both oral communication skills and physical and psychological abilities.

The consultant will provide a rank-ordered list indicating applicants who successfully complete the assessment process. The consultant will also prepare a final report documenting the tasks performed to complete the project and the outcome of each component.

3.0 **PROCUREMENT BACKGROUND:** Three proposals were received in response to this solicitation. After evaluation by a panel of Authority employees in accordance with established Procurement Department policies and procedures, and after negotiations, the proposal of EB Jacobs, LLC to provide these consulting services was selected as the most advantageous to the Authority.

EB Jacobs, LLC specializes in the development, validation, and defense of human resource programs for public sector agencies. In business since 1984, Landy, Jacobs, & Associates transitioned the public safety sector of the consulting business into EB Jacobs, LLC. They have worked with numerous law enforcement agencies to assist them with the evaluation and selection of new law enforcement officers. Their proposed procedure includes assessment of written cognitive abilities; oral cognitive and interactive abilities; physical fitness; background history and experience; and psychological fitness for duty.

A cost analysis has been performed and the Procurement Department has determined that the price of EB Jacobs, LLC is fair and reasonable to the Authority.

- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: All Affirmative Action requirements have been met. A 0% DBE goal was established for this procurement due to the lack of subcontracting opportunities
- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: This contract will be funded through the General Fund, Transit Police budget in an amount not to exceed eighty thousand & 00/100 dollars (\$80,000.00). The negotiated price is 6% less than the amount budgeted for this project.
- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer will leave the Authority without the ability to professionally develop and administer a selection and assessment process for hiring Transit Police officers.
- 8.0 RECOMMENDATION: This procurement was reviewed by the Board of Trustees Operations Committee at their April 5, 2005 meeting and recommended for approval to the Board of Trustees. It is recommended that the offer of EB Jacobs, LLC be accepted and the resolution passed authorizing the General Manager/Secretary-Treasurer to enter into a contract.
- 9.0 ATTACHMENTS: None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement Requirements.



CEO, General Manager/Secretary-Treasurer