

**CITY OF CHATTANOOGA PURCHASING DEPARTMENT  
101 EAST 11<sup>th</sup> STREET, CITY HALL, SUITE G-13  
CHATTANOOGA, TENNESSEE 37402**

Request for Proposal No.:   176082  

Ordering Dept.: Human Resources

Buyer: Deidre Keylon; e-mail: [dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov) (NO E-MAILED PROPOSALS ACCEPTED)

Phone No.: 423-643-7231; Fax No.: 423-643-7244

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Goods/Services Being Purchased:   Police Department Promotional Testing and Assessment Services    
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**SEALED PROPOSALS MUST BE RECEIVED AS SPECIFIED,  
AND NO LATER THAN 4:00 P.M. E.S.T. ON OCTOBER 16, 2018;  
ALL QUESTIONS MUST BE RECEIVED IN WRITING, AS SPECIFIED,  
AND NO LATER THAN 4:00 P.M. E.S.T. ON SEPTEMBER 27, 2018**

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The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City. The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin. The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable: <http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>  
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All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated within Offeror's proposal.

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**NOTE: ALL PROPOSALS MUST BE SIGNED.**  
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PLEASE PROVIDE THE FOLLOWING:

Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City & Zip Code: \_\_\_\_\_  
Phone/Toll-Free No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**COMPLETED AND SIGNED COVER PAGE MUST BE RETURNED WITH PROPOSAL**

# Request for Proposal

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**For Police Department Promotional Testing and Assessment Services**

**City of Chattanooga, Tennessee  
Human Resources**



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The Human Resources Department of the City of Chattanooga is soliciting proposals for promotional testing and assessment services for Police Department personnel.

## **OVERVIEW**

The City of Chattanooga (City) is soliciting written proposals for promotion assessment centers for the ranks of Lieutenant, Sergeant and Captain for the Chattanooga Police Department. The anticipated candidate count by rank are as follows for the current time; Lieutenant-10, Sergeant-25, and Captain - 3.

The City will provide a facility acceptable to all parties for the administration of the assessment center. Members of the Human Resources (HR) staff are available to assist the independent contractor and staff (the Contractor) as needed for assessment administration and to assist the candidates.

It is the intent of the City to administer a promotions process prior to May 2019.

## **SCOPE OF WORK**

The following items are required for a proposal for the Assessment Center.

The Contractor will:

- Complete a new job task analysis on each rank. The City will provide subject matter experts (SMEs).
- Establish content validity for the Assessment Center exercises via the job analyses.
- Assist City HR Department and Police Department staff in preparation of communications sent to all candidates.
- Provide on-site seminars for candidates on study skills and Assessment Center preparations. Would also like this information recorded and made available to candidates who cannot attend in person.
- Spend, preferably, up to two days per rank, with accommodations made for three shifts.
- Design up to three Assessment Center exercises for the Lieutenants, Captains, and Sergeants. Exercises must be work related and provide a demonstration of the knowledge, skills, abilities, and behaviors determined to be essential for success in each rank. Design a scoring process for the exercises that can be readily explained to the candidates.
- Design and provide a training module for the assessors using an adequate length of time based on the experience of the contractor or the assessor.

- Contractor will have adequate staff on site each day of the Assessment Centers to ensure proper administration and scoring of exercises.
- Design a scoring process that conforms to the terms of the promotions policy. (see attached)
- Provide written feedback on each candidate to the City that may be used as personal feedback and motivation for the candidate.
- Provide a list of 4-6 references who have agreed to answer questions in regard to the Contractor's performance in designing and administering promotions Assessment Centers.
- Provide any other usual and reasonable consulting items and/or requests that may arise during the provision of services.
- Contractor must provide a history and results of any prior and existing legal actions in which it participated in any form relating to testing, services, validity, performance, personnel and confidentiality.
- Provide an estimated timeline for this project from start to finish.
- Provide itemized cost for Contractor obtaining Assessment Center assessors, including travel, lodging, and per diem expenses.
- Describe qualifications of assessors to be obtained.
- Develop candidate and assessor daily schedules to ensure the best use of available staffing and containment of costs.

In addition to the required proposal items, the City would like an add-on quote for developing, validating, proctoring, and scoring a written examination for each rank.

Any additional recommendations offered beyond the scope of this proposal will be considered and may be used in determining the best contractor.

## **EVALUATION CRITERIA AND METHOD**

All proposals submitted in response to this RFP will be evaluated by an Evaluation Committee in accordance with the criteria described below. Total scores will be tabulated, and the contract will be awarded to the proposer whose proposal is deemed to be in the best interest of the City.

### **Evaluation Team**

A team consisting of individuals will receive all proposals submitted. Each proposal will be awarded a maximum of 5 points based on the evaluation criteria. The City, at its sole judgment, will decide if a proposal is viable.

In preparing responses, Offerors should describe in detail how they propose to meet the specifications as detailed in this solicitation document.

The specific categorical criteria that will be applied to the proposal information, in order to assist the City in selecting the most qualified proposer(s) for the contract, are as follows:

- **30 percent: Competency to perform the Scope of Work**
  - **15 percent: Qualifications and Experience**
  - **15 percent: References**
- **20 percent: Approach to the Scope of Work**
  - **10 percent - Availability**
  - **10 percent - Work Plan**
- **10 percent: Legal Support**
- **40 percent: Cost/Price/Value**

### **Selection of Finalist(s)**

After review of the proposals by the Evaluation Team and formal presentations (if any), the City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist(s) to negotiate an agreement.

Selection of Proposers for formal presentations (if any) and for contract negotiations will be evaluated based on an objective evaluation of the criteria listed above.

### **Formal Presentations**

In the event that a Proposer cannot be selected solely on the Proposals submitted, the City may invite up to three (3) qualified firms for formal presentations. The City reserves the right, however, to invite more or less than this number, if the quality of the proposals so merits.

The Evaluation Team may revise the initial scores based upon additional information and clarification received in this phase. If your company is invited to give a presentation, the offered dates may not be flexible.

A presentation is for the purpose of clarification only and also may not be required, and therefore, complete information must be submitted with a proposer's proposal.

## GENERAL INSTRUCTIONS TO PROPOSERS

**Sealed Proposals must be submitted to the Purchasing Division, City of Chattanooga, in the format specified in this document for time-stamping by no later than 4:00 p.m., e.s.t., on October 16, 2018, to the attention of:**

City of Chattanooga Purchasing Division  
Attn: Deidre Keylon  
101 East 11<sup>th</sup> Street,  
Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7231  
Fax: (423) 643-7244

Late or misdirected proposals shall be rejected and returned unopened without exception. Postmarks are not accepted. E-mailed proposals are not accepted.

## REQUEST FOR INFORMATION/QUESTIONS

All questions, and requests for information or clarification must be submitted in writing, and will be accepted until 4:00 pm, est, on September 27, 2018, and shall be sent to:

rfp@chattanooga.gov

**With the e-mail subject line: QUESTION FOR RFP 176082 Police Dept Promotional Assessment**

If e-mail is inaccessible, questions and requests for information can be mailed in a clearly marked envelope which must indicate on the outside "**QUESTION FOR RFP 176082 Police Dept Promotional Assessment**" to:

City of Chattanooga Purchasing Division  
Attn: Deidre Keylon, Buyer  
101 East 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402

Or, the question/request for information can be faxed with the same identifying information above to:

Fax: (423) 643-7244

All questions will be answered by addendum which will be posted [www.chattanooga.gov](http://www.chattanooga.gov), then Bids Solicitations as soon as possible after the deadline for questions.

### Communication During the RFP Process

Any communication concerning this RFP must be conducted exclusively with the City of Chattanooga Purchasing Division Buyer, until the evaluation and award process has been completed. Failure to follow this procedure will be negatively viewed in the selection process.

### Response Format: Cover Letter

Include a cover letter, issued by an Officer of the proposing business entity, introducing your organization, summarizing your qualifications, and detailing any exceptions to the Standard Terms and Conditions.

Include principal contact information for this RFP, including address, telephone number, email address, and website (if applicable).

### Number and Type of Copies

Proposer shall submit one complete, unbound printed copy and one electronic copy in PDF format on a flash drive. No disks. Jump drive or flash drive required. All proposals shall be submitted in a sealed non-transparent envelope or box clearly marked "**RFP 176082 - Police Department Promotional Testing and Assessment Services**".

### Detailed Technical Proposals

Complete technical submittals shall be submitted with the Proposal. These technical submittals shall describe in detail how the Proposer complies with each specification requirement of the RFP. Any deviations from the specifications shall be noted.

### Implied Requirements

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the Proposal.

### Proposer-Supplied Materials

Any material submitted by a Proposer shall become the property of the City unless otherwise requested in writing at the time of submission. **Any firm submitting a proposal should assume the information included in the proposal is subject to the Open Records / Freedom of Information Act.**

### Incurring Costs

The City shall not be liable for any cost incurred by the proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its proposal.

### Economy of Preparation

Proposals shall be prepared simply and economically. Proposals shall provide a straightforward and concise proposal description. Emphasis shall be placed on clarity and content.

### Proposal Withdrawal Procedure

A Proposal may be withdrawn at any time until the date and time set above for opening of

proposals. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer to provide the specifications set forth in the proposal, until the successful proposal(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

#### General Reservation of City Rights

The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification.

#### General Terms

Any contract resulting from this Request for Proposal will be subject to the City of Chattanooga's Standard Terms and Conditions.

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

Any exceptions to said Terms and Conditions must be submitted with Proposal response in the Cover Letter as specified above.

Proposers shall state any exceptions to or deviations from the terms of this Request for Proposals and the Standard Terms and Conditions. Where proposer wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. The Contractor shall be bound to accept all stated terms not excepted in its proposal.

City reserves the right to accept or reject any or all exceptions / deviations at its sole discretion. City reserves the right to reject excepted or conditional proposals at its sole discretion.

#### **Contract Administration Activity**

The Proposer will be expected to provide periodic reporting and/or attend Contract Administration meetings, as described in this document, or as otherwise required by the City Purchasing Division.

#### **PAYMENT OF SERVICES**

1. The City will make payment according to the City's policies and procedures.
2. Invoices
  - a. Accurate and complete Invoices, with all backup documentation, shall be submitted to:

City of Chattanooga  
Attn: Accounts Payable Division  
101 East 11th Street, Suite 101  
Chattanooga, TN 37402  
[acctspayable@chattanooga.gov](mailto:acctspayable@chattanooga.gov)



- b. Vendor's Invoice must list a valid Email Address for billing questions and inquiries.
- c. Vendor's Invoice Date must minimally be the date that the Invoice is submitted to the City. The Invoice Date must not precede submission date, the Ship Date or Service Date.
- d. Invoice descriptions on transaction lines must match the Blanket Purchase Order transaction line items, and must reference the corresponding transaction line number. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- e. Invoices to the City shall reference the Purchase Order number.
- f. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
- g. Any Vendor invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant.
- h. Revised Invoices - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.

### **Term of any resulting contract**

Any resulting blanket Purchase Order/contract will be for a term of twelve (12) months with two optional twelve-month renewal terms at the agreement of both parties and using the same Terms and Conditions.

There is no guarantee of a purchase.

### **CHECKLIST OF REQUIRED SUBMISSION MATERIALS:**

1. Box or envelope labelled with RFP #/ title and proposer name and address
2. Complete, signed proposal
3. Completed, dated, and signed forms:
  - a. Completed and signed cover page
  - b. (Pricing) Proposal Cost Summary
  - c. Proposer Qualification Data Form
  - d. Iran Divestment Act Form
  - e. Affirmative Action Plan Form
  - f. No Contact/No Advocacy Affidavit (page must be notarized)
  - g. Addenda if any have been posted to [www.chattanooga.gov](http://www.chattanooga.gov), then Bids Solicitations up to 48 hours prior to the RFP Due Date/Time

**PROPOSER QUALIFICATION DATA**

All questions must be answered clearly and comprehensively. If necessary, separate sheets may be attached.

1. Company Name of proposer (Please list official name, and any and all “doing business as” names, if any, associated with the company):

\_\_\_\_\_

2. Main office address:

\_\_\_\_\_

\_\_\_\_\_

3. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

a. Email Address: \_\_\_\_\_

4. Proposers federal tax identification number: \_\_\_\_\_

*(Please attach Form W-9)*

5. The proposer is organized as a (specify type of entity, e.g. sole proprietor, partnership, for profit corporation, non-profit corporation, limited liability company, etc.)

\_\_\_\_\_

6. The date the proposer was organized in its current form:

\_\_\_\_\_

7. If a corporation or limited liability company, the state where it is formed:

\_\_\_\_\_

8. Is your company registered with the Tennessee Secretary of State?

a.  YES

b.  NO - Please explain

\_\_\_\_\_

\_\_\_\_\_

9. How many years have you served the population described in this solicitation:

\_\_\_\_\_

10. Describe any pending plans to reorganize or merge your organization.

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11. Have you, or any officers and/or directors of your company, ever been debarred or suspended by a government from consideration for the award of contracts?

a.  YES - Please list the contract party, and explain

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b.  NO

12. Have you, or any officers and/or directors of your company, ever been disqualified, removed, sued, or otherwise prevented from proposing on or completing any contract?

a.  YES - Please list the contract party, and explain

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b.  NO

13. Have you, or any officers and/or directors of your company, ever been charged with liquidated damages on a contract?

a.  YES - Please list the contract party, and explain

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b.  NO

14. Bonding

a. Limit: \$ \_\_\_\_\_

b. Bonding Company: \_\_\_\_\_

c. Address: \_\_\_\_\_  
\_\_\_\_\_

d. Phone Number: \_\_\_\_\_

## **Affirmative Action Plan**

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
  - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."

- b. Seek and maintain contracts with minority groups and human relations organizations as available.
  - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities
  - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
- 5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
  - 6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

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(Signature of Contractor)

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(Title and Name of Company)

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(Date)

**Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.**  
**Vendor Disclosure and Acknowledgement**

**By submission of this bid, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to § 12-12-106.**

**(SIGNED)** \_\_\_\_\_

**(PRINTED NAME)** \_\_\_\_\_

**(BUSINESS NAME)** \_\_\_\_\_

**(DATE)** \_\_\_\_\_

For more information, please contact the State of Tennessee Central Procurement Office,

<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

**No Contact/No Advocacy Affidavit**  
City of Chattanooga, Purchasing Division

State of \_\_\_\_\_  
County of \_\_\_\_\_

\_\_\_\_\_ (agent name), being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of

\_\_\_\_\_ (business name), the Submitter of the attached sealed solicitation response to Solicitation # \_\_\_\_\_;

(2) \_\_\_\_\_ (agent name) swears or affirms that the Submitter has taken notice, and will abide by the following No Contact and No Advocacy clauses:

**NO CONTACT POLICY:** After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

**NO ADVOCATING POLICY:** To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

**Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.**

Submitter Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_