



CITY OF SUFFOLK

PURCHASING DIVISION

P.O. BOX 1858, SUFFOLK, VA 23439-1858, PHONE (757) 514-7520 FAX (757) 514-7524

August 19, 2009

ADDENDUM #1

CONSULTANT SERVICES FOR A SUFFOLK FIRE & RESCUE PROMOTIONAL ASSESSMENT CENTER RFP #2013-00065-IC

The attached information is being furnished to all interested proposers due to questions that have been asked and answers that were given.

The due date for all proposals shall remain **February 20, 2013** at 5:00 p.m.

Ivy Crawford, VCA
Buyer I

Questions and Answers in regards to RFP 2013-00065-IC, Consultant Services for a Fire & Rescue Promotional Assessment Center.

1. How many employees are in the Fire Department?

A. 253

2. How many are not administrative?

A. We have 4 office people, command staff of 5, Fire Marshal's Office staff of 5, and Training Staff of 4 for a total of 18. Six of these can take the promotional test.

3. How many current Lieutenants are in the department?

A. 30

4. How many Captains are in the department?

A. 18

5. How many candidates typically go through the Lieutenant process?

A. Last time 40

6. How many candidates typically go through the Captain process?

A. Last time 12

7. Has there been a cut score for the written test in the past?

A. No

8. When is it desired that the processes be administered

A. In the fall of the year

9. Who was the previous vendor for these services?

A. We have not contracted these services prior to this.

10. How much did Suffolk, VA pay for each of the previous promotional processes for each rank?

A. We have not contracted these services prior to this.

11. Is Suffolk, VA under a current consent decree which affects these ranks?

A. No

12. Is there any pending litigation in the department regarding hiring or promotional practices?

A. . No

13. Do the statements in the RFP mean that we should develop two separate sets of questions for each rank, totaling 200 questions for both ranks, or are there two ranks missing from the RFP?

A. It will require 50 questions for Lieutenant and 50 questions for Captain. Only 2 ranks will be tested.

14. Does the RFP state that we are to prepare 4 exercises and the City will pick 3, or are there two ranks missing from the RFP and we are to prepare 4 sets of three exercises?

A. There will only be 2 ranks testing. Normally we expect an in-basket exercise, a tactical exercise, conflict resolution exercise and training for each rank.