



CITY OF ALLENTOWN

No. _____

RESOLUTION

R142 - 2025

Introduced by the Administration on October 15, 2025

Authorization for Contract with Aspirant Consulting Group in the amount of \$18,500.00 per contract year to design, administer, score, and support a comprehensive two-phase promotional examination process for the rank of Police Sergeant. This process will consist of a written examination and an oral assessment, both of which must adhere to the City of Allentown's Civil Service Rules and be conducted under the direction of the Civil Service Board. The contract term shall commence upon full execution and shall cease one (1) year thereafter. The contract may be extended for up to two (2) additional one (1) year terms beyond the contract expiration period at the same annual terms of the initial term.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code (recodified as §5-21) requires City Council approval by Resolution for the award of contracts or engagement of professional services.

WHEREAS, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: Aspirant Consulting Group
2. Project or Contract Reference: RFP 2025-26 Police Sergeant Promotion Testing
3. Description of Service(s): To design, administer, score, and support a comprehensive two-phase promotional examination process for the rank of Police Sergeant.

NOW, THEREFORE, BE IT RESOLVED, on this the 15th day of October, 2025, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the above named contractor/consultant, for the project identified.

SUBJECT: Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: RFP No. 2025-26 Police Sergeant Promotion Testing

TO: City Council, City Clerk, and Council Solicitor

FROM: Martin Velazquez, Department Head

DATE: September 29, 2025

Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

X The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

The engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services.

- The contract appropriation or price increase **is** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

Industrial/Organizational Solutions, Inc. 1520 Kensington Road, Suite 110, Oak Brook, IL 60523
Proposed Sum: \$39,485.00

Talogy, 5700 Corporate Drive #300, Pittsburgh, PA 15237
Proposed Sum: \$124,375.00

- List the name and address of the **recommended** Contractor/Vendor, include the following:

Aspirant Consulting Group
Contract Consideration: \$18,500.00
Funding Source: 000-04-0802-0021-50046

- Description of project or scope of services to be provided:

On August 8, 2025, the City advertised for a solicitation to obtain the services of an experienced and qualified vendor to design, administer, score, and support a comprehensive two-phase promotional

examination process for the rank of Police Sergeant. On September 4, 2025, a public opening was held, for which three (3) proposals were received. The proposals were distributed to all committee members via Teams for evaluation. The Technical evaluation was held on September 11, 2025, and all committee members were present. The proposals were scored based on the following: IBE Preference (10 Points) Ability to Meet RFP Requirements (50 Points) and Prior Experience/Team Members Qualifications (20 Points). The Cost Proposals were opened on September 11, 2025, and distributed to all committee members via Teams for evaluation after the Technical evaluation. The Cost evaluation was held on September 18, 2025, and all committee members were present. The committee discussed the Cost proposals (30 Points). The evaluation committee decided not to hold oral interviews for this project. However, they did request written clarification from Aspirant Consulting Group on the per day/per test pricing. Upon review of the proposals, it was decided to award to the highest scored vendor Aspirant Consulting Group.

- Contract Term:

The contract shall commence upon full execution and shall cease one (1) year thereafter.

- List any renewal term options and duration of each renewal, if any:

The contract can be extended for up to an additional two (2) one (1) year terms beyond the expiration period.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

\$18,500.00 per contract year totaling \$55,500.00 if all renewals are utilized.

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

By: Martin Velazquez, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution