

City Council – Action Request Form

Date: August 8, 2022

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Patrice Toney, Assistant City Manager
 William L. Mayo, Fire Chief
 Shantell McClam, City/County Purchasing Director

Council Action Requested:
 Resolution Awarding Contract for Winston-Salem Fire Department Promotional Assessment Services

Strategic Focus Area: Service Excellence
Strategic Objective: No
Strategic Plan Action Item: No
Key Work Item: No



Summary of Information:

The Winston-Salem Fire Department (WSFD) needs a service provider to conduct promotional assessment services, which may include written examination administration/scoring, assessment center design/development, and onsite assessment center administration. A Request for Proposals (RFP) process was conducted, and four proposals were submitted. An evaluation panel of City staff reviewed the proposals received to verify they met the requirements of the RFP. Exhibit B provides the combined scores of the evaluation panel for the proposal.

This item recommends awarding the WSFD promotional assessment services to PAS Consulting Group, LLC, for the estimated annual amount of \$50,000. Terms of the RFP specify the initial contract term of three years from the date of award for a potential contract value in the estimated amount of \$150,000. Funds for the service are subject to approved City Council budget appropriations.

Committee Action:

Committee	Finance 8/8/22	Action	Approval
For	Unanimous	Against	

Remarks:

M/WBE comment: Notifications were sent to all local M/WBE and area HUB businesses on a weekly basis. The bid opportunity was advertised on the City and State of NC Purchasing websites. See Exhibits A and B for a complete list of businesses notified of this bid as well as workforce demographics for the recommended vendor.