



# CITY OF LONG BEACH

# R-35

LONG BEACH CIVIL SERVICE COMMISSION

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August 13, 2019

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt Specifications No. RFP CS18-135 and award a contract to PSI Services LLC, of Glendale, CA, for developing and implementing a broad-based online employment testing system, in an amount not to exceed \$200,000 for a period of two years, with the option to renew for three additional one-year periods, at the discretion of the City Manager. (Citywide)

## DISCUSSION

City Council approval is requested to enter into a contract with PSI Services LLC (PSI), for developing and implementing a broad-based online employment testing system to support the Civil Service Department's efforts to improve the efficiency and effectiveness of the hiring process.

The Civil Service Department is conducting a comprehensive review of its employment testing system to enhance the candidate experience, improve cycle-time for hiring, streamline processes, increase the quality of candidate pools, and advance equity and diversity within the City organization. The Department is interested in transitioning, where appropriate, to a broad-based online employment testing system to improve efficiency and effectiveness. The Department anticipates this transition will also result in reduced costs and verifiably improved metrics for the reliability and validity of its selection processes.

The Request for Proposal (RFP) was advertised in the Long Beach Press-Telegram on September 5, 2018, and 128 potential proposers specializing in implementing employment testing systems were notified of the RFP opportunity. Of those proposers, 18 downloaded the RFP via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's website at [www.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing). An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 26 local, minority, and women-owned business groups. Two proposals were received on December 4, 2018. Of those two proposers, neither were Minority-owned Business Enterprises (MBEs), Women-owned Business Enterprises (WBEs), certified Small Business Enterprises (SBEs), or Long Beach businesses (Local).

Comprised of representatives from the Department of Public Works, Water Department, Civil Service Department, Human Resources, and the Office of the City Manager, a selection committee evaluated both proposals based on criteria specified in the RFP. With

a longstanding track record of completing assessment projects with other large public and private sector agencies, the selection committee determined that PSI Services LLC, of Glendale, CA (not an MBE, WBE, SBE, or Local), was the most qualified firm to provide the services.

### **Local Business Outreach**

In an effort to align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download the RFP specifications. Through outreach, 26 Long Beach vendors were notified to submit proposals, of which none downloaded nor submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Principal Deputy City Attorney Gary Anderson on July 23, 2019, Purchasing Agent Tara Yeats on July 18, 2019 and by Budget Management Officer Rhutu Amin Gharib on July 23, 2019.

### **TIMING CONSIDERATIONS**

City Council action to adopt Specifications No. RFP CS18-135 and award a contract concurrently is requested on August 13, 2019, to ensure the contract is in place expeditiously.

### **FISCAL IMPACT**

The total contract amount for the online employment testing system will not exceed \$200,000. Sufficient funds to support this contract are budgeted in the Employee Benefits Fund Group in the Civil Service Department. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. The award of this contract will provide continued support to our local economy by assisting in the preservation of employment for six full-time employees residing in Long Beach.

### **SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,

  
DAVID P. HONEY  
INTERIM EXECUTIVE DIRECTOR  
CIVIL SERVICE