



## Legislation Text

---

**File #:** 1189-2020, **Version:** 1

---

**Need:** This ordinance authorizes the Executive Director of the Civil Service Commission to modify, increase the maximum authorized expenditure, and extend the contract with Association for Psychotherapy, Inc. through December 31, 2020. This contract provides psychological screening services for public safety recruits for upcoming classes at the Police and Fire Academies.

The current contract for psychological screening services expires July 14, 2020. Commission staff was just beginning the procurement process this spring to request proposals for a new 2020 contract. With COVID-19 closures and limited staff resources with remote work, the department wishes to extend the contract through the end of 2020. This should allow interested companies to submit proposals without issues related to COVID-19 closures. In addition, it will allow for uninterrupted services for the next academy classes scheduled for late 2020. The department anticipates beginning the procurement process for the next contract in the fall. This modification is also required in order to add funds for processing applicants this fall.

Funding is typically added before each set of academy classes. The contract's requirements cannot be awarded through other procurement processes since this is a professional services contract that has already been awarded through the regular Request for Proposals process. The costs for the services provided in this contract have not increased since the initial contract was approved.

**Bid Information:** In 2017, the City of Columbus Civil Service Commission published a Request for Proposals (RFP) for these services and sent the RFP to organizations registered with the City's Vendor Services website. Proposals were accepted through May 8, 2017. Six proposals were received. None of the companies had MBE or FBE certification with the City at the time of the proposal submission. An evaluation committee reviewed these proposals and the Executive Director awarded the contract to the Association for Psychotherapy, Inc. (Ord.1600-2017). The selected firm has since become a certified FBE with the Office of Diversity and Inclusion.

**Emergency Designation:** Emergency legislation is requested in order to continue scheduling for Police and Fire applicants for upcoming Academy classes.

**Contract Compliance Number:** 311441549, expires 1/15/2021.

**FISCAL IMPACT:** Funding for this service was budgeted in the Civil Service Commission's general fund budget.

To authorize the Executive Director of the Civil Service Commission to modify, increase, and extend the contract with Association for Psychotherapy, Inc. for the psychological screening of public safety recruits; to authorize the expenditure of \$25,000.00 from the General Fund; and to declare an emergency. (\$25,000.00)

**WHEREAS**, in 2017, the City of Columbus Civil Service Commission accepted proposals from qualified companies for psychological screening services; and,

**WHEREAS**, the Civil Service Commission awarded the contract to the Association for Psychotherapy, Inc.; and,

**WHEREAS**, the department started the procurement process to secure a new contract for psychological screening services but COVID-19 closures interrupted the process and the department is requesting to modify, increase, and extend the existing contract; and,

**WHEREAS** it is now necessary to modify, increase, and extend the contract with Association for Psychotherapy, Inc., through December 31, 2020, in order to continue scheduling public safety recruits in preparation for upcoming academy classes; and,

**WHEREAS** an emergency exists in the usual daily operation of the Civil Service Commission, in that it is immediately necessary to authorize the Executive Director to modify, increase, and extend the contract with Association for Psychotherapy, Inc. in order to continue scheduling police and fire recruits in preparation for summer academy classes, thereby preserving the public peace, property, health, safety, and welfare; **now therefore:**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:**

**SECTION 1.** That the Executive Director of the Civil Service Commission be, and is hereby, authorized to modify, increase, and extend the contract with Association for Psychotherapy, Inc. through December 31, 2020 for the purpose of administering psychological screenings to public safety recruits for the Department of Public Safety's entry-level sworn positions.

**SECTION 2.** That the additional expenditure of \$25,000.00, or so much thereof as may be needed, is hereby authorized in Fund 1000 General Fund in object class 03 per the accounting codes in the attachment to this ordinance.

**SECTION 3.** That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

**SECTION 4.** That for the reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor or ten days after passage if the Mayor neither approves nor vetoes the same.