



Legal Notice

**Request for Proposals to
Provide Professional Services
for Fire Department
Promotional Process**

City of Spartanburg
P.O. Box 5107
145 W. Broad Street
Spartanburg, SC. 29304
Email: cwright@cityofspartanburg.org

April 17, 2023

NOTICE IS HEREBY GIVEN – The City of Spartanburg is seeking submissions for professional services proposal to conduct competitive promotional process for the position of Fire Captain of the City of Spartanburg Fire Department.

Proposal No: 2223-05-02-04

The City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is awarded the proposal will be required to obtain a City of Spartanburg Business License.

Sealed proposals shall be submitted to Carl Wright, Procurement and Property Manager, on or before **Tuesday, May 2, 2023**, no later than 3 PM, City Hall, 145 West Broad Street, at which the time they will be publicly opened and read aloud in the Training Room, the same location.

Technical question regarding the scope of services should be directed to Carl F. Wright 864-596-2790 or emailed to cwright@cityofspartanburg.org.

Proposals can be hand-delivered or mailed to the following address:

City of Spartanburg
P.O. Box 1749
145 W. Broad Street
Spartanburg, SC. 29304

Attn: Procurement and Property Division

For further information and complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. Complete proposal package are also available at www.cityofspartanburg.org by following the links for Invitations for bids. The following Proposal Number Must be placed on the outer envelope in order for the bid to be Stamped in as accepted on time: **Proposal No: 2223-05-02-04**

**REQUEST FOR PROPOSALS TO
PROVIDE PROFESSIONAL SERVICES FOR FIRE DEPARTMENT PROMOTIONAL PROCESS**

I. INTENT AND GENERAL INFORMATION

The City of Spartanburg (“City”) is seeking submissions for a professional services proposal to conduct competitive promotional process for the position of Fire Lieutenant of the City of Spartanburg Fire Department (SFD).

BACKGROUND

The City of Spartanburg is a municipality in the State of South Carolina with approximately 19 square miles and a population of 38,000. The Fire Department is tasked with responding to over 3,000 emergencies per year. The department is operates three shifts totaling 23 personnel each with six response apparatus across five stations. The SFD replaces fire hose due to damage or failure or adding capacity. SFD is seeking pricing for a one-time purchase.

QUALIFICATIONS

The SFD is seeking a Professional Services Proposal with a contractor is soliciting services to conduct competitive promotional processes for the position of Fire Lieutenant.

The contractor shall be able to provide onsite services at the City of Spartanburg, including all services required in the agreement.

A cover letter attesting to the company’s background, experience, and general promotional process overview shall accompany the proposal.

The proposal shall include a list of clients where the company has conducted promotional testing processes across the indicated ranks.

Subject Matter Experts (SME) and staff resumes shall be submitted with the proposal and/or upon request.

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II. SUBMISSION AND DEADLINE

Proposals must be received by 3:00 P.M. Tuesday, April 25, 2023.

One (1) original, three (3) copies and one (1) electronic copy (thumb drive) of the submission shall be sent to:

City of Spartanburg
P.O. Box 1749
145 W. Broad Street
Spartanburg, SC. 29304

Attn: Procurement and Property Division

Envelopes must be marked:

**“COMPETITIVE PROMOTIONAL PROCESS
FOR THE POSITION OF FIRE LIEUTENANT”
Proposal No: 2223-04-25-02**

Questions regarding this RFP may be directed to, Carl F. Wright 864-596-2790 or emailed to cwright@cityofspartanburg.org.

III. SCOPE OF SERVICES

The successful proposal shall be awarded for a period of three (3) years, and may be renewable for two (2) successive periods of one (1) year.

Components shall be priced per candidate participating in the process. Pricing may be listed for a minimum of three (3) candidates and then an additional cost per candidate beyond three (3). Normal participation in the Fire Lieutenant process has been three to five (3-5), with between one and two processes held per year.

SFD will provide a list of eligible candidates at the start of each process.

Assessments may be completed virtually.

All materials, scores, exercises, and other material created specifically for this process shall be provided to Spartanburg Fire Department at the conclusion of the process.

Fire Lieutenant

1. Design, develop and update an assessment-scoring matrix for approval by the Fire Chief based upon provided job descriptions. Any questions regarding expected duties and performance of the rank will be addressed during this phase.
2. Communicate throughout the process with the candidate. Secure candidate confidentiality forms from each semi-finalist and each peer assessor.
3. Develop and administer a fire ground technical evaluation exercise for the fire lieutenant candidate that will evaluate technical skills on multiple emergency scenes to determine incident priorities, command presence, initial tactical direction, compliance with NIMS and decision-making skills. Visual depictions of multiple buildings and scenes will be developed with overlays of fire will be provided and multiple divisions of the buildings will be provided where appropriate. The Fire Chief will approve the scenarios developed and will approve the rating matrix for this exercise. This exercise will be administered virtually with three (3) assessors.
4. Custom design, develop and construct a structured assessment process to be conducted virtually. Conduct a two-station assessment center with components such as a personnel confrontation scenario, interaction with a group of employees, or presentation/panel interaction to fully examine the candidate's demonstrated skills and abilities, capturing observed behaviors and effective and less effective demonstrated behaviors.

Identify, recruit, and assemble a team of regional subject matter experts to serve as SME assessors for the on-site assessment exercises. Secure an assessor confidentiality form from each assessor and provide assessor training and communication.

A team of subject matter experts will design the two assessment exercises and will present those to the Fire Chief for review and approval. Assessment exercises will be addressing relevant and current industry needs and issues for the rank.

Company to provide all role-players for assessments.

All assessors will be trained on the assessment process, their roles, and how to score the assessment exercises. Training will be conducted prior to the administration of the assessment center.

5. From these collective results, analyze and quality control all data and provide the Fire Chief a hard copy comprehensive written report and list all candidates in descending order by score. Identify the cumulatively highest rated candidate and alternate candidate to consider extending an offer of promotion.
6. Provide feedback to all participants explaining results, assessment, and recommendations on how they can improve their effectiveness on the job and in the next promotional process.

Proposal and additional information:

The City will not be liable for costs incurred in the preparation of the response to this request or in connection with any review of the submissions.

Respondents shall submit their proposal in the following format:

1. Work plan or approach to Scope of Services included herein.
2. Listing of proposed staff, including resumes, credentials and applicable licenses.
3. Additional information, not included above, which you feel may be useful and applicable to this project.

IV. SUBMISSIONS

The City will not be liable for costs incurred in the preparation of the response to this RFP or in connection with any review of the submissions.

Respondents shall submit their proposal in the following format:

1. One (1) original and three (3) printed copies of the proposal shall be submitted for review. An electronic copy shall be submitted via a thumb drive.
2. Cover Letter indicated in Section I above
3. Completed City of Spartanburg Exhibits B, C D, E, G, and H below
4. Work plan or approach to Scope of Services included herein.
5. Statement of ability to perform all professional requirements as stated in Qualifications and Scope of Services sections
6. Listing of proposed staff, including resumes, credentials and applicable licenses.
7. Related Experience of firm as it relates to this RFP.
8. Names, Addresses and Telephone numbers of references (minimum of three).
9. Additional information, not included above, which you feel may be useful and applicable to this project.

Exhibit B



Price page

Request for Proposals to Provide Professional Services for Fire Department Promotional Process

City of Spartanburg
P.O. Box 5107
145 W. Broad Street
Spartanburg, SC. 29304
Email:
cwright@cityofspartanburg.org

Proposer has examined this Request for Proposal, the Advertisement for this Request for Proposal, and the following Addenda (receipt of which is hereby acknowledged):

Company Name: _____

By: _____ (Signature)

_____ (Printed Name)

Title: _____ Date: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Proposal Price Table

Scope of Service	Cost
Cost for up to three (3) candidates	
Cost for each additional candidate beyond three	

Please complete the above proposal sheet, which outlines the cost.

By: _____ Title: _____

Signature: _____ Date: _____

Address: _____

Telephone: _____ **Email:** _____

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Exhibit C

Authority to execute a contract

A RESOLUTION

FOR THE PURPOSE OF AUTHORIZING _____ TO EXECUTE AN CONTRACT WITH SPARTANBURG CITY

WHEREAS, _____ will or has submitted a bid/proposal to Spartanburg City of Spartanburg for the purpose of providing goods or services; and

WHEREAS, _____ may be or has been awarded a contract to provide good or services to Spartanburg City of Spartanburg ; and

WHEREAS, _____ Type of Organization is :

Check the applicable box):

- Sole Proprietorship
- Partnership
- Corporate entity (not tax-exempt)
- Corporate entity (tax-exempt)
- Government entity (Federal, State or Local)
- Other _____

NOW THEREFORE BE IT RESOLVED that the Board of Directors (or other appropriate governing body) of _____ does hereby approve and authorize
(Company's Name)

_____ to execute a contract with Spartanburg City of Spartanburg
(Name of Individual)

in an amount not to exceed \$_____.

ADOPTED AND APPROVED this ____ day of _____, 20__.

NAME OF ORGANIZATION [_____]

ATTESTED

By: _____ (signature)

_____ (printed name)

Title: _____

Exhibit D

**CITY OF SPARTANBURG, SC
Bidder Conflict of Interest Disclosure Form**

The information called for in this questionnaire is for use by the City of Spartanburg in connection with its risk assessment procedures and related activities

Does your organization have any officers, managers, employees, or officials that are related to any employees, officials, board members, committee members or City Council Members of the City of Spartanburg, SC?

___ **No** (Please sign the certification below and promptly return this page with the W-9)

___ **Yes** (Please sign and provide the name(s) of the individual(s))

CERTIFICATION

I certify that the information herein supplied in response to this questionnaire is complete and correct to the best of my knowledge and belief and understand that the information submitted is subject to audit and verification by the City of Spartanburg.

Name of Authorized Official

Title of Authorized Official

Date

Signature

Phone

Email Address

Exhibit E

DRUG FREE WORKPLACE ACT STATEMENT

The undersigned hereby certifies on behalf of the company listed below that it is in full compliance with the requirements set forth in Title 44, Code of Laws of South Carolina, 1976, Chapter 107, Paragraph 47 and the Drug-Free Workplace Act of 1988 (Public Law 100-690, title V, Sec. 5153, as amended by Public Law 105-85, Div. A, Title VIII, Sec. 809, as codified at 41 U.S.C. § 702) and Department of Commerce implementing regulations published at 15 CFR Part 29, "Government-wide Requirements for Drug-Free Workplace (Financial Assistance)" (published in the Federal Register on November 23, 2003, 68 FR 66534).

(Name of Corporation or Entity)

By: _____ (Signature)

_____ (Print name)

Title: _____

Date: _____

Exhibit G

EXPERIENCE/ REFERENCES

List five jobs, similar in size, completed by Proposer. List dollar amount, brief description reference name and phone number for each job.

a. Name of Project: _____ Owner/Engineer: _____

Telephone No.: _____

Address: _____

Date Started: _____ Date
Completed: _____ Value of Contract: _____

Project Description: _____

b. Name of Project: _____ Owner/Engineer: _____

Telephone No.: _____

Address: _____

Date Started: _____ Date
Completed: _____ Value of Contract: _____

Project Description: _____

c. Name of Project: _____ Owner/Engineer: _____

Telephone No.: _____

Address: _____

Date Started: _____ Date
Completed: _____ Value of Contract: _____

Project Description: _____

Exhibit H

AFFIDAVIT OF NON-COLLUSION

I state that I am _____ (title) of _____ (name of firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this Offer.

I state that:

- (1) The price(s) and amount of this Offer have been arrived at **independently and** without consultation, communication or agreement with any other Proposer or potential Proposer.
- (2) That neither the price(s) nor the amount of this Offer, and neither the approximate price(s) nor approximate amount of this Offer, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit an Offer higher than this Offer, or to submit any intentionally high or noncompetitive Offer or other form of complementary Offer.
- (4) The Offer of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Offer.
- (5) _____ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix.

I state that _____ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on **by the City of Spartanburg** in awarding the contract(s) for which this Offer is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the **City of Spartanburg** of the true facts relating to the submission of Offers for this contract.

(Authorized Signature)

(Name of Company/Position)

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary

My Commission Expir