

**A RESOLUTION**

**BY THE PUBLIC SAFETY AND LEGAL ADMINISTRATION COMMITTEE**

**AN RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO A CONTRACT WITH BOOTH RESEARCH INCORPORATION FOR FC – 4828, ON BEHALF OF THE DEPARTMENT OF FIRE RESCUE IN AN AMOUNT NOT TO EXCEED ONE-HUNDRED TWENTY-NINE THOUSAND AND ZERO CENTS (\$129,000) FOR THE PURPOSE OF PROVIDING PROMOTIONAL EXAMINATIONS FIRE CAPTAINS AND LIEUTENANTS. ALL COSTS TO BE CHARGE TO: FUND-1001, DEPARTMENT-230102, ACCOUNT-7212001, FUNCTION ACTIVITY-3510000; AND FOR OTHER PURPOSES.**

**WHEREAS**, the Department of Fire Rescue offers promotional examinations for the ranks of Fire Captain and Lieutenant in accordance with City Code of Ordinances, Chapter 114, Division 4, Sub Division 2 “Fire, Police, and Corrections Promotions; and

**WHEREAS**, the **Booth Research Group, Inc** was selected as the most reliable and qualified proponent of the promotional examination testing services pursuant to a Request for Proposal (RFP); and

**WHEREAS**, the Department of Fire Rescue desires to execute Formal Contract FC-4828 with Booth Research Group, Inc. for the purpose of providing promotional testing services; and

**BE IT THEREFORE RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA GEORGIA AS FOLLOWS:**

**Section 1:** The Mayor or her designee is hereby authorized to enter into a contract with Booth Research Group, Inc. for the purpose of providing promotional testing services for the Department of Fire Rescue in the amount not to exceed One-Hundred, Twenty-Nine Thousand dollars and zero cents(\$129,000.00).

**Section 2:** That the term of the contract is for two (2) years with a two (2) year renewal option at the sole discretion of the City.

**Section 3:** That all contracted work shall be charged to and paid from Fund Account – 1001, Department – 230102, Account – 7212001, Function Activity – 3510000

**Section 4:** That the Chief Procurement Officer is herby directed to prepare an appropriate contractual agreement to be approved by the City Attorney as to form.

***Legislative White Paper***

Committee of Purview: PUBLIC SAFETY AND LEGAL ADMINISTRATION

Caption

AN RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO A CONTRACT WITH BOOTH RESEARCH INCORPORATION FOR FC – 4828, ON BEHALF OF THE DEPARTMENT OF FIRE RESCUE IN AN AMOUNT NOT TO EXCEED ONE-HUNDRED TWENTY-NINE THOUSAND AND ZERO CENTS (\$129,000) FOR THE PURPOSE OF PROVIDING PROMOTIONAL EXAMINATIONS FIRE CAPTAINS AND LIEUTENANTS. ALL COSTS TO BE CHARGE TO: FUND-1001, DEPARTMENT-230102, ACCOUNT-7212001, FUNCTION ACTIVITY-3510000; AND FOR OTHER PURPOSES.

Council Meeting Date: April 20, 2009

Legislation Title: Fire Rescue Promotional Testing 2009 – FC-4828

Requesting Dept.: Atlanta Fire Rescue

Contract Type: NA

Source Selection: NA

Bids/Proposals Due: NA

Invitations Issued: NA

Number of Bids/  
Proposals Received: NA

Bidders/Proponents: NA

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**Background:** The Department of Fire Rescue currently do<sup>s</sup> not have an active promotional registry for the ranks for Fire Captain and Lieutenants as indicated in the City Code of Ordinance Chapter 114, Division 4, Sub Division 2 “Fire, Police, and Corrections Promotions. Though a competitive bid process, the Booth Research Incorporation was selected by the department to administer the examination testing process and all other related services required in FC – 4828. All costs are to be charged to: FUND-1001, DEPARTMENT-230102, ACCOUNT-7212001, and FUNCTION ACTIVITY-3510000

Fund Account Center: NA

Source of Funds: NA

Fiscal Impact: NA

Term of Contact: NA

Prepared By: Wilmond Meadows – (404) 449-2682

**Department of Procurement  
Legislative Summary**

**Committee of Purview:**  
Finance/Executive

**Caption:**

**Council Meeting Date:**

**Legislation Title:** Contract Agreement between Booth Research Incorporation and the City FC-4828

**Requesting Dept.:** Atlanta Fire and Rescue Department

**Contract Type:** Captain and Lieutenant Promotional Testing

**Source Selection:** RFP

**Bids/Proposals Due:** January 14, 2009

**Number of Bids/  
Proposals Received:** Four (4)

**Bidders/Proponents:**

- 1) **Booth Research Group, Inc.**
- 2) Morris & McDaniels, Inc.
- 3) CWH Research
- 4) Industrial/Organizational Solutions, Inc.

**Justification Statement:** Based on the information submitted and the evaluation criteria established for this project, the most responsible and responsive proponent is Booth Group, Inc.

**Background:** Will provide the City with a qualified firm to provide examination testing services. The Contractor is responsible for development and overseeing written testing, scoring and analysis for Captain and Lieutenant Promotions for Atlanta Fire and Rescue Department.

**Fund Account Center:** Fund-1001, Department-230102, Account-7212001, Function Activity-3510000; and for other purposes.

**Source of Funds:** N/A

**Fiscal Impact:** One Hundred Twenty Nine Thousand Dollars, and No Cents (129,000.00).

**Term of Contract:** Two (2) years with a two (2) year renewal option at the sole discretion of the City.

**Approvals:** **DOF: YES**  
**DOL: YES**

**Prepared by:**  
**Contact Number:**

**Elsa D. Castro**  
**(404) 330-6426**



**CITY OF ATLANTA**  
**FIRE – RESCUE DEPARTMENT**  
An Accredited Agency  
City Hall East 675 Ponce de Leon Avenue, NE Suite 2001  
Atlanta, GA 30308-1807  
(404) 853-7000 FAX (404) 853-7094  
ICHEFS ID – ATLFRDHQ

**SHIRLEY FRANKLIN**  
**MAYOR**

**KELVIN J. COCHRAN**  
**FIRE CHIEF**

**MEMORANDUM**

**TO:** Deputy Chief David A. Chapman  
Department of Procurement

**FROM:** Assistant Chief Wilmond A. Meadows  
Department of Fire Rescue

**DATE:** February 20, 2009

**SUBJECT:** **RECOMMENDATION FOR BID AWARD – LIEUTENANTS & CAPTAINS PROMOTIONAL EXAMINATION**

Our panel members have reviewed the proposals from businesses concerning the development and administration of Captain and Lieutenant written exams and oral assessments for the Atlanta Fire Rescue Department.

The proposals were evaluated on their general capacity/organization/key personnel, prudent business practices and effective methodology, their financial condition, years of experience, and the cost of proposed services. Also considered was their ability to meet timelines, project years of experience, personnel credentials and relative experience, litigation and complaints.

Our panel members recommend **Booth Research Group, Inc.** to receive the contract to administer the promotional exams and assessments for the rank of Captain and Lieutenant for the Atlanta Fire Rescue Department. This is based on their proposal in all aforementioned measurable criteria and their willingness to customize key components of the process.

Should you have any questions, or need additional information, please contact me.





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# CITY OF ATLANTA

SUITE 1700

55 TRINITY AVENUE, SW

ATLANTA, GA 30303

(404) 330-6010 Fax: (404) 658-7359

Internet Home Page: [www.atlantaga.gov](http://www.atlantaga.gov)

Shirley Franklin  
Mayor

OFFICE OF CONTRACT COMPLIANCE

Hubert Owens

Director  
[h Owens@atlantaga.gov](mailto:h Owens@atlantaga.gov)

## MEMORANDUM

TO: Adam L. Smith Esq.  
Chief Procurement Officer

FROM: Hubert Owens  
Director – Office of Contract Compliance

RE: **FC# 4828, Captain & Lieutenant Promotional Testing (RFP)**

DATE: March 23, 2009

The Office of Contract Compliance has evaluated Four (4) Proposals for minority and female business enterprise participation. All proponents are eligible under Section 2-1449(a) (2) (C) but only three (3) have been deemed responsive by the Office of Contract Compliance. For your information, the proponents have committed to utilizing AABE's, FBE's, HBE's, and ABE's as indicated below:

<b>Morris &amp; McDaniel, Inc.</b>		15 pts
Giavonna Contractors	FBE	4.0%
AR & Associates, LLC	AABE	16.0%
3T Enterprises	AABE	5.0%
<b>Total Participation</b>		<b>25.0%</b>

<b>Industrial Organizational Solutions</b>		15 pts
The Arnold Corporation	FBE	4.0%
HA Management Consulting	AABE	21.0%
<b>Total Participation</b>		<b>25.0%</b>

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Adam L. Smith  
March 24, 2009

<b>Booth Research Group, Inc.</b>		15 pts
ARK Temporary Staffing	FBE	4.5%
Airport Shuttle, Inc.	AABE	3.9%
Sump' Em Good Catering	AABE	7.3%
Design, Print, and Display Group	AABE	5.6%
<b>Total Participation</b>		<b>25.6%</b>

<b>CWH Research</b>		0 pts
<b>Total Participation</b>		<b>0%</b>
<b>Non-Responsive</b>		

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If you have questions, please contact me at (404) 330-6010 or Tracy Reed at (404) 330-6011.

cc: File  
Elsa D. Castro, DOP

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Commissioner Signature \_\_\_\_\_

*Kelvin E. Calnan*

Originating Department: Fire and Rescue Contact (name) Wilmond Meadows

Committee(s) of Purview: Public Safety and Legal Administration Committee

Committee Deadline: \_\_\_\_\_

Committee Meeting Date(s): 3/31/09 Full Council Date: 4/20/09

CAPTION

AN RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO A CONTRACT WITH BOOTH RESEARCH INCORPORATION FOR FC – 4828, ON BEHALF OF THE DEPARTMENT OF FIRE RESCUE IN AN AMOUNT NOT TO EXCEED ONE-HUNDRED TWENTY-NINE THOUSAND AND ZERO CENTS (\$129,000) FOR THE PURPOSE OF PROVIDING PROMOTIONAL EXAMINATIONS FIRE CAPTAINS AND LIEUTENANTS. ALL COSTS TO BE CHARGE TO: FUND-1001, DEPARTMENT-230102, ACCOUNT-7212001, FUNCTION ACTIVITY-3510000; AND FOR OTHER PURPOSES.

**BACKGROUND/PURPOSE/DISCUSSION:**

The Department of Fire Rescue currently do<sup>n</sup>ot have an active promotional registry for the ranks for Fire Captain and Lieutenants as indicated in the City Code of Ordinance Chapter 114, Division 4, Sub Division 2 "Fire, Police, and Corrections Promotions. Though a competitive bid process, the Booth Research Incorporation was selected by the department to administer the examination testing process and all other related services required in FC – 4828. All costs are to be charged to: FUND-1001, DEPARTMENT-230102, ACCOUNT-7212001, and FUNCTION ACTIVITY-3510000

FINANCIAL IMPACT (if any): None

Mayor's Staff Only

Received by Mayor's Office: \_\_\_\_\_

3/17/09  
(date) *[Signature]*

Reviewed by: \_\_\_\_\_

*[Signature]*  
(date)

Submitted to Council: \_\_\_\_\_

(date)