



ADDENDUM No. 1

MAY 17, 2018

Solicitation Title: Sergeant Promotional Exam

Solicitation No.: RFP 28-17-18 Opening Date: **TUESDAY, MAY 29, 2018**
BY NO LATER THAN 3:30 PM

Attention all potential bidders:

- MUST Addendum:** Read carefully and follow all instructions. Information included in this Addendum will have a material impact on the submittal for this solicitation. All "MUST" addenda are considered a matter of responsiveness. "MUST" addenda must be acknowledged on Form "A-5. Failure of a Submitter to acknowledge the addenda may be cause for rejection of the bid.

To all prospective bidders, please note the following changes and clarifications:

1. The deadline for submittal for proposals has been extended as follows:
SUBMITTAL DEADLINE:
~~WEDNESDAY, MAY 23, 2018~~ **TUESDAY, MAY 29, 2018, BY NO LATER THAN 3:30 PM (LOCAL TIME)**
2. The Price Proposal form (page 31) is replaced with the price proposal form included as **Attachment "A"** of this addendum. Respondents must use the revised Price Proposal form as part of their proposal in order to be considered responsive.

Request for Information Questions/Clarification:

- Q.1** How much did the City pay for the last contract for all of the services requested in the RFP? If the services in the RFP were paid separately, and not as a lump sum, how much did the City pay for the following:
- a) Sergeant Written Exam?
 - b) Sergeant Assessment Center?
- A.1** The City paid \$24,050 for the all the services requested in the last contract. Services were paid as a lump sum.
- Q.2** Who was the last company to provide the City with the services proposed in the RFP and what is their location?
- A.2** Miami Dade Community College, School of Justice. They are located at 11380 NW 27th Ave, Miami, FL 33167

- Q.3** When does the City want the promotional process completed by?
- A.3** Within five (5) months of execution of the contract.
- Q.4** How many candidate orientation sessions does the City want?
- A.4** One (1) session.
- Q.5** Is the City willing to conduct development meetings for the promotional exams via webinar/phone conference?
- A.5** Yes.
- Q.6** What exercises did the previous assessment center consist of?
- A.6** Complaint from citizen which turned into employee counseling session; Domestic Violence; Critical Incident (Shots fired from a residence with a barricaded mentally disturbed individual).
- Q.7** Over how many days was the previous assessment center conducted?
- A.7** Five (5) days.
- Q.8** Do assessment center assessors have to be from in-state or out-of-state?
- A.8** Assessment center assessors do not have to be from in-state however, in-state is preferred.
- Q.9** Who will be responsible for compensating assessors for travel to the assessment center?
- A.9** The awarded contractor will be responsible for compensating assessors for travel to the assessment center.
- Q.10** Is the City or the contractor responsible for obtaining assessors for each of the assessment centers?
- A.10** The awarded contractor will be responsible for obtaining assessors for each of the assessment centers.
- Q.11** How many times does the City predict administering the written exam?
- A.11** Up to two (2) times. All exams should be administered on the same day.
- Q.12** When was the last job analysis conducted? By whom?
- A.12** The last job analysis was conducted two (2) years ago by the City's Personnel Department.
- Q.13** How many in-person candidate orientation sessions is the vendor expected to conduct?
- A.13** See Q.4.
- Q.14** Historically have all test development meetings with SMEs been conducted in-person?
- A.14** Yes.
- Q.15** Is the Department open to having a live assessment, where assessors score candidates live rather than being evaluated at a later time via videotape?
- A.15** No.
- Q.16** Is the consultant responsible for assessment exercise video recording equipment, or is that provided by the Department?

- A.16** The consultant is responsible for assessment exercise video recording equipment.
- Q.17** Is the vendor responsible for securing and procuring a location for both the written examination and the assessment center? Where has the written exam been administered in the past? Where has the assessment center been administered in the past?
- A.17** Yes, the vendor is responsible for both orientation session, written examination, and assessment center. Please refer to Page 19, section 3.3.2 Physical Security. The written exam and assessment center were both previously administered at Miami Dade Community College, School of Justice, North Campus.
- Q.18** Are assessors secured by the consultant or the Department?
- a) If by the consultant, are there geographical boundaries for the assessors? In other words, must they only come from FL, the East Coast, etc., or may they be recruited nationwide?
- b) Are all three assessors external to the Department?
- c) Is the City/Department responsible for assessor expenses, or is the consultant?
- A.18** Assessors are to be secured by the consultant. There are no geographical boundaries for the assessors however, assessors from Florida are preferred. All three assessors are to be external to the Department. The Consultant will be responsible for assessor expenses.
- Q.19** Section 3.6.2 states “The Consultant will calculate final results by way of combining standard scores for all components of the promotional process including seniority and provide a final rank ordered list to the City of North Miami, as well as individual candidate report with performance candidate date to each candidate.” Can you please clarify?
- A.19** For the previous promotional exam, the Written Test was 30% of final score; the Assessment Center was 50% of the final score; and seniority points were 20% of final score. Seniority points will be provided by the City’s Personnel Department. The Consultant will calculate scores and provide a rank order list. The Consultant will provide each candidate a report as to how they performed on the promotional examination process. The goal is to highlight strengths and weaknesses and hopefully assist the candidate with better preparing them for future promotional exams.
- Q.20** Who was the previous contractor who provided similar services to the City? Was the City pleased with the services provided? What was the previous contract value for each rank?
- A.20** The previous contractor was Miami Dade Community College, School of Justice, North Campus. The City was pleased with the services provided. The previous contract value was \$24,050 for the rank of Sergeant.
- Q.21** Has the City been involved in any litigation regarding its selection/promotion processes? If so, can the City provide information about the litigation?
- A.21** No, the City has not been involved in any litigation regarding its selection/promotion processes.
- Q.22** Who, by position classification only and not name, are the members of the City's Evaluation Committee?
- A.22** The Evaluation Committee for this Solicitation has not been assigned as of the issuance of this addendum.

- Q.23** Which firms have provided similar services to the North Miami Police Department since January 1, 2013?
- A.23** Miami Dade Community College, School of Justice, North Campus.
- Q.24** Regarding Section 2.5.1, is it acceptable for a vendor to register with the State of Florida after notice of award?
- A.24** Each applicant must be a registered vendor with the City of North Miami prior to being awarded a contract by the City. One of the requirements to become a registered vendor with the City is that the vendor first be registered with the State of Florida Division of Corporations (D.O.C.). However, some foreign corporations formed in other states may not be required to be registered in the State of Florida, in certain instances, in order to do business within Florida. Vendors should contact the D.O.C. for clarification on whether or not they are required to be registered with the State of Florida in order to do business here.
- Q.25** What is the total funding which the City has available for this engagement? While we understand that this is sometimes viewed as sensitive information, it provides important guidance to the consulting community and is public record?
- A.25** City will fund the full cost of the promotional examination based on pricing from the highest ranked proposer.
- Q.26** Regarding the pricing table on page 31 which requests a lump-sum price for each of the six components and where the exact number of candidates (a) taking the written exam and then (b) proceeding to the assessment center cannot be known at this time, on what number of candidates should the lump-sum cost for each of the six components on page 31 be based?
- A.26** There are currently 71 police officers that meet the minimum requirement to take the upcoming exam. Please refer to Page 22 Section 3.8 Candidates of the RFP for additional information which may help. Please see the revised Price Proposal Form included as Attachment "A" of this addendum for further clarification
- Q.27** Similarly, where the table on page 31 does not include a row for the cost of the written exam, how and where should this be presented?
- A.27** Please see the revised Price Proposal Form included as Attachment "A" of this addendum.
- Q.28** Is it the responsibility of (a) the City or (b) the consultant to both procure and pay the assessors for their professional services and all of their related travel and other expenses?
- A.28** See Q.8-10.
- Q.29** Where the RFP uses the acronym "BADGE" on pages 18, 20 and 22, would the City please state exactly what this acronym stands for? In 38 years of practice across the United States, we have never encountered this acronym and are concerned that it may be proprietary.
- A.29** B.A.D.G.E. stands for Behaviorally Anchored Dimension Guided Exercise. Please refer to Page 20, Section 3.4.3, a), for an explanation of what the BADGE exercise entails.
- Q.30** Is the City open to considering other assessment-center exercises not specified in the RFP if the job analysis or other tasks should reveal that these would be more beneficial

to the City?

A.30 No.

Q.31 When does the City wish to have the Sergeant Promotional Exam take place??

A.31 The City wishes for the consultant to give the Written Examination within 120 days of the execution of the contract and the Assessment Center within 21 days of the Written Examination.

Q.32 Based on the description of the three assessment-center exercises on page 20, why does the City wish not to have "live" interaction take place between the candidates and the assessors?

A.32 Assessment-center exercises are recorded in order to allow assessors to review the candidate's performance in the exercises accurately and discuss their performance.

For any other questions, clarification can be found in the specifications.
All other terms, conditions and specifications remain unchanged for this solicitation.
End of Addendum



Attachment “A”

Revised Price Proposal Form



REVISED PRICE PROPOSAL FORM

SERGEANT PROMOTIONAL EXAM

RFP 28-17-18

The prices listed below shall include the total cost to complete the Services requested in this Solicitation including, but not limited to materials, labor, equipment, bonds, insurance, etc., as necessary to ensure proper delivery of Services as requested by the City of North Miami.

RESPONDENTS MUST INCLUDE A BREAKDOWN OF THE PROPOSED TASKS AND THEIR RESPECTIVE COST FOR EACH OF THE LINE ITEMS LISTED BELOW AS PART OF THEIR PROPOSAL (PLEASE ATTACH TO THIS FORM).

	Description	Cost (Lump Sum)
1	Written Exam Development	\$
2	Written Exam Administration	\$
3	Written Exam Evaluation	\$
4	Assessment Exercise Development	\$
5	Assessment Exercise Administration	\$
6	Assessment Exercise Evaluation	\$
7	Assessment Center Development	\$
8	Assessment Center Administration and Evaluation	\$
9	Assessment Center Feedback	\$
Total Cost		\$

NOTE: The above price proposal should be accompanied by a breakdown of a project cost per candidate. Respondents must attach a breakdown of each line item to this Price Proposal Form and include it with their submittals.

[See Next Page for Notes and Acknowledgement]

NOTES:

1. Respondent, individual, partnership, corporation or association responding to this Solicitation certifies that all statements made in this document are true and correct to the best of their knowledge. Also the Respondent agrees to hold this offer open for a period of ninety (90) days from the deadline for receipt of Response.
2. Respondent understands and agrees to be bound by the conditions contained in this Solicitation and shall conform to all the requirements.

Company Name

Authorized Company Representative (Print Name)

Title

Signature

Date