

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New
 ☐ OTR
 ☐ Sole Source
 ☐ Bid Waiver
 ☐ Emergency
 Previous Contract/Project No. N/A

Contract
☐ Re-Bid ☐ Other
 LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: RQPD1700002
 TERM OF CONTRACT NA YEAR(S) WITH NA YEAR(S) OTR

Requisition /Project Title: Physical Abilities Test Study

Description: TO ESTABLISH A CONTRACT FOR THE PHYSICAL ABILITIES TEST STUDY FOR PREEMPLOYMENT, AS WELL AS RE-ESTABLISHING MINIMUM STANDARDS FOR TESTING OF SPECIAL RESPONSE TEAM AND CANINE UNIT POLICE OFFICERS.

Issuing Department: MDPD
 Contact Person: L.ROMANO
 Phone: 305-471-2596

Estimate Cost: \$134,000
 GENERAL FEDERAL OTHER
 Funding Source: General

ANALYSIS

Commodity Codes:	<u>918-46</u>				
Contract/Project History of previous purchases three (3) years Check here <input checked="" type="checkbox"/> if this is a new contract/purchase with no previous history.					
	EXISTING	2ND YEAR	3RD YEAR		
Contractor:					
Small Business Enterprise:					
Contract Value:	\$	\$	\$		
Comments:					

Continued on another page (s): ☐ YES ☒ NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed: <u>NATALYA VASILYEVA</u> <i>Natalya Vasiljeva</i>	Date sent to SBD: <u>01/31/2017</u> Date returned to DPM:
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Scope of Services

Introduction

The Miami-Dade Police Department (MDPD) is seeking to implement a Physical Abilities Test (PAT) for pre-employment screening of police officer applicants, as well as re-establish minimum standards for our Special Response Team (SRT) and Canine Unit (CU). In order to determine a standard passing time for the PAT, a validation study is essential.

Background

Currently, there are several physical fitness standards that the MDPD is looking to create and revise. The MDPD does not have a pre-employment Physical Abilities Test for police officer applicants. This test must be able to predict who can and who cannot physically perform the job of police officer. Additionally, the MDPD needs to update a fitness standard for the Special Response Team (SRT) and Canine (K9) that was created in 1989 by a contracted exercise physiologist.

Specifications

The researcher will conduct a Job Task Analysis (JTA) for the position of police officer, SRT and K9 to ensure that the existing tests currently used by the MDPD during the selection process has a relevant and valid cut off score. The analysis will include an understanding of the essential physical tasks of the various positions, and identify key physical requirements that are necessary to fully conduct the various physical tasks on a daily basis, including critical essential tasks. The administration and analysis of questionnaires is an expectation of this process, as well as a panel of Subject Matter Experts (SMEs) to provide input during the study. Measurements in the JTA will ultimately provide information on the weight of objects lifted, push and pull measurements, distance, intensity and frequency of tasks. A statistical analysis on all of the information collected during the JTA will be conducted, and this information will be used in the validation process of the existing tests, and any modifications of the test will be made according to the supporting data.

In addition to the JTA and possible modification (when necessary), and subsequent validation of existing tests, the researcher shall assist in providing guidelines for future testing and a recommended program for continuity in standard operating procedures for training personnel. In this comprehensive recommendation, the researcher should provide an overview on barriers to reliability in testing. Recommendations on having test-retest reliability and reducing the possibility of test-retest variability would also be an important part of the final report.

This task will include analyzing the data from the perspective of the most current case law relative to disparate impact on a protected class of individuals and creating minimum standards consistent with the business' necessity. Individuals administering and taking the test should have an understanding of the expectations of testing. The goal is to have a minimum standard in fitness that are legally sufficient. The researcher will review MDPD fitness training policies and procedures, and provide recommendations to ensure continuity in fitness testing.

The researcher will conduct briefings with MDPD Command Staff after each major phase of the study, and discuss the need for additional review or direction as needed.

At the conclusion of the study, which is anticipated to be less than six months, the researcher will provide MDPD with a formal report and recommendations for policy revision and training improvements.

Requirements

The researcher will conduct a JTA and establish a panel from current MDPD personnel that will serve as internal subject matter experts (SMEs) to answer questions and provide feedback, as necessary. The panel will be used to discuss ideas, problems, and direction as the study progresses. It is anticipated that meetings will be held when necessary. While each deliverable (as described below) has a time for completion, multiple tasks will be conducted concurrently. The research team will complete the project and all deliverables will be provided in less than six months from date of approval by MDPD.

Deliverable #1: Job Task Analysis

The researchers will establish a clear project schedule. The research team will review all existing documents that describe the various positions of an MDPD police officer, SRT member and K9 member, including essential tasks and policies that impact employment and annual training. Additionally, participation would be required by the MDPD to help the researchers establish personnel to be part of a committee to review work at regular intervals, and assist in the development of one or more questionnaires (depending on need). This committee will include supervisors and managers from a variety of assignments. Interviews will be conducted, and an overview of materials and prior on the job injuries will be reviewed amongst other topics. The researchers will be responsible for reviewing current established legally defensible standards for conducting a JTA. Statistical analysis of the data collected from the questionnaires will also be an expectation of the project. The goal is to suggest a comprehensive job description for police officers that is legally sufficient. The review will include a comparison of other policies that have been approved by the U.S. Department of Justice from agencies that have been involved in similar processes.

This deliverable is expected to be completed in no more than 90 days. The cost for this deliverable can be lower than, but not exceed \$50,000.00.

Deliverable #2: Review current Physical Abilities Testing

The researchers will review MDPD fitness training procedures for police officers using the existing tests. This includes analyzing the job-relatedness and critical essential tasks of the existing test. When feasible, the researchers will make any necessary modifications of the existing tests based on evidence. The formulation of this evaluation will be completed in concert with the established committee that will aid in determining adequate performance. The researchers will create an absolute cut off score that is sensitive to any legal and legislative requirements. Considerations regarding the Americans with Disabilities Act (ADA) and the Federal Equal Employment Opportunity Commission Uniform Guidelines of Employee Selection Procedures should be

considered. Standards imposed should be recommended according to essential functions of the job of MDPD police officer and specialized units, and designed to minimize the number of injuries and/or disability from training or job performance.

This deliverable is expected to be completed in no more than 130 days. The cost for this deliverable can be lower than, but not exceed \$75,000.

Deliverable #3: Make recommendations for continuity in training

The research team should provide one or more manuals for the purpose of providing continuity in training to recruits, candidates, and trainers for facilitating the assessment. The training manual for recruits will include, but not be limited to, strategies for success in training for the test. The manual for the trainer will include, but not be limited to, any information necessary to conduct the testing in a consistent manner.

This deliverable is expected to be completed in 60 days. The cost for this deliverable can be lower than, but not exceed \$9,000.00.