TO: Mayor and City Council

SUBJECT: Contract for Providing Pre-Employment Examinations and Substance Abuse Screens

INITIATED BY: Human Resources

AGENDA: New Business

Recommendation: Approve the contract.

Background: The City of Wichita utilizes the services of a private contractor for pre-employment physicals and substance abuse screens. The requirements for the pre-employment physicals are tailored to meet the physical demands per the job description assigned to each position. The job classifications determine if a position is assigned the following level of physicals.

- Level 1 - Office Administrative/Management type
- Level 2 - Physically Active – Non Department of Transportation (DOT)
- Level 2 - Physically Active (Safety Sensitive – DOT required)
- Fire Recruits
- Police Recruits
- Various miscellaneous types of exam – Asbestos, annual hearing exams

Analysis: The contract with the current service provider expired and a Request for Proposal (RFP) was distributed to 19 vendors in October, 2019. Responses to the RFP were received from Kelly Compliance, Inc. and Via Christi. The Staff Screening and Selection Committee (SSSC) conducted interviews on January 22, 2020. The SSSC unanimously selected Kelly Compliance, Inc., as the recommended vendor based on their overall presentation of services, ability to offer online scheduling; multiple testing locations, mobile testing and competitive prices.

Financial Considerations: The overall cost for pre-employment physicals and drug screens are dependent on the number of new hires, internal promotions and transfers throughout the organization. In 2019, the cost for these services totaled approximately $175,000. The recommended vendor pricing reflects a slight increase in the cost for standard pre-employment physicals, with the cost going from $74 to $79 per physical. The cost of all other physicals and drug testing show a reduction in pricing in comparison to the current vendor.

However, staff anticipates an overall reduction in cost as it relates to the largest pool of physical-related positions. During an internal review of the promotional process for DOT positions, a more efficient process was identified resulting in a reduction in the number of physical exams, resulting in an estimated cost savings of $20,000 based on hiring trend for 2019. The contract will be for one year with annual renewable options for four years.

Legal Considerations: The contract has been reviewed and approved as to form by the Law Department.

Recommendations/Actions: It is recommended that the City Council approve the contract and authorize the necessary signatures.

Attachment: Contract