

**REQUEST FOR PROPOSAL FOR FIRE LIEUTENANT  
PROMOTIONAL EXAMINATION & ASSESSMENT EXERCISES  
CITY OF PARMA CIVIL SERVICE COMMISSION**

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The City of Parma Civil Service Commission is soliciting proposals for the creation and administration of a promotional process for the position of Fire Lieutenant. Approximately 20 internal candidates are expected to take the written examination. Those receiving a score of 80% and above will advance to assessment center exercises. Written proposals may be mailed to The Human Resources Director, c/o Thomas Wm. Weinreich, City of Parma, 6611 Ridge Road, Parma, Ohio 44129 or sent electronically to [civilservice@cityofparma-oh.gov](mailto:civilservice@cityofparma-oh.gov). Proposals will be accepted no later than July 21, 2014 at 4:00 P.M.

**PROPOSAL REQUIREMENTS**

The Consultant(s) selected to create and administer the Fire Lieutenant promotional process must devise a promotional process specific to the City of Parma based upon the requirements of the Civil Service Commission and consistent with the job description and collective bargaining language attached hereto. Components of the testing process shall include a written examination and assessment center exercises. Specific information on individual parts of the evaluation process, such as assessment centers exercises are required.

The Consultant(s) shall administer the exam at a time and place determined by the Commission.

The Consultant(s) shall use study materials identified by the Commission.

The Commission will determine the eligibility of applicants.

The Consultant(s) shall ensure the security and integrity of the examination process, including the provision of a proctor.

The Consultant(s) shall grade and analyze the results of the written examination. An 80% required passing grade has been predetermined.

The Consultant(s) shall grade and analyze the results of the assessment center exercises and provide the Commission with recommendations on its scoring.

The Consultant(s) shall provide the Commission with a list of candidates ranked by scores.

The proposal shall include the cost for each component of the examination process and the total cost of services provided.

The Consultant(s) shall provide strategies for cost containment.

The Consultant(s) shall provide strategies for reducing adverse impact.

The Commission reserves the right to use multiple Consultants.

The Consultant(s) shall conduct an on-site pre-assessment meeting with City representatives to establish a position profile and understanding of the community and department.

Questions should be directed to Thomas Wm. Weinreich, Human Resources Director at 440-885-8167.

Written proposals due by  
Please submit 6 copies of your proposal for review.

***CITY OF PARMA CIVIL SERVICE COMMISSION***