

ADDENDUM NO. 1 - Questions and Answers

RFP NUMBER: _____ 161338 _____

RFP TITLE: _____ RFP for Police Captain Promotional Testing _____

DEPARTMENT: _____ Human Resources _____

DATE OF ADDENDUM: _____ November 28, 2017 _____

DEADLINE FOR QUESTIONS: _____ November 20, 2017, 4:00 pm, est _____

RFP DUE DATE: _____ November 30, 2017, 4:00 pm, est _____

REASON: ANSWERS TO QUESTIONS

(SIGNED): _____ (DATE): _____

(COMPANY): _____

Please sign one (1) copy of this page and return it with your proposal, or separately and clearly labelled if your proposal has already been submitted, to the Purchasing Department (email: dmkeylon@chattanooga.gov; or fax to 423-643-7244 Attn: D Keylon; or mail to Purchasing Dept., Attn: D Keylon, 101 E. 11th Street, Suite G-13, Chattanooga, TN 37402.

Retain a copy for your file.

Questions and Answers - RFP 161338 Police Captain Promotional Testing

Question: How many candidates are eligible to sit for the Police Captain promotional process?

Answer: Seven and could increase to eight, depending on date the openings are posted.

Question: How many candidates does the City anticipate will sit for the promotional process?

Answer: Seven/Eight

Question: We are unclear as to what the RFP indicates by "Develop a standardized Promotional Board process for Captain" (pg. 7). What does it mean?

Answer: Consists of previously structured question and interview setting with formalized questions and scoring rubric for all candidates.

Question: Currently, we understand the scope of the project in terms of deliverables to be the following:

1. A Job Task Analysis.
2. Development of 3 Assessment Center Exercises.
3. Orientation for candidates to prepare them for the Assessment Center.
4. Development of a standardized oral interview for the candidates
5. Training module for the assessors involved in grading these exercises and oral interview.
6. Development of scoring process based on promotion policy laid out in Appendix B.

7. Provide written feedback to candidates.

Please provide clarification as to the statement above, and if we are missing any deliverables as highlighted.

Answer: As far as we know at this time, there are no deliverable items missing from the RFP document. Additional items could be requested.

Question: Based on the RFP specifications, it is our understanding that a structured interview will be conducted at a later stage of the promotional process by the Police Chief, but that the development of this component of the process is not part of the project scope. Can you please confirm?

Answer: That is correct, the Chief's Office will develop this component.

Question: Regarding the phrase "Two copies of validity information and analyses conducted for HR documentation in compliance of CALEA certification requirements" (page 7), is the city requesting a technical report be provided documenting the content validity evidence of the process?

Answer: Yes

Question: The assessors training steps indicate a minimum of 8 hours of training. If training can be conducted and completed in less than 8 hours, would that be acceptable to the city?

Answer: A determination cannot be made at this time. Please respond under the assumption that the full eight (8) hours are needed.

Question: On the question of assessors, we are unclear based on the RFP as to whether S&A is responsible for the recruitment of assessors, or if the city will recruit assessors for this process? If S&A is to recruit assessors, does the city have any guidelines in terms of whether assessors should come from in-state or from out-of-state or other parameters in terms of recruiting assessors from like sized agencies?

Answer: The vendor should recruit assessors. Assessors should be rank of Captain or higher. Assessors panels should be diverse.

Question: Regarding the clause on page 8, "Provide any other usual and reasonable consulting items needed that may arise during the provision services," is this in reference to common testing materials? If the city could provide additional detailed clarification, this would be much appreciated.

Answer: If the vendor utilizes any documents or resources to determine results or develop exercises, those documents or resources should be provided by the vendor. Common testing materials should be included in items provided by the vendor.

Question: The RFP specifies that the submission is limited to 30 pages in length (page 3-4). Does the page count include both the content provided by S&A and the documents to be signed as attached by the RFP's Appendices (Disclosure forms, Statement of Equal Opportunity, etc.)?

Answer: No, none of the forms we have requested are included in the page count.

END