

February 1, 2017

Title: City of Coquitlam Fire/Rescue Candidate Testing

BACKGROUND

Coquitlam Fire/Rescue is seeking consulting services to assist with a review of career firefighter candidate testing, specifically related to the physical testing requirements. The recruitment process includes components relating to physical assessment, aptitude testing and firefighter skills demonstrations, and candidates may be eliminated from consideration at several stages in the recruiting / testing process. It is not the intention for Coquitlam Fire/Rescue to deviate significantly from existing testing practices; however the goal is to refine and update to the most relevant and current standards.

SCOPE OF SERVICES

The successful proponent will provide the following services including, but not limited to:

- A review and recommendations for Phase 1 of the testing process, which is the timed run (1.65 mile run in 12 minutes) and knock-out element, namely: applicability/relevance, more effective means to capture and rank/score baseline physical fitness levels appropriate for the physical demands of firefighting;
- A review and recommendations for Phase 2 of the testing process, which is the biometric testing, namely: additional effective means to capture and rank/score baseline physical strength and dexterity levels appropriate for the physical demands of firefighting, new testing elements that should be incorporated into the evaluation and/or ones that can be omitted;
- A review and recommendations for Phase 3 of the testing process, which is the firefighter skills challenge and knock-out element, namely review all elements for appropriate capture and ranking;
- An Evaluation of all three phases for overall weighted scoring and ranking;
- Must be able to demonstrate experience in conducting similar evaluations for similar sized career fire departments and reference these comparisons, where applicable, in the final report; and
- Will be expected to communicate to Fire/Rescue any issues and concerns related to the deliverables.

REQUIREMENTS/SPECIFICATIONS/DELIVERABLES

Report: One (1) digital report in MS Word format including all appendices and references.

Delivery due date: April 30th, 2017

CRITERIA FOR SELECTION

In determining the successful proponent, Proponents should provide information on the items below and consideration will be given to:

- Consultant - Demonstrated ability to meet the proposal requirements, including the experience and capacity to deliver a quality product within the specified timelines, as outlined above.
- Identify any other personnel and sub-contractors to be used on the consultancy team
- Confirm Scope of Services and Deliverables
- Price – fee matrix by task for all services including hourly/daily rates (exclude GST)
- Timelines and completion date

PROPOSAL SUBMISSION DUE DATE

Proposals should be submitted to Jim Ogloff, email: jogloff@coquitlam.ca no later than **Monday, February 20th, 2017**.

The successful proponent will be notified no later than Friday, March 3rd, 2017.

ACCEPTANCE OF PROPOSALS

The City will not be responsible for any costs incurred by proponents in preparing a proposal. The City reserves the right to accept or reject any or all proposals or cancel this RFP at anytime.