City of Akron
Request for Proposal

Professional Examination Services – Police Lieutenant
Scope of Work

Review and Purpose

The City of Akron is requesting proposals for the preparation, scoring and analysis for a Police Lieutenant competitive examination which includes a written examination and assessment center. The successful Proposer shall have the knowledge, expertise, staff, and availability to provide services related to promotional Police testing.

The City of Akron will determine the eligibility of applicants, time and place of examination, and may participate in the scoring of the examinations. The City of Akron Charter, the Human Resources Policies and Procedures manual, and the collective bargaining agreement with the Fraternal Order of Police Lodge #7 provide for the rank ordering of candidates in addition to other promotional test requirements.

The most recent test, held in 2025, received 22 applications.

The current job description is included in the RFP documents. Additionally, a 2026 review of the Akron Police Department's use-of-force policies and practices, conducted by the Police Executive Research Forum, is included in the RFP documents, as its findings may affect future revisions to the job description.

Proposal Requirements

Please provide the following information in your proposal response by addressing each heading with detailed information and/or examples.

You must designate any portions of your proposal that constitute copyrighted materials when submitting your proposal. Ohio Revised code Section 149.43 et seq. sets forth Ohio's public records law.

Background:

- Company Name
- Address
- Email
- Phone Number
- Company website
- Owner/President Name – Contact information
- Primary contact name, title, email address, and phone number
- State how long your company has been in business.
- Provide a description of your firm's background.
- Provide 3 (three) references that include Company Name, Contact, Title, Email, and Phone Number.

Requested Services:

1. A detailed description of your job analysis process.

2. Costs for a complete job analysis including updating the essential functions of the job, the competitive examination process, scoring and analysis, and a final validation report detailing the job analysis, test plan, testing process and scoring methodologies.
3. Description of suggested examination processes, including any testing procedures related to professionalism, ethics and integrity in policing.
4. Description of the methodology used to ensure job relatedness and reduce adverse impact.
5. Review and evaluation of proposed selection devices as well as evaluation of alternative selection devices.
6. Resumé or vitae of principal project members.
7. Project timelines.
8. Names and contact information of public sector agencies for which you have provided similar services.
9. Description and result of any challenges to your examinations by individuals or agencies such as the Department of Justice, the EEOC, any Civil Service Commission or similar Board or Committee.

Contract & Payments

The City of Akron will establish a service agreement for this work. Proposal pricing must remain valid for a period of 180 days from the opening date of the RFP. A sample agreement is included with the bid documents.

Payment for services will be made in three installments:

1. When the contract is signed and executed.
2. Upon establishment of the eligibility list; and
3. Upon submission of final validation report to the City of Akron

Evaluation Criteria & Selection

The award of the contract will be based on, but not limited to the following criteria:

- Proven experience
- Quality of work
- Ability to meet customer needs and turnaround time
- Cost of services

The City of Akron reserves the right to require an interview of any and all respondents prior to selection. The company awarded the contract shall comply with applicable federal, state, and local laws and regulations and comply with the following terms:

1) The City has the right to reject any and all proposals.
2) The City is not liable for any costs incurred in responding to the RFP.
3) Proposer shall not release any information to any applicant/candidate regarding their testing status.