

**PURCHASING DEPARTMENT
101 EAST 11th STREET, SUITE G-13
CHATTANOOGA, TENNESSEE 37402
CITY HALL**

Request for Proposals for the City of Chattanooga, TN

*Proposals will be received at 101 East 11th Street, Ste. G-13, Chattanooga, TN, 37402, until 4:00 p.m.,
e.s.t., on November 30, 2017.*

Requisition No.: RFP – 161338

Ordering Dept.: Human Resources

Buyer: Deidre Keylon / Email: dmkeylon@chattanooga.gov

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

Request for Proposals for Police Captain Promotional Testing

SEALED PROPOSALS MUST BE RECEIVED NO LATER THAN

4:00 P.M., E.S.T. ON NOVEMBER 30, 2017

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 the Website are applicable:

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

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.

ALL PROPOSALS MUST BE SIGNED.

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 PAGE TO BE RETURNED WITH PROPOSAL

REQUEST FOR PROPOSALS

POLICE CAPTAIN PROMOTIONAL TESTING

November 10, 2017

GENERAL INSTRUCTIONS TO PROPOSERS

Sealed Proposals must be submitted in hard copy format to the Purchasing Division, City of Chattanooga, by no later than 4:00 p.m., e.s.t., on November 30, 2017, to the attention of:

City of Chattanooga Purchasing Division
Attn: Deidre Keylon
101 East 11th 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.

Quantity and Format

Proposer shall submit four (4) complete copies of their proposal; one (1) original, two (2) copies and one (1) electronic copy in PDF format on a flash drive. All proposals shall be submitted in a sealed non-transparent envelope or box marked **"RFP 161338- Police Captain Promotional Testing"**.

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 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. The maximum number of pages allowed is thirty (30).

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.

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.

Any resulting contract shall be open to other Tennessee governmental agencies (including school districts) as a "piggyback contract", based on mutual agreement of the other governmental agency and the Proposer. Other agencies, under separate agreement, are allowed to purchase the same items, at the same terms and conditions as this proposal, during the period of time that this contract is in effect. Potential contractual liability matters resulting from any "piggyback contract" shall be the responsibility of the other Tennessee governmental agency placing the order.

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.

ADDITIONAL REQUEST FOR INFORMATION

All questions, and requests for information or clarification must be submitted in writing, and will be accepted until 4:00 p.m., e.s.t. on November 20, 2017, and shall be sent to:

City of Chattanooga Purchasing Division
Attn: Deidre Keylon, Buyer
101 East 11th Street
Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231
Fax: (423) 643-7244
dmkeylon@chattanooga.gov

As soon as possible after November 20, 2017, a Q&A Addendum with answers to all questions received will be posted on the website along with this main solicitation document.

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

A. BACKGROUND

The City of Chattanooga seeks qualified agencies to submit Formal Proposals to provide a solution for Police Captain Promotional Assessment.

B. SCOPE OF WORK

Proposers are asked to present and describe a Police Captain Promotional Assessment solution, incorporating the following:

Candidates for the rank of Captain will participate in a standardized Promotional Board. Candidates shall also participate in an oral interview process in conjunction with the Assessment Center and Promotional Board. An Administrative Evaluation of Professional History shall be conducted for all candidates. Please see attached policy regarding police promotions for more detail about the process (Appendix B).

Proposals will be accepted for the assessment center only. Cost information should be broken down accordingly.

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

- Provide (2) sealed copies of all validity information and all analyses to the HR Department to comply with Police Department's CALEA certification requirements and for HR Department record retention.
- The Contractor will need to complete a new job task analysis. The City will provide subject matter experts (SMEs).
- Assist HR Department and Police Department staff in preparation of communications sent to all candidates.
- Provide on-site orientation for candidates on study skills and Assessment Center preparations. Preferred time to be spent is one half-day with accommodations made for three shifts and military personnel.
- Develop a standardized interview process for Captain candidates.
- Develop a standardized Promotional Board process for Captain.
- Design and provide a training module for the assessors that is no less than 8 hours in length. Develop candidate and assessor daily schedules to ensure the best use of manpower and contain cost.
- Contractor will have adequate staff on site at all times 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 Appendix B)

- Provide any other usual and reasonable consulting items needed that may arise during the provision of services.
- Provide written feedback on each candidate to the City that may be used as personal feedback and motivation for the candidates.

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

With Copy to:

City of Chattanooga
Attn: Human Resources
101 East 11th Street
Chattanooga, TN 37402
lland@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 Purchase Order's transaction line items, and 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 Invoice - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.

REVIEW AND EVALUATION OF PROPOSAL

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 (or proposers if it is stated that the award is to be made to multiple awardees) whose proposal is deemed to be in the best interest of the City.

Evaluation Committee

A committee consisting of individuals selected by the City will receive all proposals submitted. Each proposal will be awarded a maximum of 100 points based on the evaluation criteria. The City, at its sole judgment, will decide if a proposal is viable.

Evaluation Criteria

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

The specific categorical factors that will be applied to the proposal information, in order to assist the City in selecting the most qualified proposers for the contract, are as follows:

- **35 points: Competence/Approach to Scope of Work**
- **35 points: Qualifications and Team Experience**
- **20 points: Price/Value/Cost Efforts**
- **10 points: Reference Projects**

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

A presentation may not be required, and therefore, complete information must be submitted with a proposer's proposal.

Selection of Finalist(s)

After review of the proposals by the Evaluation Committee 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.

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.

Competence/Approach to Scope of Work [35 points]

Offeror shall demonstrate in detail how each item in the Scope of Work (SOW) will be addressed, including, but not limited to, an estimated timeline for one process described, from start to finish.

Qualifications and Team Experience [35 points]

Offeror shall efficiently summarize its qualifications and experience, and in addition, specifically:

- Describe qualifications of assessors to be utilized.
- 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 documentation of any current liability insurance policy.

Price/Value/Cost Efforts [20 Points]

- Provide cost for performing the work described herein, including any all related or incidental costs.

Reference Projects [10 points]

- 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.

**APPENDIX A
PROPOSER QUALIFICATION DATA**

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

1. Company Name of proposer:

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

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

7. If a corporation, the state where it is incorporated:

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 sell or merge your company.

11. Have you ever been debarred or suspended by a government from consideration for the award of contracts?

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

b. ☐ NO

12. Have you ever been disqualified, removed, sued, or otherwise prevented from proposing on or completing any contract?

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

b. ☐ NO

13. Have you ever been charged with liquidated damages on a contract?

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

b. ☐ NO

14. Bonding

a. Limit: \$ _____

b. Bonding Company: _____

c. Address: _____

d. Phone Number: _____

APPENDIX B
Chattanooga Police Department - Policy Manual
PER-7 POLICE PROMOTIONS

Amends/Supersedes: PER-7 (06/21/16) Reviewed: Annually Date of Issue: 03/16/17
CALEA 34.1 (5th Ed.)

PURPOSE

The purpose of this general order is to establish a systematic procedure for the selection and promotion of personnel to higher ranks.

I. GENERAL

A. It is the policy of this department to promote on a basis of qualifications, abilities and performance. To the greatest extent possible, personal opinions or bias shall not be considered.

B. City Human Resources Director shall keep a record of qualified candidates for the positions in the classification plan and, with the exception of exempt service; the Human Resources Director shall certify the names of those determined by promotional procedures to be the most qualified of such available candidates to the Chief of Police.

C. The Accreditation Manager shall post promotion announcements and provide all information concerning all phases of the promotion process thereafter. [34.1.3a, 34.1.5]

D. The department's role in the promotion process shall be administered by the Accreditation Manager. The department facilitates the promotion process by posting the announcement of anticipated testing for vacancies and scheduling personnel for the various phases of the process. Subject matter experts are provided from among management to assist the promotional consultant in the development of any written test instruments and evaluations. During the task specifics center phase, assessors from outside agencies shall be used. Further, the department shall post final scores. All other elements of the promotion process are the responsibility of City Human Resources. [34.1.1, 34.1.2]

II. ELIGIBILITY

A. Police officers shall have completed six (6) years of service with this department on the date the position announcement closes to be eligible for promotion to sergeant. All other ranks shall have completed three (3) years of service in grade on the date the position announcement closes to be eligible for promotion. [34.1.6c]

B. Ineligibility

1. A member of the Department who has been suspended without pay shall not be eligible for promotion for the number of months which is equal to the number of days the member has been suspended for such offense, up to a maximum of 24 months. Examples:

3 days suspended = 3 months ineligible

10 days suspended = 10 months ineligible

28 days suspended = 24 months ineligible

2. Periods of ineligibility shall be calculated from the date of suspension.

C. Promotions shall be to the next higher rank only.

D. Appointments to the rank of Deputy Chief and Assistant Chief are not subject to the provisions of this policy.

III. PROVISIONS

A. General Provisions [34.1.4]

1. Prior to the administration of the promotion testing procedure, the Chief of Police, or designee(s), in consultation with the City Human Resources Director, shall review the components of the testing for timeliness, fairness, job relatedness and applicability, and may recommend changes to the preparing organization. All elements established for use in the promotion process shall be job related and nondiscriminatory.

2. As a position for a higher rank comes open (for example, through retirement) it shall be filled as soon as is practicable.

VI. PROCESS FOR CAPTAIN CANDIDATES

A. Assessment Center 55%

Captain candidates will participate in three exercises and an SOI (structured oral interview). Each exercise will have 3 assessors. The independent professional testing service will conduct an analysis of the captain's position and identify the knowledge area, skills and abilities needed upon entry into the job of Police Captain. The content of the questions / exercises will be designed to relate directly to the important duties performed on the job and assess the important knowledge, skills, and abilities determined to be needed to perform those duties. The development process and scoring criteria for each exercise and/or question will be identified by the same independent professional testing service.

B. Oral Interview 15%

Candidates shall participate in an interview with the Chief of Police. All elements established for use in the interview shall be job related and nondiscriminatory.

C. Professional History 30%

1. Education 9%

College Credit Hours (CCH) of 30 Hrs plus 1 pt.

CCH of 60 hours plus or Associate Degree 2 pts.

CCH of 90 hours plus 3 pts.

CCH of 118 hours or Bachelor's 7 pts.

Master's Degree 8 pts.

Doctorate 9 pts.

2. Seniority time in grade 5%

(Based on the completion of the following time in grade)

4 yrs. to 5 yrs. 2 pts.

6 yrs. to 7 yrs. 3 pts.

8 yrs. to 9 yrs. 4 pts.

10 yrs. + 5 pts.

3. Military (DD214, DD256, or proof of active enlistment) 2%

4. Training and experience 14%

(Every 40 hour of training will equate to .5 with a maximum of 14 total points)

Academy/cadet and in-service training hours are excluded.

Total 30%

The scores established by the promotional board interview and professional history create the finalized list of captain candidates. The scoring shall be scored by a process to be devised by the independent, professional testing service. Candidates shall be ranked by their composite scores. Scores shall be carried out to three decimal places. When requested, City Human Resources shall send the Chief of Police the finalized list by which promotions shall be made.

VII. CONCLUSION

A. Make-up Policy for Mobilized Military Personnel Candidates who miss a scheduled element in the promotional process, due to required military obligations, will be given the opportunity to take the test. No other circumstances shall constitute sufficient reason for any make-up.

B. Results 1. The City Human Resources Department shall provide all promotional tests and all promotion materials shall be maintained by them in a secure area. The promotional test results shall be furnished to each candidate through individual feedback. Records of each phase of testing shall be kept in such a manner that candidates may review the results for areas of individual interest. [34.1.3h]

2. Any candidate desiring an administrative review of test scores or the testing procedure shall make such request in writing within ten (10) working days of the posting of scores. The request shall be directed to the City Human Resources Director, who shall have fifteen (15) working days to respond. If an employee is not satisfied with the response from the City Human Resources Director, a grievance may be filed. Such grievance shall be filed directly with the Chief of Police. All provisions of the grievance procedure shall then attach.

3. The results of any testing process shall be considered valid for a period of two (2) years from the date of certification. [34.1.6d]

4. The Director of City Human Resources shall submit a certified list of all candidates in numerically ranked order, with the results of the above promotion provisions applied, to the Chief of Police or his designee. Promotions from the final list shall be made by the Chief of Police. [34.1.6be]

5. Final selection of those promoted shall be consistent with applicable Federal, State and local law and shall be made, in so far as is possible, in a fair and nondiscriminatory manner.

6. Appeals of promotion decisions shall be made pursuant by the established grievance procedure within five (5) days of the first announced promotion decision from the certified list and shall be filed directly with the Chief of Police. [34.1.3e]

7. Failure of a candidate to meet the minimum qualifications for promotion or failure of a candidate to be promoted based upon testing scores shall not preclude the candidate from reapplying for promotion. Personnel may reapply for promotion upon announcement of position openings. [34.1.3f]

8. Employees promoted under the provisions of this policy shall serve in a probationary status for six (6) months as required by Chattanooga City Code Sec. 20-144, at which time candidates shall be evaluated and a determination made to grant tenure in their position, extend their probation for a period not to exceed an additional six (6) months, or be returned to their former classified position. Appointments to the position of Assistant Chief and Deputy Chief of Police are made and retained at the pleasure of the Chief of Police and are not subject to the provisions of this policy. [34.1.7]

C. Appeals

All candidates shall be given an opportunity to appeal their test scores in the testing process. Candidates must file a request within the time frame provided and as appropriate to the test segment but not to exceed five (5) working days. The request shall be directed to the City Human Resources Director who shall have ten (10) working days to respond. If an employee is not satisfied with the response from the City Human Resources Director, a grievance may be filed. Such grievance shall be filed directly with the Chief of Police.

A handwritten signature in black ink, appearing to read 'D. Roddy', written over a horizontal line.

David Roddy
Chief of Police
Chattanooga Police Department

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 further information, please see website: www.tn.gov, type in search term "List of persons pursuant to Tenn.Code Ann. 12-12-106," to access a link to the "Public Information Library."

<https://www.tn.gov/generalservices/article/Public-Information-library>. There, click on List of persons pursuant to Tenn.Code Ann. 12-12-106. The list, which is periodically updated, is there. Currently, the link for the list is:

https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf

Affirmative Action Plan

For RFP 161338

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.

(Signature of Contractor)

(Title and Name of Company)

(Date)