

4. Who will administer the written examinations?

THE CONSULTANT WILL ADMINISTER THE EXAMS. THE DEPARTMENT OF HUMAN RESOURCES WILL PROVIDE ON-SITE SUPPORT AS NEEDED.

5. Will on-site scoring be required following the written examinations?

NO. IN THE PAST, WE HAVE SCORED ON-SITE, BUT THERE HAVE BEEN ASSOCIATED PROBLEMS (I.E. SCANNER MALFUNCTION; ERRORS IN SCORING ON HAND-SCORED SHEETS; CHALLENGES UPHOLD REQUIRING AN ADJUSTMENT OF SCORES). THERE IS ALSO A LOT OF PRESSURE ON CANDIDATES TO REVEAL THEIR SCORE TO PEERS WHEN ANSWER SHEETS ARE SCORED ON-SITE. WITH THE ADMINISTRATION OF THE LAST FIRE PROMOTIONAL EXAM, ANSWER SHEETS WERE SCORED ELECTRONICALLY ONCE ALL CHALLENGES HAD BEEN RESOLVED. EACH CANDIDATE RECEIVED AN INDIVIDUAL LETTER INFORMING THEM OF THEIR OFFICIAL SCORE.

6. Who provides the assessors and are they compensated or does the City reciprocate with other cities for assessors?

THE CHIEF IS RESPONSIBLE FOR SECURING THE ASSESSORS. THE ASSESSORS ARE NOT COMPENSATED. GENERALLY, WE HAVE A RECIPROCAL AGREEMENT WITH OTHER CITIES IN THE AREA.

7. What is the current budget you are working with for this project relating to your current vendor?

THE CONSULTANT'S FEE FOR THE 2008 POLICE PROMOTIONAL PROCESS WAS \$49,950.00. THE CONSULTANT'S FEE FOR THE 2009 FIRE PROMOTIONAL PROCESS WAS \$45,500.00.

8. What is your anticipated budget for the entire project pertaining to the RFP/Solicitation issued?

NO RESPONSE

9. Is it possible for two vendors to respond in collaboration for this project? This is to say, one vendor will address a portion of the work and another vendor will address the remaining areas?

NO

10. If the answer to question #10 is no, can a vendor respond to specific portions only? I.e. Respond to either the Police or Fire testing only or respond to specific sections such as the job analysis, written and oral examinations only?

NO

11. When would the selected vendor begin work on the project?

THE MOST PRESSING ISSUE AT THIS TIME IS PREPARING FOR THE POLICE PROMOTIONAL PROCESS. A COPY OF THE TENTATIVE SCHEDULE FOR THAT PROCESS IS ATTACHED. DUE TO THE TIME LINE, WORK MUST BEGIN ON THE POLICE PROMOTIONAL PROCESS IMMEDIATELY FOLLOWING THE CONTRACT AWARD.

12. What is the timeframe for implementation and actual test administration?

A COPY OF THE TENTATIVE TIME LINE FOR THE POLICE PROMOTIONAL PROCESS IS PROVIDED AS AN ATTACHMENT. THE 2011 FIRE PROMOTIONAL PROCESS FOLLOWS

IMMEDIATELY BEHIND THE POLICE PROCESS WITH THE ISSUE OF ELIGIBILITY LISTS ON JULY 1, 2011.

13. Are you looking to replace or change your current entry-level exam vendor or are you only looking for a review of the current process/procedures? Please define Section III, F. further.

WE HAVE NO PLANS AT PRESENT TO CHANGE THE CURRENT ENTRY-LEVEL EXAM VENDORS. WE ARE INTERESTED IN CONSIDERING OTHER OPTIONS FOR IDENTIFYING CANDIDATES FOR HIRE IN THE FUTURE WHICH MAY OR MAY NOT INCLUDE THE ADMINISTRATION OF A WRITTEN EXAM. THE PROPOSAL SHOULD ADDRESS THE TECHNIQUES THAT WILL BE EMPLOYED TO REVIEW EXISTING PROCESSES AND DETERMINE RECOMMENDED CHANGES, AS WELL AS A SUMMARY OF THE VENDOR'S PREVIOUS EXPERIENCE IN CONSULTING ON PUBLIC SAFETY ENTRY PROCESSES. ALL WORK RELATED TO THE REVIEW OF THE ENTRY-LEVEL PROCESSES WILL BE CONDUCTED FOLLOWING THE AWARD OF THIS CONTRACT. A WRITTEN REPORT, SUMMARIZING THE FINDINGS AND RECOMMENDATIONS, SHOULD BE DIRECTED TO THE DEPARTMENT OF HUMAN RESOURCES WITHIN THE TIME PERIOD AGREED UPON BY BOTH PARTIES.

14. You reference an oral and written assessment for the Police Department. Does this mean that you are looking for a formal, structured oral interview process and a writing/essay test to measure their writing/communication ability?

THE VENDOR WILL DETERMINE THE FORMAT OF THE ASSESSMENT CENTER AND THE EXERCISES TO BE INCLUDED. IN THE PAST, THE CENTERS HAVE INCLUDED BOTH ORAL EXERCISES (I.E. PRESENTATION OF CREDENTIALS; LEADERLESS GROUP, ETC.) AND WRITTEN EXERCISES (I.E. IN-BASKETS; TACTICAL, ETC.)

15. Page 4, III. Scope of Services, A. 1-6 and B. 1-6, please clarify #1: It says that the recommended process should include "an assessment of the concerns of Fire/Police Administration and Officers at various levels and the Department of Human Resources." III. Scope of Services, C. Results Expected identifies the concerns of the FD/PD as having an effective assessment of persons to fill promotional opportunities and the concerns of HR as having a process that can be administered fairly while meeting all legal requirements. Question: Is #1 referring to the concerns stated in C.?

YES. THOSE ARE THE PRIMARY CONCERNS; HOWEVER, IT IS EXPECTED THAT THE CONTRACTOR WILL CONDUCT A THOROUGH ASSESSMENT TO ASCERTAIN ADDITIONAL CONCERNS OF THE FIRE, POLICE AND HUMAN RESOURCES DEPARTMENTS.

16. Page 4, III. Scope of Services, A. 1-6 and B. 1-6, please clarify #3: It says that our recommended promotional process should include "a survey of cities comparable to Chesapeake to determine what promotion methods have been effective." Question: Do they want us to include information about comparable clients and promotion methods that have been effective in the proposal? Or, do they want a full survey of comparably sized departments, post-contract award?

ALL WORK RELATED TO THE RECOMMENDATION OF A PROMOTIONAL PROCESS WILL BE POST-CONTRACT AWARD AND SHALL INCLUDE A FULL SURVEY OF COMPARABLY SIZED DEPARTMENTS. A WRITTEN REPORT, SUMMARIZING THE FINDINGS AND RECOMMENDATIONS, SHOULD BE DIRECTED TO THE DEPARTMENT OF HUMAN RESOURCES WITHIN THE TIME PERIOD AGREED UPON BY BOTH PARTIES. THE RESULTING RECOMMENDATIONS WILL NEED TO BE CONSIDERED BY ALL STAKEHOLDERS. AS WELL, SIGNIFICANT CHANGES TO THE PROCESS WILL HAVE TO BE INTRODUCED TO THE EMPLOYEES WITH AMPLE TIME FOR THEM TO ADJUST OR REACT TO SUCH CHANGES. IT IS FOR THESE REASONS THAT WE ANTICIPATE UTILIZING THE PROMOTIONAL PROCESSES THAT ARE CURRENTLY IN PLACE FOR POLICE IN 2010 AND FIRE IN 2011.

17. Page 4, III. Scope of Services, A. 1-6 and B. 1-6, please clarify #4: It wants the promotional process recommendations to “complement the existing structure” of the respective department. Question: Complement in what way?

ANY PROCESS RECOMMENDATIONS MUST ACCOMMODATE THE CURRENT RANK STRUCTURE.

18. Page 4, III. Scope of Services, A. 1-6 and B. 1-6, please clarify #6: It discusses a consideration for “documentation of study reference materials.” Question: What kind of documentation of study reference materials are they referring to? We will include techniques employed to review existing source material and determine the appropriateness of alternate source material, but do they want some other form of documentation of study reference included – like an initial suggestion of sources or something?

THE DOCUMENTATION WILL INCLUDE TECHNIQUES EMPLOYED TO REVIEW EXISTING SOURCE MATERIALS AND DETERMINE THE APPROPRIATENESS OF ALTERNATE SOURCE MATERIALS.

19. For each promotional process, can you please inform us as to when the earliest expiration date is for the current list?

THE CURRENT FIRE PROMOTIONAL ELIGIBILITY LISTS WILL EXPIRE JUNE 30, 2011. THE CURRENT POLICE PROMOTIONAL ELIGIBILITY LISTS WILL EXPIRE ON DECEMBER 31, 2010.

20. Can you specify the number of candidates eligible/expected to participate in the first (written examination) step of the Fire Lieutenant and Police Sergeant examinations? Providing the candidate numbers from the most recent administration would be helpful.

IN THE 2008 POLICE PROMOTIONAL PROCESS, 108 CANDIDATES SAT FOR THE SERGEANT WRITTEN EXAM. IN THE 2009 FIRE PROMOTIONAL PROCESS, 140 CANDIDATES SAT FOR THE LIEUTENANT WRITTEN EXAM.

21. The RFP specifies the number of promotional candidates that proceed from the first written examination to subsequent test components. In those cases where all candidates do NOT move on, would the City consider allowing larger numbers to move on to subsequent test components?

YES. THE CITY WOULD CONSIDER SUCH A RECOMMENDATION; HOWEVER, THIS WOULD BE A BUDGETARY CONSIDERATION, GIVEN THE HIGH NUMBERS OF CANDIDATES WHO PARTICIPATE AT THE ENTRY RANK.

22. For the entry-level examinations, can you please clarify what is to be addressed in proposals? That is, are proposals to address only the provision of recommendations or also the costs associated with assisting the City in implementing those recommendations (i.e., administration and scoring of tests and screens and production of eligibility lists)?

THE PROPOSAL SHOULD ADDRESS THE TECHNIQUES THAT WILL BE EMPLOYED TO REVIEW EXISTING PROCESSES AND DETERMINE RECOMMENDED CHANGES, AS WELL AS A SUMMARY OF THE VENDOR’S PREVIOUS EXPERIENCE IN CONSULTING ON PUBLIC SAFETY ENTRY PROCESSES. ALL WORK RELATED TO THE REVIEW OF THE ENTRY-LEVEL PROCESSES WILL BE CONDUCTED FOLLOWING THE AWARD OF THIS CONTRACT. A WRITTEN REPORT, SUMMARIZING THE FINDINGS AND RECOMMENDATIONS, SHOULD BE DIRECTED TO THE DEPARTMENT OF HUMAN RESOURCES WITHIN THE TIME PERIOD AGREED UPON BY BOTH PARTIES.

23. For the entry-level examinations, is the City seeking recommendations concerning all elements of the selection process including pre-offer tests such as the written, oral (assessment of credentials, panel

interviews) and physical, as well as the post-offer screens such as the background investigations, medical screens, etc.?

THE CITY IS SEEKING A REVIEW OF ALL ASPECTS OF THE ENTRANCE EXAMINATION PROCESS FOR EACH DEPARTMENT. IT WILL BE RESPONSIBILITY OF THE DEPARTMENT OF HUMAN RESOURCES TO IMPLEMENT RECOMMENDED PROCESS CHANGES THAT ARE ADOPTED. OTHERWISE, THROUGHOUT THE DURATION OF THE CONTRACT, THE CITY WILL CONSIDER THE VENDOR AS SERVING ON RETAINER WITH REGARD TO PUBLIC SAFETY ENTRY TESTING AND WILL UTILIZE THE SERVICES OF THE VENDOR ON AN "AS NEEDED" BASIS AS ISSUES ARISE.

24. For the entry-level examinations, how often are they administered and approximately how many candidates participate in each administration for each department?

GENERALLY, EACH DEPARTMENT TESTS NO MORE THAN TWICE A YEAR. AN AVERAGE OF 200 APPLICANTS SIT FOR EACH EXAM.

25. Has the City worked with an outside consultant in the past and, if yes, can you identify that consultant?

THE CITY WAS PREVIOUSLY UNDER CONTRACT WITH PERSONNEL PERFORMANCE, INC. FOR POLICE PROMOTIONAL TESTING AND BOOTH RESEARCH GROUP FOR FIRE PROMOTIONAL TESTING.

26. Will the City be responsible for acquisition of test facilities, monitors, assessors and associated costs for all examinations or will the consultant bear any of those responsibilities?

THE CITY WILL BE RESPONSIBLE FOR THE ACQUISITION AND COSTS ASSOCIATED WITH SECURING EXAM AND ASSESSMENT CENTER FACILITIES, WRITTEN EXAM MONITORS, AND ASSESSORS.

2010 Police Promotional Process Timeline

Police Chief designates SMEs
April 28th, 2010

Consultant meets with SMEs
May 19th and 20th, 2010

Deadline to Issue List of Study Materials
Friday, July 2nd, 2010

REGISTRATION TO SIT FOR LT/SGT EXAM
CPD establish deadline and submit final list to HR

ORIENTATION with Consultant
Location: Greenbrier Library, 1214 Volvo Parkway (Check availability)
August 25th, 2010 (Wednesday)
10:00 AM - 11:30 AM, candidates for all ranks
2:00 PM - 3:30 PM, candidates for all ranks

WRITTEN EXAMINATION
Location: Indian River Middle School (Check availability)
Saturday, October 2nd
SGT – Report 8:15 A.M. Session; **Lieutenant** – Report 12:45 P.M. Session

ORAL AND WRITTEN ASSESSMENTS
Location: Strayer University (Check availability)

Lieutenant and Captain (2 panels = 4 Captain evaluators; 10 + ties; all eligible CAPT)
Monday, Oct 18 (evaluator training for Lt/Capt)
Tuesday, Oct 19 - Friday, Oct 22 (oral and written assessments)

Sgt Assessment Center (2 panels = 4 Lieutenant evaluators; 20 candidates + ties)
Monday, Nov 1 (evaluator training for Sgt)
Tuesday, Nov 2, - Friday, Nov 6 (oral and written assessments)

Deadline for Police Chief to Provide Candidates' Ratings to HR
Friday, December 3, 2010

Updated 1-7-2010

END OF ADDENDUM NO. 1

ALL OTHER TERMS, CONDITIONS, AND SPECIFICATIONS SHALL REMAIN UNCHANGED.

ALL INQUIRIES FOR INFORMATION SHOULD BE DIRECTED TO PAT BARBER, PROCUREMENT SPECIALIST II, PHONE: (757) 382-6359, FAX: (757) 382-6900, Email: pbarber@CityOfChesapeake.net