

A.1 Overall objective:

The City and County of Denver, hereinafter referred to as the City, desires to solicit proposals relating to the purchase of **services to develop and administer the following promotional examinations in 2027 and 2028:**

2027
Fire Department Engineer
Fire Department Lieutenant
Police Department Sergeant

2028
Fire Department Captain
Police Department Lieutenant
Fire Department Assistant Chief

The purpose of this examination is to establish a new two (2) year Eligible Registers to replace the current Eligible Register due to expire. This eligible Register shall provide names of qualified candidates eligible for promotion.

Scope of Work and Technical Requirements

A.2 Background and Purpose

The Denver Civil Service Commission (Commission) is seeking to identify a vendor to assist in the development and administration of a promotional examination for the following ranks:

Fire Department Lieutenant
Police Department Sergeant
Fire Department Engineer
Fire Department Captain
Fire Department Assistant Chief
Police Department Lieutenant

By the City and County of Denver's Charter mandate, the Denver Civil Service Commission (the Commission) is tasked with oversight of all examinations and examination content relating to the classified members of the Denver Police Department and Fire Departments. The Commission has the authority to determine the minimum qualifications, prerequisites, and requirements to establish eligibility for participation in any examination. All examinations shall be impartial and relate only to subject matters which will test the qualifications relevant to the identified promotional rank. No questions in this process shall relate to political or religious opinion affiliations. (Denver Charter Sections § 9.3.1, 9.38, and 9.39)

The successful vendor firm or individual submitting a proposal shall:

- Have the knowledge and an established background for developing and administering promotional exams for sworn personnel in public safety, specifically for the ranks listed above.

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- At least one (1) member within the firm holds a Doctor of Psychology (Ph.D.) in a field directly related to Industrial/Organizational Psychology. Such an assessment team member will be required to have the lead role in the examination development and outcomes reporting.
- Clearly understand how business is conducted within the Public Safety Department. Must have updated information relating to Denver Fire and Police Departments in all presentations.

A.2.a Desired Outcomes

These examinations aim to establish new two (2) year eligible registers to replace the current registers that expire in 2026. These eligible registers shall provide names of qualified candidates eligible for promotion to the applicable rank within the Denver Fire and Police Departments.

Department	Rank	Eligible Register Expiration
Fire	Engineer	6/1/2027
Fire	Lieutenant	8/1/2027
Police	Sergeant	9/27/2027
Fire	Captain	7/9/2028
Fire	Assistant Chief	11/9/2028
Police	Lieutenant	7/9/2028

A.2.a.1 Candidate eligibility requirements

To be eligible for the applicable examination, candidates must meet the following requirements:

Promotional Examination	
Fire Engineer	To be eligible for the Engineer's examination candidates must have been <u>duly appointed to the Classified Service rank and grade of Firefighter, 1st Grade, Denver Fire Department</u> ; 2) must have <u>held the rank and grade of Firefighter, 1st grade for a continuous period of not less than twelve (12) full months before the date of the multiple-choice exam.</u> ; however, any member appointed under an inter-governmental agreement must also have held the rank of Firefighter with the Denver Fire Department for a period of forty-eight (48) months; 3) <u>shall possess a department-issued apparatus driver's license before registering</u> ; and 4) <u>must currently be a member of the Classified Service.</u> (Time served in the appointed rank of Technician does count as time served in the Classified Service rank and grade of Firefighter 1.)
Fire Lieutenant	To be eligible to sit for the 2025 Denver Fire Department Lieutenant's Promotional Exam, the Civil Service Commission requires the completion of both Fire Instructor I and Fire Officer I certifications 14 days before the promotional written exam, needs to be submitted to Safety and Training by

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	end of day, [date to be determined]. Fire Officer I 2 may be taken prior to Fire Instructor I but Safety and Training cannot submit for the FO-1 certificate until requirements for both Fire Instructor I and Fire Officer I are completed.
Police Sergeant	<p>To be eligible for the Sergeant examination, candidates</p> <ol style="list-style-type: none"> 1) must have duly held the rank of Police Officer, Denver Police Department, for a period of forty-eight (48) full months before [date to be determined] (first day of administration of the first examination component); 2) must be duly appointed to the Classified Service rank and grade of Police Officer, 1st Grade, Denver Police Department; 3) must have held the rank and grade of Police Officer 1st Grade for a continuous period of not less than nine (9) full months before [date to be determined], and; 4) must currently be a member of the Classified Service. Time served in the appointed ranks of Detective, Technician, and Corporal does count as time served in the Classified Service rank and grade of Police Officer, 1st grade.)
Fire Captain	To be eligible for the Captain's examination candidates must have been duly appointed to the rank of Lieutenant, Denver Fire Department; must have held the rank of Lieutenant for a continuous period of time of not less than one year prior to the date of the administration of the multiple-choice exam. Applicants must also complete any officer development and or training requirement as directed to the Civil Service Commission by the Denver Fire Department by [date to be determined], to take the multiple-choice exam.
Fire Assistant Chief	To be eligible for the Assistant Fire Chief's examination candidates must have been duly appointed to the rank of Captain, Denver Fire Department for a continuous period of time of not less than one year prior to the date of the administration of the first day of the assessment center. Applicants must also complete any officer development and or training requirement as directed to the Civil Service Commission by the Denver Fire Department prior to [date to be determined], to participate in the examination.
Police Lieutenant	To be eligible for the Lieutenant's examination candidates must have been duly appointed to the rank of Sergeant, Denver Police Department must have held the rank of Sergeant for a continuous period of not less than twelve (12) months before the date of the Disciplinary History Assessment (tentatively scheduled for April 2028) and must currently be a member of the classified service.

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A.2.a.2 Estimated number of applicants based on previous years

It is hard to estimate the number of candidates. This table shows the number of candidates in the one or two preceding examinations.

2027		
	Multiple choice exam	Assessment Center
Fire Engineer	15 / 32	9 / 26
Fire Lieutenant	81 / 59	53 / 31
Police Sergeant	92 / 103	68 / 86
2028		
Fire Captain	48 / 30	41 / 25
Fire Assistant Chief	n/a	21 / 20
Police Lieutenant	52	40

A.3 Scope of Work

The following tasks must be performed by the successful vendor for each promotional exam:

A.3.a Assessment Development and Administration Requirements

Examination development for this promotional testing consists of four (4) components:

1. Reviewing and/or Revising Job Description,
2. Multiple-choice exam Development,
3. Candidate Orientation,
4. Multiple-choice exam Administration, and
5. Assessment Center Development and Administration

All examination and components shall be conducted in accordance with the Uniform Guidelines on Selection Procedures (1978): 43 FR 38290 et seq. (August 25, 1978); 29 CFR part 1607. All test items and exercise must comply with all State, Federal and City and County of Denver Charter regulations. The vendor is required to ensure accuracy in this area.

For each examination, the successful vendor shall meet with the Civil Service Staff and the Chief of the department to discuss and learn the Mission and Values, the examination objectives, development of any required reading list(s) for the Multiple-choice Exam, and anticipated Assessment Center exercises.

A.3.b Reviewing and or Revising Job Description

Review and revise job description must be completed for this classification. The detailed updated job description shall comply with any State or Federal requirements including but not limited to the Americans with Disabilities Act. This process will be initiated by the Commission and approved by the Department administration

A.3.c Orientation

The successful vendor will conduct two (2) orientation sessions for prospective candidates participating in the assessment center tentatively scheduled (see date in section A.5) Each session shall be a minimum of one (1) hour in length.

The successful vendor is required to provide a draft orientation handout to the Civil Service Commission a minimum of two weeks in advance. The draft shall include the disclosure of the exam scope and exercises. After the orientation, vendor will create a Questions and Answers sheet. This will be a compilation of questions and responses from both orientation sessions. The Commission will share this with candidates.

A.3.d Multiple-choice exam Development and Administration

The successful vendor will:

- Meet in person or via video conferencing with Subject Matter Experts (SME) a minimum of four (4) times for the development and validation of the multiple-choice exam.
- Provide a draft of the multiple-choice exam to the Commission and SME for review and comment by three weeks ahead of the multiple-choice exams.
- Provide sufficient copies of scannable answer sheets, final multiple-choice exam booklets, and protest forms for use by the candidates and proctor scripts and materials one week ahead of the multiple-choice exams.
- Facilitate an Angoff Committee, or other standard-setting process for scoring, established in connection with the multiple-choice exam administration.
- Provide summary of protests brought up during the multiple-choice exam with response to the protest and rationale.
- Score the multiple-choice exam and provide the data to the Commission within one week of the exam date. Vendor will include with results up to three (3) recommended cut-off scores for these results.

A.3.e Assessment Center Development and Administration

The Assessment Center Examination shall be an oral or practical assessment by means of an assessment center testing. The successful vendor is required to provide leadership for test development for assessment center exercises and the administration of assessment center.

The successful vendor is required to utilize a panel of two or three assessors to evaluate each Assessment Center exercise. The panel is required to be race, ethnic and gender balanced. Each panel shall have at least one assessor with prior experience in an Assessment Center evaluation.

Each panel shall evaluate only one exercise category for all candidates. The vendor must notify the Commission of the race/ethnic/gender of the assessors a minimum of one (1) month prior to

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the start of the assessment center. Vendor will also provide the Commission with a picture and brief bio for each assessor ahead of the assessment center.

Each assessor must hold a rank equal to or higher than the level of the examination being administered. For example, for a Captain-level examination, assessors must be ranked Captain or above.

The successful vendor will:

- Meet in person or via video conferencing with Subject Matter Experts a minimum of four (4) times for the development and validation of the assessment center exercises.
- Provide the Commission a draft of all exercises associated with the assessment center three weeks ahead of the assessment center for review by the Commission
- Provide the Commission with sufficient copies of the final versions of the testing material associated with the exercises of the assessment center for use by the candidates one week ahead of the assessment center.
- Meet with the Commission and Department Chief to review exercises within a month ahead of the assessment center.
- Create schedule for the assessment center via random draw with a department and respective bargaining unit representative.
- Provide on-site representative to co-administer the assessment center.
- Conduct assessor training. Training sessions shall include mock sessions for each panel. Assessor training is scheduled to be conducted on the first day of the assessment center week.
- Score the Assessment Center Exercises during the Assessment Center and provide the data to the Civil Service Commission no later than four days after the end of the assessment center.

A.3.f Scoring and Reporting Requirements

Seniority in service shall automatically account for a portion of points of the total score. The remaining points of the score shall be accounted for by the multiple-choice exam and the assessment center. The total maximum examination score earned shall be no more than 100.00 points. Therefore, the successful vendor is responsible for determining the point break down based. Below are the different sections for the total score:

	Multiple-choice Exam	?? Maximum points
	Assessment Center	?? Maximum points
	<u>Seniority</u>	<u>X Maximum points</u>
Total Points	100 Maximum points	

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Department	Rank	Seniority Points
Fire	Engineer	6 points
Fire	Lieutenant	6 points
Police	Sergeant	5 points
Fire	Captain	5 points
Fire	Assistant Chief	5 points
Police	Lieutenant	5 points

Note: Standard “T” scores are not utilized

Successful vendor will:

- Write Feedback Reports for all candidates who attend the assessment center and submit the reports to the Commission no later than 30 days after the end of the assessment center.
- Provide a Validation Report to the Commission no later than 30 days after the end of the assessment center.

A.3.g Facility, Supplies and Equipment Requirements

The successful vendor is responsible for:

- Paying for Multiple-choice exam facility
- Providing Commission staff with copies of handouts/test material/answer sheets
- Co-Administration of assessment center. Commission will provide staff to assist if necessary.
- Scoring the multiple-choice exam
- Scoring documentation for the multiple-choice exam
- Scoring the assessment center
- Scoring documentation for the assessment center
- Providing converted scores if required and final eligible register data

The Commission is responsible for:

- Providing assessment center facilities
- Providing recording equipment
- Any reasonable requests for general office supplies and equipment (pens, paper, etc.)

A.4 Copyright requirements

The Commission requires retention of exclusive full copyright to all material developed for the Examinations, including but not limited to:

- Revised job description

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- Orientation session handouts
- Multiple-choice exam
- Assessment Center exercises
- Validation report
- Feedback reports
- Any materials developed for the purpose of the examination

The successful vendor must adhere to this requirement in the proposal.

A.5 Schedule Requirements (Tentative Dates)

Rank Examination	Job Posting	Orientation	Multiple-choice exam	Assessment Center	Eligible Register Expiration
FD Engineer	1/11/2027	3/17-18/2027	4/7/2027	5/17-21/2027	6/1/2027
FD Lieutenant	1/19/2027	4/19-20/2027	6/2/2027	7/19-23/2027	8/1/2027
PD Sergeant	1/4/2027	6/14-15/2027	7/1/2027	9/20-24/2027	9/27/2027
FD Captain	12/6/2027	3/22-23/2028	4/26/2028	6/12-16/2028	7/9/2028
PD Lieutenant	2/27/2028	4/12-13/2028	5/10/2028	6/26-30/2028	7/9/2028
FD Assistant Chief	8/14/2028	9/20 -21/2028	n/a	10/23-27/2028	11/9/2028

A.6 Payment Requirements

The Commission will provide the successful vendor compensation in two installments per exam. Fifty percent (50%) in the first quarter of the year of the examination and the second installment upon acceptable completion of the examination.