



CITY OF SUFFOLK

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ADDENDUM NO. 2

City of Suffolk
RFP#17111-AG
June 12, 2017

Purchasing Division
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Consulting Services-Police Promotional Assessment Center

The Request for Proposal (RFP) for Consulting Services-Police Promotional Assessment Center originally issued May 16, 2017, has been amended as follows: Questions & Answers

1. How many candidates is the City expecting at the MPO, Sergeant, Lieutenant, and Captain ranks? **Varies each year based upon the eligibility of candidates. Historically the average has been between 23 and 28 employees.**
2. Does the City have a preference for multiple-hurdles or compensatory approach? **compensatory approach.**
 - a. If a candidate does not meet the passing criteria for the written examination (e.g. scores below 70%), will he or she still be eligible to take the assessment center exercises? **Yes**
3. Does the City have a preference for assessments to be scored "live"? **Preference is Live**
 - a. That is, can we video-record candidate responses on oral & role-playing exercises and play them back for assessors at a later time? **would consider combination depending on situation.**
4. How many assessors/raters does the City plan to procure? **vendor determines the number of Assessors needed.**
5. How long will we have access to the assessors? (e.g. 3 days, 8 hours per day) **vendor determines Assessment Center schedule.**
6. Have job analyses been conducted for each rank? **Yes**
 - a. If so, when were the last job analysis studies conducted? **12 to 24 months ago**
 - b. If so, will the selected vendor have access to the previous job analysis data? **Human Resources**
7. Would the City consider 100-item multiple-choice examinations for each rank? **Would be open to the idea.**

- 8 In terms of providing samples, our work is considered intellectual property, and everything is customized for our clients, making it difficult to provide "samples." Will we be considered non-responsive to the RFP if samples are not provided in our proposal? **No**
- 9 What type of appeals process has the City used in the past for the written examination and assessment center? **Candidate prepares written appeal that is presented to SMEs for evaluation and decision.**
- 10 Who is the previous vendor contracted by the City to provide similar services? **PMG and Dr. Eisenburg**
 - a. Was the City/Department pleased with the services provided? **Yes**
 - b. What was the previous contract amount for each rank for similar services? **Contract covered all ranks.**
11. Approximately how many incumbents are in each of the four job titles? **MPO 19; SGT 24; LT 10; CPT 4.**
12. Will the City provide proctors for the on-site administration of the oral and written assessments? **One person to assist as needed but the city's position is to stay neutral of the processes once given to the candidates.**
13. Will the City score the computer administered written test or do they expect the vendor to do the scoring? **Vendor.**
14. Is the City of Suffolk willing to negotiate the Terms & Conditions supplied? Specifically the Indemnification Clause (#17). **No.**
15. Does the City want the vendor to validate the items, using a content-oriented strategy in which items the relationship to KSAOs is specified by SMEs? **The department will work with the vendor for the purpose of validation.**
16. Must candidates achieve a passing score on the written examination in order to qualify to proceed to the assessment center? **No.**
17. Would the City please provide a list of the books or other materials which (a) will be used in this promotional process or (b) have been used in previous promotional processes? **Will be provided at the time the examination and assessment center exercises are prepared by the Department and Vendor.**
18. Is on-site scoring required for (a) the written examination or (b) the assessment center? **Written-yes, to allow for challenges by candidate. Assessment center – No, scores provided by the Assessors may be compiled and averaged by the Vendor at their home office.**
19. What is the expected lapse in time between (a) the written examinations and (b) the assessment centers? **30 days**
20. Will the City permit video-recording of the assessment center? **has been used in the past. Will not provide a defining answer until the situation and circumstances is presented by the vendor.**
21. Will the City accept audio-video recordings, instead of written reports, for the purpose of feedback to the candidates? **Open to the concept.**

22. What is the City's budget for these Police Promotional Assessment Center services? While this is sometimes viewed as sensitive information, it is public record and of importance to the consulting community. The City spent approximately \$127,000 for FY16 and approximately \$71,000 so far for FY17.

Contract Officer: Amy Gardner
Amy Gardner, Buyer

If you have any questions regarding this Addendum, please contact Amy Gardner, Buyer at agardner@suffolkva.us.