

RESOLUTION NO. 2007-89

AUTHORIZING CONTRACT 2007-048 WITH BARRETT & ASSOCIATES TO PROVIDE SELECTION AND ASSESSMENT CONSULTING SERVICES FOR HIRING TRANSIT POLICE OFFICERS IN AN AMOUNT NOT TO EXCEED \$70,000.00 (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 Barrett & Associates, located at 1772 State Road, Cuyahoga Falls, OH 44223 to provide these consulting services was received on June 4, 2007; and

WHEREAS, after negotiations, the proposal of Barrett & Associates to provide these consulting services in an amount not to exceed \$70,000.00 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 Barrett & Associates 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 Barrett & Associates, 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 Barrett & Associates to provide such consulting services to develop and administer a selection and assessment process for hiring Transit Police officers.

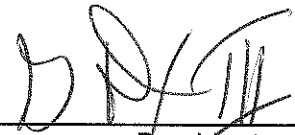
Section 3. That said contract shall be payable out of the General Fund, Transit Police Department budget, in an amount not to exceed seventy thousand & 00/100 dollars (\$70,000.00).

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon compliance by the contractor to the Specifications and Addenda thereto, if any, the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2007-64; 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 Barrett & Associates will attempt to exceed the 0% minimum DBE goal assigned to this procurement.

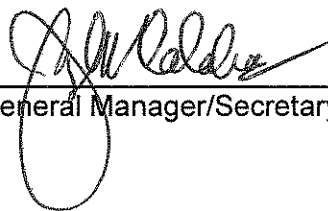
Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: July 24, 2007



President

Attest:



CEO, General Manager/Secretary-Treasurer



TITLE/DESCRIPTION: AUTHORIZING CONTRACT 2007-048 WITH BARRETT & ASSOCIATES TO PROVIDE SELECTION AND ASSESSMENT CONSULTING SERVICES FOR HIRING TRANSIT POLICE OFFICERS IN AN AMOUNT NOT TO EXCEED \$70,000.00 (GENERAL FUND, TRANSIT POLICE DEPARTMENT BUDGET)	Resolution No.: 2007-89
	Date: July 19, 2007
	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 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 needs to fill current and future vacancies in the Transit Police Department. This consultant will assist the Authority in developing, administering and scoring a valid written selection test for approximately 500 applicants. 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 evaluation components will include an assessment of oral communications skills, basic computer skills, report writing skills, and a psychological assessment to ensure emotional stability

The consultant will provide a rank-ordered list indicating applicants who successfully complete the assessment process and will prepare a final report documenting the tasks performed to complete the project, and the outcome of each component. It is important to have a legally defensible process for this evaluation.

3.0 **PROCUREMENT BACKGROUND:** The Request for Proposal (RFP) was posted on the procurement website and advertised in the local newspapers. Four proposals were received on June 4, 2007 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 Barrett & Associates to provide these consulting services in an amount not to exceed \$70,000.00 was selected as the most advantageous to the Authority.

Barrett & Associates specializes in the development, validation, and defense of human resource programs for public sector agencies. They have been in business since 1990. They have worked with numerous agencies to assist them with the evaluation and selection of new safety and fire department positions. Their proposed procedure includes assessment of written cognitive abilities; report writing; computer skills; oral cognitive and interactive abilities; and psychological fitness for duty.

A cost analysis has been performed and the Procurement Department has determined that the price of Barrett & Associates is fair and reasonable for 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 certified DBE firms.
- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: This contract will be funded through the General Fund, Transit Police Department budget in an amount not to exceed seventy thousand & 00/100 dollars (\$70,000.00). The negotiated price is equal to 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 July 10, 2007 meeting and recommended for approval to the Board of Trustees. It is recommended that the offer of Barrett & Associates 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