

**CITY OF CHATTANOOGA PURCHASING DEPARTMENT
101 EAST 11th STREET, CITY HALL, SUITE G-13
CHATTANOOGA, TENNESSEE 37402**

Request for Proposal No.: 175950

Ordering Dept.: Human Resources

Buyer: Deidre Keylon; e-mail: dmkeylon@chattanooga.gov (NO E-MAILED PROPOSALS ACCEPTED)

Phone No.: 423-643-7231; Fax No.: 423-643-7244

Goods/Services Being Purchased: Fire Department Promotional Testing and Assessment Services

**SEALED PROPOSALS MUST BE RECEIVED AS SPECIFIED,
AND NO LATER THAN 4:00 P.M. E.S.T. ON SEPTEMBER 27, 2018;
ALL QUESTIONS MUST BE RECEIVED IN WRITING, AS SPECIFIED,
AND NO LATER THAN 4:00 P.M. E.S.T. ON SEPTEMBER 13, 2018**

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City. The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin. The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable: <http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated within Offeror's proposal.

NOTE: ALL PROPOSALS MUST BE SIGNED.

PLEASE PROVIDE THE FOLLOWING:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll-Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Signature: _____

Date: _____

COMPLETED AND SIGNED COVER PAGE MUST BE RETURNED WITH PROPOSAL

Request for Proposal

For Fire Department Promotional Testing and Assessment Services

City of Chattanooga, Tennessee
Human Resources



The Human Resources Department of the City of Chattanooga is soliciting proposals for promotional testing and assessment services for Fire Department personnel.

OVERVIEW

The City of Chattanooga (the City) is soliciting written proposals for promotion assessment centers to include testing and assessment for the ranks of Lieutenant, Captain, and Battalion Chief for the Chattanooga Fire Department. The anticipated candidate count by rank are: Lieutenant – 50, Captain – 50, and Battalion Chief -25.

The City will provide a facility acceptable to all parties for the administration of the assessment center. Members of the Human Resources (HR) staff are available to assist the independent contractor and staff (the Contractor) as needed for assessment administration and to assist the candidates.

SCOPE OF WORK

The following items are required for a proposal for the Assessment Center.

The Contractor will:

- Complete a new job task analysis on each rank. The City will provide subject matter experts (SMEs).
- Establish content validity for the Assessment Center exercises via the job analyses.
- Assist City HR Department and Fire Department staff in preparation of communications sent to all candidates.
- Provide on-site seminars for candidates on study skills and Assessment Center preparations. Would also like this information recorded and made available to candidates who cannot attend in person.
- Spend, preferably, up to two days per rank, with accommodations made for three shifts.
- Design up to three Assessment Center exercises for the Lieutenants, Captains, and Battalion Chiefs. Exercises must be work related and provide a demonstration of the knowledge, skills, abilities, and behaviors determined to be essential for success in each rank. Design a scoring process for the exercises that can be readily explained to the candidates.
- Design and provide a training module for the assessors using an adequate length of time based on the experience of the contractor or the assessor.
- Have adequate staff on site each day of the Assessment Centers to ensure

proper administration and scoring of exercises.

- Design a scoring process that conforms to the terms of the promotions policy. (see attached)
- Provide written feedback on each candidate to the City that may be used as personal feedback and motivation for the candidate.
- Provide a list of 4-6 references who have agreed to answer questions in regard to the Contractor's performance in designing and administering promotions Assessment Centers.
- Provide any other usual and reasonable consulting items and/or requests that may arise during the provision of services.
- Contractor should provide a history and results of any prior and existing legal actions in which it participated in any form relating to testing, services, validity, performance, personnel and confidentiality.
- Provide an estimated timeline for this project from start to finish.
- Provide itemized cost for Contractor obtaining Assessment Center assessors, including travel, lodging, and per diem expenses. Describe qualifications of assessors to be obtained.
- Develop candidate and assessor daily schedules to ensure the best use of available staffing and containment of costs.

In addition to the required proposal items, the City would like an add-on quote for developing, validating, proctoring, and scoring a written examination for each rank.

Any additional recommendations offered beyond the scope of this proposal will be considered and may be used in determining the best contractor.

EVALUATION CRITERIA AND METHOD

All proposals submitted in response to this RFP will be evaluated by an Evaluation Committee in accordance with the criteria described below. Total scores will be tabulated, and the contract will be awarded to the proposer whose proposal is deemed to be in the best interest of the City.

Evaluation Team

A team consisting of individuals will receive all proposals submitted. Each proposal will be awarded a maximum of 5 points based on the evaluation criteria. The City, at its sole judgment, will decide if a proposal is viable.

In preparing responses, Offerors should describe in detail how they propose to meet the specifications as detailed in this solicitation document.

The specific categorical criteria that will be applied to the proposal information, in order to assist the City in selecting the most qualified proposer(s) for the contract, are as follows:

- **30 points: Competency to perform the Scope of Work**
 - **15 points: Qualifications and Experience**
 - **15 points: References**
- **20 point: Approach to the Scope of Work**
 - **10 Points - Availability**
 - **10 Points - Work Plan**
- **10 points: Legal Support**
- **40 points: Cost/Price/Value**

Selection of Finalist(s)

After review of the proposals by the Evaluation Team and formal presentations (if any), the City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist(s) to negotiate an agreement.

Selection of Proposers for formal presentations (if any) and for contract negotiations will be evaluated based on an objective evaluation of the criteria listed above.

Formal Presentations

In the event that a Proposer cannot be selected solely on the Proposals submitted, the City may invite up to three (3) qualified firms for formal presentations. The City reserves the right, however, to invite more or less than this number, if the quality of the proposals so merits.

The Evaluation Team may revise the initial scores based upon additional information and clarification received in this phase. If your company is invited to give a presentation, the offered dates may not be flexible.

A presentation is for the purpose of clarification only and also may not be required, and therefore, complete information must be submitted with a proposer's proposal.

GENERAL INSTRUCTIONS TO PROPOSERS

Sealed Proposals must be submitted to the Purchasing Division, City of Chattanooga, in the format specified in this document for time-stamping by no later than 4:00 p.m., e.s.t., on September 27, 2018, to the attention of:

City of Chattanooga Purchasing Division
Attn: Deidre Keylon
101 East 11th Street,
Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231
Fax: (423) 643-7244

Late or misdirected proposals shall be rejected and returned unopened without exception. Postmarks are not accepted. E-mailed proposals are not accepted.

REQUEST FOR INFORMATION/QUESTIONS

All questions, and requests for information or clarification must be submitted in writing, and will be accepted until 4:00 pm, est. on September 13, 2018, and shall be sent to:

rfp@chattanooga.gov

With the e-mail subject line: QUESTION FOR RFP 175950 Fire Dept Promotional Assessment

If e-mail is inaccessible, questions and requests for information can be mailed in a clearly marked envelope which must indicate on the outside "**QUESTION FOR RFP 175950 Fire Dept Promotional Assessment**" to:

City of Chattanooga Purchasing Division
Attn: Deidre Keylon, Buyer
101 East 11th Street, Suite G13
Chattanooga, TN 37402

Or, the question/request for information can be faxed with the same identifying information above to:

Fax: (423) 643-7244

Communication During the RFP Process

Any communication concerning this RFP must be conducted exclusively with the City of Chattanooga Purchasing Division Buyer, until the evaluation and award process has been completed. Failure to follow this procedure will be negatively viewed in the selection process.

Response Format: Cover Letter

Include a cover letter, issued by an Officer of the proposing business entity, introducing your organization, summarizing your qualifications, and detailing any exceptions to the Standard Terms and Conditions.

Include principal contact information for this RFP, including address, telephone number, email address, and website (if applicable).

Number and Type of Copies

Proposer shall submit one complete, unbound printed copy and one electronic copy in PDF format on a flash drive. No disks. Jump drive or flash drive required. All proposals shall be submitted in a sealed non-transparent envelope or box clearly marked "**RFP 175950 - Fire Department Promotional Testing and Assessment Services**".

Detailed Technical Proposals

Complete technical submittals shall be submitted with the Proposal. These technical submittals shall describe in detail how the Proposer complies with each specification requirement of the RFP. Any deviations from the specifications shall be noted.

Implied Requirements

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the Proposal.

Proposer-Supplied Materials

Any material submitted by a Proposer shall become the property of the City unless otherwise requested in writing at the time of submission. **Any firm submitting a proposal should assume the information included in the proposal is subject to the Open Records / Freedom of Information Act.**

Incurring Costs

The City shall not be liable for any cost incurred by the proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its proposal.

Economy of Preparation

Proposals shall be prepared simply and economically. Proposals shall provide a straightforward and concise proposal description. Emphasis shall be placed on clarity and content.

Proposal Withdrawal Procedure

A Proposal may be withdrawn at any time until the date and time set above for opening of proposals. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer to provide the specifications set forth in the proposal, until the successful proposal(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

General Reservation of City Rights

The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification.

General Terms

Any contract resulting from this Request for Proposal will be subject to the City of Chattanooga's Standard Terms and Conditions.

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

Any exceptions to said Terms and Conditions must be submitted with Proposal response in the Cover Letter as specified above.

Proposers shall state any exceptions to or deviations from the terms of this Request for Proposals and the Standard Terms and Conditions. Where proposer wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. The Contractor shall be bound to accept all stated terms not excepted in its proposal.

City reserves the right to accept or reject any or all exceptions / deviations at its sole discretion. City reserves the right to reject excepted or conditional proposals at its sole discretion.

Contract Administration Activity

The Proposer will be expected to provide periodic reporting and/or attend Contract Administration meetings, as described in this document, or as otherwise required by the City Purchasing Division.

PAYMENT OF SERVICES

1. The City will make payment according to the City's policies and procedures.
2. Invoices
 - a. Accurate and complete Invoices, with all backup documentation, shall be submitted to:

City of Chattanooga
Attn: Accounts Payable Division
101 East 11th Street, Suite 101
Chattanooga, TN 37402
acctspayable@chattanooga.gov

- b. Vendor's Invoice must list a valid Email Address for billing questions and inquiries.
 - c. Vendor's Invoice Date must minimally be the date that the Invoice is submitted to the City. The Invoice Date must not precede submission date, the Ship Date

- or Service Date.
- d. Invoice descriptions on transaction lines must match the Blanket Purchase Order transaction line items, and must reference the corresponding transaction line number. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
 - e. Invoices to the City shall reference the Purchase Order number.
 - f. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
 - g. Any Vendor invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant.
 - h. Revised Invoices - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.

Term of any resulting contract

Any resulting blanket Purchase Order/contract will be for a term of twelve (12) months with two optional twelve-month renewal terms at the agreement of both parties and using the same Terms and Conditions.

There is no guarantee of a purchase.

CHECKLIST OF REQUIRED SUBMISSION MATERIALS:

1. Box or envelope labelled with RFP #/ title and proposer name and address
2. Complete, signed proposal
3. Completed, dated, and Signed Forms:
 - a. Completed and signed cover page
 - b. (Pricing) Proposal Cost Summary
 - c. Proposer Qualification Data Form
 - d. Iran Divestment Act Form
 - e. Affirmative Action Plan Form
 - f. No Contact/No Advocacy Affidavit (page must be notarized)
 - g. Addenda if any have been posted to www.chattanooga.gov, then Bids Solicitations up to 48 hours prior to the RFP Due Date/Time

PROPOSER QUALIFICATION DATA

All questions must be answered clearly and comprehensively. If necessary, separate sheets may be attached.

1. Company Name of proposer (Please list official name, and any and all "doing business as" names, if any, associated with the company):

2. Main office address:

3. Phone: _____ Fax: _____
 - a. Email Address: _____
4. Proposers federal tax identification number: _____
(Please attach Form W-9)
5. The proposer is organized as a (specify type of entity, e.g. sole proprietor, partnership, for profit corporation, non-profit corporation, limited liability company, etc.)

6. The date the proposer was organized in its current form:

7. If a corporation or limited liability company, the state where it is formed:

8. Is your company registered with the Tennessee Secretary of State?
 - a. YES
 - b. NO - Please explain

9. How many years have you served the population described in this solicitation:

10. Describe any pending plans to reorganize or merge your organization.

11. Have you, or any officers and/or directors of your company, ever been debarred or suspended by a government from consideration for the award of contracts?

a. YES - Please list the contract party, and explain

b. NO

12. Have you, or any officers and/or directors of your company, ever been disqualified, removed, sued, or otherwise prevented from proposing on or completing any contract?

a. YES - Please list the contract party, and explain

b. NO

13. Have you, or any officers and/or directors of your company, ever been charged with liquidated damages on a contract?

a. YES - Please list the contract party, and explain

b. NO

14. Bonding

a. Limit: \$ _____

b. Bonding Company: _____

c. Address: _____

d. Phone Number: _____

Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
 - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."
 - b. Seek and maintain contracts with minority groups and human relations organizations as available.

- c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities
 - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

(Signature of Contractor)

(Title and Name of Company)

(Date)

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.

Vendor Disclosure and Acknowledgement

By submission of this bid, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For more information, please contact the State of Tennessee Central Procurement Office,

<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

No Contact/No Advocacy Affidavit
City of Chattanooga, Purchasing Division

State of _____
County of _____

_____ (agent name), being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of

_____ (business name), the Submitter of the attached sealed solicitation response to Solicitation # _____;

(2) _____ (agent name) swears or affirms that the Submitter has taken notice, and will abide by the following No Contact and No Advocacy clauses:

NO CONTACT POLICY: After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

NO ADVOCATING POLICY: To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.

Submitter Signature: _____ Printed Name: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 2_____.

Notary Public: _____

My commission expires: _____

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CFD Standard Operating Procedures
Section 00 – RANK REQUIREMENTS & PROMOTIONAL PROCEDURES

RANK REQUIREMENTS & PROMOTIONAL PROCEDURES

000.00

Issued:	06/22/2016
Reviewed/Revised:	08/24/2018

1.0 PURPOSE:

1.1 To establish rank requirements and standards, and promotional procedures for each rank within the Chattanooga Fire Department (CFD). The CFD desires to institute promotional policies and procedures to promote quality individuals to manage and lead the department's high level of emergency service to Chattanooga. While no promotional process is perfect, the department seeks to be as objective and fair as possible in every aspect of the promotional assessment and selection.

2.0 SCOPE:

2.1 The application of this guideline will pertain to all sworn members of the Chattanooga Fire Department.

3.0 DEFINITIONS:

3.1 *Acting* – Refers to persons of a lower rank performing the roles and responsibilities of a person of a higher rank. Specifically, Senior Firefighters occasionally fill the role of the Lieutenant and function as a company officer. Lieutenants often fill the roles of Captain as the company officer. Captains also fill the role of Battalion Chief, when necessary.

3.2 *Promotional assessment* – Refers to an unbiased evaluation process used to appraise a candidate's knowledge and application of fire department operations and policies, and includes the various tools, tests, activities, and means used to assess employees for promotion to the ranks of Lieutenant and Captain.

3.3 *Time-in-grade* – Refers to the time an employee has served in a specific rank or grade.

3.4 *Time-in-service* – Refers to the overall time an employee has served in the CFD.

3.5 *Third-party assessment* – Refers to the city's use of an independent testing company, team, consultant, or organization to ensure the competency and integrity of promotional testing. Assessment center exercises may include any combination of the following components: multiple choice tests, written components, and/or various performance tests (i.e. inbox scenarios, panel interviews, operational scenarios, personnel scenarios, etc.).

4.0 RANK REQUIREMENTS:

4.1 Firefighter (FF) Requirements:

4.1.01 Shall complete all physical, academic, and practical training for the Chattanooga Fire Department Fire Academy.

4.1.02 Meet 1-year probation standards as a new employee of the department.

4.1.03 Shall be state-certified as an Emergency Medical Responder (EMR) or above within twelve months from the date of the State's EMR Practical Examination.

4.1.04 Shall be certified as a Hazardous Materials First Responder – Awareness/Operations Levels.

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- 4.1.05 Shall be state-certified as a Firefighter 1 within eighteen months after graduating from the fire academy.
- 4.1.06 Shall be state-certified as a Firefighter 2 within twenty-four months after graduating from the fire academy.
- 4.2 Firefighter Engineer (FFE) Requirements:**
- 4.2.01 Shall have four years of continuous service with the Chattanooga Fire Department as a sworn firefighter.
- 4.2.02 Shall be state-certified as a Firefighter 2.
- 4.2.03 Shall be state-certified as a Fire Apparatus Operator (FAO) or a Pumper Driver/Operator (PDO) and Aerial Apparatus Driver/Operator (AADO).
- 4.2.04 Shall be state-certified or licensed as one of the following: Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), or Paramedic.
- 4.2.05 Shall be certified as a Hazardous Materials First Responder – Awareness/Operations Levels.
- 4.3 Senior Firefighter (FFS) Requirements:**
- 4.3.01 Shall have eight years of continuous service with the Chattanooga Fire Department as a sworn employee.
- 4.3.02 Shall have met all of the requirements, and obtained and recently held the rank of Firefighter Engineer for a minimum of two years, including a state certification as a Firefighter 2.
- 4.3.03 Shall be state-certified as either a Fire Apparatus Operator (FAO) or a combination of Pumper/Driver Operator (PDO) and Aerial Apparatus Driver Operator (AADO).
- 4.3.04 Shall be state-certified or licensed as one of the following: Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), or Paramedic.
- 4.3.05 Shall be certified as a Hazardous Materials First Responder – Awareness/Operations Levels.
- 4.4 Lieutenant Requirements:**
- 4.4.01 Shall have at least six years of continuous service as a sworn employee with the Chattanooga Fire Department.
- 4.4.02 Shall have met all the requirements for and served at least two years at the rank of Firefighter Engineer or have obtained the rank of Senior Firefighter, including state certifications as a Firefighter 2, and either FAO or a combination of PDO/AADO.
- 4.4.03 Shall be state-certified or licensed as one of the following: EMR, EMT, AEMT, or Paramedic.
- 4.4.04 Shall be certified as a Hazardous Materials First Responder – Awareness/Operations Levels.
- 4.4.05 Shall be state-certified as a Fire Instructor 1.
- 4.4.06 Shall be state-certified as a Fire Officer 1.
- 4.4.07 Shall have successfully completed the Lieutenant Company Officer Development Program within the twelve month probationary period.
- 4.4.08 Shall have completed the Lieutenant Promotional Assessment Center provided by the department.
- 4.5 Captain Requirements:**
- 4.5.01 Shall have at least ten years of continuous service as a sworn employee with the Chattanooga Fire Department.

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- 4.5.02 Shall have met all the requirements for and served at least three years at the rank of Lieutenant, including state certifications as a Firefighter 2, and either FAO or a combination of PDO/AADO.
- 4.5.03 Shall be state-certified or licensed as one of the following: EMR, EMT, AEMT, or Paramedic.
- 4.5.04 Shall be certified as a Hazardous Materials First Responder – Awareness/Operations Levels.
- 4.5.05 Shall be state-certified as a Fire Instructor 1.
- 4.5.06 Shall be state-certified as a Fire Officer 1.
- 4.5.07 Shall be state-certified as a Fire Officer 2.
- 4.5.08 Shall have successfully completed the Captain Company Officer Development Program within the twelve month probationary period.
- 4.5.09 Shall have completed the Captain Promotional Assessment Center provided by the department.

4.6 **Battalion Chief and Assistant Chief Requirements:**

- 4.6.01 Shall have at least twelve years of continuous service as a sworn employee with the Chattanooga Fire Department.
- 4.6.02 Shall have met all the requirements for and served at least three years at the rank of Captain, including state certifications as a Firefighter 2, and either FAO or a combination of PDO/AADO.
- 4.6.03 Shall be state-certified or licensed as one of the following: EMR, EMT, AEMT, or Paramedic.
- 4.6.04 Shall be certified as a Hazardous Materials First Responder – Awareness/Operations Levels.
- 4.6.05 Shall be state-certified as a Fire Instructor 1.
- 4.6.06 Shall be state-certified as a Fire Officer 1.
- 4.6.07 Shall be state-certified as a Fire Officer 2.
- 4.6.08 Shall have completed the Battalion Chief Promotional process provided by the department (Battalion Chief candidates only).

5.0 **PROMOTIONAL POLICIES AND PROCEDURES:**

5.1 **General Promotional Policies**

- 5.1.01 **Process** – The department seeks to provide a fair and balanced approach to each level of rank promotion through a standardized and unbiased process of evaluation. The process is designed to objectively measure each candidate’s competency and capability to fulfill the duties of the rank sought.
- 5.1.02 **Authorization** – The promotional policies are authorized by the City of Chattanooga Employee Information Guide, section IV Employment, subsection H. Employment Activities:

“EMPLOYMENT ACTIONS

The Mayor or designee has the authority to hire, promote, demote, transfer, suspend, and remove all City officers and employees. All vacancies in the City shall be filled by new hires, re-employments, promotions, appointments, transfers, or demotions...”

“Promotions

A promotion is assigning an employee from one position to another that is classified in a higher salary range. Promotions in every case must involve a definite increase in duties and

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responsibilities and shall not be made merely for the purpose of affecting an increase in compensation.”

- 5.1.03 **Eligibility to “Sit”** – The following criteria must be met prior to being eligible to “sit for” or take the promotional exams for Lieutenant, Captain, or Battalion Chief:
- A. All required state certifications per rank.
 - B. Will have fulfilled any time of service requirements by December 31, 2019.
- 5.1.04 **Make-up Policy** – Generally, make-ups are not allowed. Candidates applying for promotion are required to report and participate in each test component at the time specified. In the event of an emergency, it must be reported immediately to the Department of Human Resources (423-643-7200).
- Exception: Candidates who miss a scheduled component in the promotional process due to military mobilization, or emergency hospital admission (him or herself or an immediate family member), or death of an immediate family member, shall be afforded the opportunity to make up the missed component. For the purpose of this policy, “immediate family member” shall be limited to the candidate’s spouse, child, parent, or sibling.
- 5.1.05 **Vacancy** – Promotions will only occur when a position at the given rank level is available or vacant.
- 5.1.06 **Verification** – Promotions will also only occur after the Training Chief verifies that each certification has been completed and documented, and after Human Resources verifies continuous years of service and time-in-grade requirements.
- 5.1.07 **Pay Adjustment Timing** – Individuals selected for promotion will be promoted at an interval of the biweekly pay cycle.
- 5.1.08 **Records** – Results will be furnished to each candidate by mail or through individual feedback. Records of each phase of testing shall be kept in such a manner that candidates may review the results for areas of individual interest.
- 5.1.09 **Review of and Response to Results** – Any candidate desiring a review of his/her test scores or the testing procedures shall make such request in writing within five working days of the posting of scores. The request shall be directed to the Human Resources Administrator or his/her designee, who shall have fifteen working days to respond. If an employee is not satisfied with the response from the Human Resource Administrator, the employee shall follow the procedures outlined in the Employee Information Guide (Grievance Procedures section).
- 5.1.10 **Ineligibility** – At the discretion of the Fire Chief, the following issues may prohibit an employee’s promotional eligibility:
- A. Any employee who has received a demotion as a result of disciplinary action shall not be eligible for any promotion for two years from the date of demotion.
 - B. Having received recurring and/or extensive disciplinary action within the preceding 12 months;
 - C. Having been convicted of a crime as defined by the Employee Information Guide (EIG) within the preceding 12 months;
 - D. Recurring documented, negative comments and/or grading on employee evaluations;

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E. Willful violation of any provisions of City or Departmental rules and regulations.

5.1.11 **Turndown of Promotion** – The employee may “turn down” or “reject” the opportunity for promotion when he or she deems the promotion is not personally appropriate. This employee will fall to the bottom of promotional list under the current promotional cycle.

5.1.12 **Probationary Period** – The City of Chattanooga Employee Information Guide, section IV Employment, subsection I: Probationary Period states the following:

“All persons employed or promoted to permanent positions shall serve a probationary period of six (6) months, except persons employed in fire protection or law enforcement in the Fire and Police Departments. Employees in those positions serve a probationary period of twelve (12) months. Before the end of the period, the supervisor shall indicate the following in writing to the Department Head and copy the Human Resources Director:

1. That he/she discussed with the employee the employee’s accomplishments, failures, strengths and weaknesses;
2. Whether the employee is performing satisfactory work;
3. Whether the employee should be retained in the position;
4. Whether the employee, if a new employee, should be discharged or have his/her probationary period extended a given number of months not to exceed an additional six (6) months; or
5. Whether the employee, if on probation following promotion, should be reinstated in his/her former positions, if available, or have his/her probationary period extended a given number of months not to exceed an additional six (6) months.”

5.2 Firefighter Engineer Promotional Policies

5.2.01 **General and Exam** – The promotional process for advancement to the rank of firefighter engineer shall be based on the requirements outlined in the Rank Requirement section. Promotion to this rank shall not include a third-party promotional assessment. However, a firefighter seeking advancement will participate in a certified exam administered by the Department of Human Resources. Candidates will be ranked on a promotional list by combining the exam score and seniority score.

5.2.02 **Seniority Scoring** – Seniority, which accounts for experience, will comprise up to 10 points of the overall score.

- A. Service time calculation for promotion shall have been continuous with the Chattanooga Fire Department from the candidate’s most recent employment date. Seniority will be years of service multiplied by 0.4 for a maximum of 10 points upon completion of 25 years.

Example 1:

25 years of total service
x .4 points allowed for each year of service
10 points to be added to overall score for seniority

Example 2:

8 years of total service
x .4 points allowed for each year of service
3.2 points to be added to overall score for seniority

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- 5.2.03 **Selection** – Selection of eligible candidates will be based on the following order:
- A. The combination of the exam score and seniority score.
 - B. At such time when two or more candidates score the same on the combination score, the following will be used for selection in sequential order:
 1. Earliest date of completion for all required state certifications;
 2. Most continuous time in service;
 3. Most continuous time in grade.

5.3 Senior Firefighter Promotional Policies

- 5.3.01 **General and Exam** – The promotional process for advancement to the rank of senior firefighter shall be based on the requirements outlined in the Rank Requirement section. Promotion to this rank shall not include a third-party promotional assessment. However, a firefighter engineer seeking advancement to senior firefighter will participate in a certified exam administered by the Department of Human Resources. This test will not be the same as the exam administered for the rank of Lieutenant. If eligibility requirements are met for both ranks, the candidate may choose to take both tests. Candidates for Senior Firefighter will be ranked on a promotional list by combining the exam score and seniority score.

- 5.3.02 **Seniority Scoring** – Seniority, which accounts for experience, will comprise up to 10 points of the overall score.

- A. Service time calculation for promotion shall have been continuous with the Chattanooga Fire Department from the candidate's most recent employment date. Seniority will be years of service multiplied by 0.4 for a maximum of 10 points upon completion of 25 years.

Example 1:

25 years of total service
 \times .4 points allowed for each year of service
10 points to be added to overall score for seniority

Example 2:

8 years of total service
 \times .4 points allowed for each year of service
3.2 points to be added to overall score for seniority

- 5.3.03 **Selection** – Selection of eligible candidates will be based on the following order:
- A. The combination of the exam score and seniority component.
 - B. At such time when two or more candidates score the same on the combination score, the following will be used for selection in sequential order:
 1. Earliest date of completion for all required state certifications;
 2. Most continuous time in service;
 3. Most continuous time in grade.

5.4 Lieutenant, Captain, and Battalion Chief Promotional Policies

- 5.4.01 **General** – The promotional process for advancement to the ranks of lieutenant, captain, and battalion chief will be based on the requirements outlined in the Rank Requirement sections

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for each rank and shall include a third-party promotional assessment for each level of promotion.

- 5.4.02 **Responsibility** – The Department of Human Resources shall coordinate, administer, and monitor each segment of the promotional examination process and report the test results. Examination scores of promotional candidates will be prepared by the Human Resource Administrator or his/her designee, who will certify and submit a list of qualified individuals to the Fire Chief.
- 5.4.03 **Assessment Center Scoring** – Third-party assessment centers, which evaluate an applicant's knowledge of current fire department operations and policies, will comprise the majority of the overall score. See the Definitions section to review what types of evaluations could be entailed in a third-party assessment. The specific evaluation exercises will be provided at the time of the formal promotional announcement.
- 5.4.04 **Seniority Scoring** – Seniority, which accounts for experience, will comprise up to 10 points of the overall score.
- A. Service time calculation for promotion shall have been continuous with the Chattanooga Fire Department from the candidate's most recent employment date. Seniority will be years of service multiplied by 0.4 for a maximum of 10 points upon completion of 25 years.

Example 1:

25 years of total service
x .4 points allowed for each year of service
10 points to be added to overall score for seniority

Example 2:

8 years of total service
x .4 points allowed for each year of service
3.2 points to be added to overall score for seniority

- 5.4.05 **Credential Scoring** – Credential Scoring takes into account a candidate's educational accomplishments and credentialed experience including the minimum requirements for the position.

While educational degrees shall be from an accredited institution, they are not required to be related directly to the fire service. While Credential Scoring does not have the weight of Seniority Scoring, there is no maximum for the amount of points that can be earned through Credential Scoring. However, any degrees and certifications must be verified in writing (diploma, certificate) prior to points being awarded.

- A. Candidates will enter educational degrees and professional certifications in the Supplemental Questionnaire of the online application. Documentation to verify shall be uploaded with the application.
- B. Credential scoring shall be tabulated by Human Resources upon verification of the degree(s) and/or certification(s).
- C. Following verification, Human Resources will provide the raw scores to the Fire Chief or his/her designee, and the raw scores will be calculated with a 0.2 multiplier and added to the cumulative score.

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- D. The following examples are for reference only, and the certifications and raw point tabulations could be subject to change.

Example 1:

Captain A has the following:

Bachelor's of Science in Nursing (9 raw points); and

+ Certification as a Fire Instructor 2, Fire Officer 3, Fire Inspector 1, US&R, and is a AEMT (2 points given for each additional certification for a total of 10 additional raw points)

= Total of 19 raw points

The 19 raw points are calculated with a multiplier of 0.2 for a score of 3.8 for the Credential Scoring segment.

Example 2:

Captain B has the following:

High school diploma (5 raw points); and

+ Certification as an Fire Instructor 2, Fire Officer 3, Fire Inspector 1, Fire Inspector 2, Fire Investigator, Wildland Fire Fighter 1, Wildland Fire Fighter 2, Public Fire and Life Safety Educator 1, US&R, and is a Paramedic (2 points given for each additional certification for a total of 20 additional raw points)

= Total of 25 raw points

The 25 raw points are calculated with a multiplier of 0.2 for a preliminary score of 5.

- 5.4.06 **Eligibility List** – The third-party assessment company or organization will provide a list detailing the assessment scores of all candidates per rank. The Human Resources Administrator or his/her designee will add and calculate points for seniority and credentialing to the assessment center scores, and will then provide a list of the eligible candidates for the positions of Lieutenant, Captain, and Battalion Chief to the Fire Chief.
- 5.4.07 **Final Selections** –The Fire Chief will review the eligibility lists for each rank, as well as the candidate's employee file. Upon needs of the department, the Fire Chief will promote individuals according to the highest scores of eligible candidates on the lists, unless there is significant cause to prohibit the candidate's promotion. See 5.1.10 for further information regarding ineligibility.
- 5.4.08 **Frequency of Promotional Assessments** – The frequency of promotional assessments will be determined by the needs of the department at the discretion of the Fire Chief. The results from the certified promotional assessments and tests should be valid for a period of two years from the date of certification. However, the Fire Chief may adjust the period of validity as financial and promotional considerations necessitate.
- 5.4.09 **Viability of Promotional List** – The promotional list shall remain viable until such time as another promotional assessment occurs.
- 5.5 **Assistant Chiefs and Other Promoted Positions**
- 5.5.01 All Assistant Chief Officers, and any other promoted positions (i.e. Deputy Fire Marshal, Safety Chief), will be selected by the Fire Chief and/or his/her designee with consultation from the Command Staff through an Oral Interview process.

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5.6 Fire Chief and Deputy Chiefs

5.6.01 The Fire Chief and positions at the rank of Deputy Chief are appointed positions.