

CITY OF PITTSBURGH

Office of Management & Budget

On behalf of the

Department of Human Resources and the Fire
Department



Request for Information

For

Fire Barrier Assessment

RFI No. 18000559

Release Date: September 11, 2018

Submittal Deadline: October 11, 2018

No later than 4:00pm EST

1 Request

September 11, 2018

To All Prospective Respondents:

The City of Pittsburgh Office of Management and Budget on behalf of the Department of Human Resources and the Fire Department invites you to submit information on Fire Barrier Assessments.

Any questions in regard to this RFI should be submitted in writing **no later than EOB** September 28th, 2018 and directed to:

Thoryn Simpson
Senior Procurement Analyst
Office of Management and Budget
City-County Building, Room 502
Pittsburgh, PA 15219
Email: thoryn.simpson@pittsburghpa.gov

All responses will be due by **October 11th, 2018** as previously noted on the cover page of this RFI.

Sincerely,



Jennifer L. Olzinger
Assistant Director/Procurement Manager
Office of Management and Budget

2 Introduction

The City of Pittsburgh, (the “City”), is issuing this Request for Information (“RFI”) for the purpose of gathering market insights and knowledge from industry professionals on expanding women and minority participation in its Fire Department personnel. The City is a growing community and the future demands for adequate staffing levels that meet the needs of a diverse citizenry.

The City is releasing this RFI to gain a better understanding of the challenges minorities and women face in applying for employment to the Fire Department. The City is requesting information on creative approaches to make the hiring process more inclusive and reduce barriers to entry which deter women and minority participation.

3 Guidelines

3.1.1 Scope Detail

As noted in the Background of this RFI, the City would like to increase overall women and minority participation for its Fire Department. The primary purpose of this RFI is to gather information and insights to assist City leaders in drafting effective hiring practices that encourage the recruitment and hiring of women and minority personnel. To that end, the City seeks the industry's best practices on the following:

- Recommend ways to improve the City's hiring policies and practices so that it may identify the applicants most likely to be successful firefighters.
- Ensure that the City provides an equal opportunity of being hired to all qualified applicants for firefighter positions.
- Suggest methods for improving the demographic diversity of new firefighter hires.
- Minimize costs for the city and remove barriers to entry for applicants.
- Clearly identify expenses related to the implementation of this assessment and the different levels of service related, if applicable

3.1.2 Objectives

The City's objectives for this RFI are:

- To review the City's firefighter hiring policies and practices, paying particular attention to their effectiveness and fairness.
- To better understand recruiting and outreach efforts
- Document and assess the inherent duties and knowledge, skills, abilities, and other characteristics needed to successfully perform the job of firefighter at the City
- Gain a better understanding of the current firefighter selection process and outline a new firefighter hiring process using industry best practices
- Make recommendations that are intended to increase the efficiency of the hiring process, bolster the evidence supporting the validity of it, and make it more transparent and inclusive.
- Learn more information about alternative methods to prevent the exclusion of women and minority participation and increase the targeting of highly qualified women and minority candidates

4 Responses

A cover letter should be submitted with the following information:

- Title of this RFI
- Name and Mailing Address of Firm (including physical location if mailing address is a PO Box)
- Contact Person, Telephone Number, Fax Number, and Email Address
- Acknowledgement that all responses may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know Laws as described in Section 5 of this document.
- If you, as an individual, or if any principal or employee of your firm, has a relationship or knowledge of, or contact with any official or employee of the City; that relationship, knowledge, or contact should be stated and described.

Submittal Requirements

- A. All submitting participants must register their company on Beacon to submit a bid for this opportunity. Registration link: <http://pittsburghpa.gov/beacon/registration.html>
- B. Submitting participants must submit their proposals electronically on Beacon by the date and time outlined in Section 1 of this document.
- C. Submitting participants are to provide the following:
 - One (1) electronic copy of your proposal in either MS Word or PDF format to be submitted in Beacon. Bidding participants will need to register their companies, login and submit their electronic proposals in the appropriate RFP solicitation they intend to bid on. <http://pittsburghpa.gov/beacon/bid-opportunities.html>
- D. If additional hard copy proposals are requested above, hard copy submittals shall be sent by U.S. Mail, commercial delivery service or Hand Delivery. Submissions may not be sent by fax.
- E. Hard Copy proposals should be delivered ONLY to the OMB RFP Coordinator:

Thoryn Simpson
Senior Procurement Analyst
Office of Management and Budget
City-County Building, Room 502
Pittsburgh, PA 15219
thoryn.simpson@pittsburghpa.gov
- F. The City of Pittsburgh shall not be responsible for responses delivered to a person or location other than that specified herein.
- G. All submittals shall become the property of the City of Pittsburgh and will not be returned.
- H. All costs associated with response preparation shall be borne by the Respondent.

5 General Terms & Conditions

5.1 Public Record

Respondent, by submittal of a proposal, acknowledges that all proposals may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know laws. Subject to submission of this RFI, all or part of any submittal may be released to any person or firm who may request it. Therefore, proposers shall specify in their Cover Letter if any portion of their submittal should be treated as proprietary and not releasable as public information. Proposers should be aware that all such requests may be subject to legal review and challenge. Any information considered proprietary should be indicated as such or not included in the response.