



HOWARD COUNTY, MARYLAND

OFFICE OF PURCHASING

6751 Columbia Gateway Drive, Suite 501, Columbia, MD 21046

ADDENDUM NO. 1
ISSUED December 20, 2017
REQUEST FOR PROPOSALS

RFP NO. 09-2018

POLICE PROMOTIONAL TESTING SERVICES

REVISED OPENING: JANUARY 3, 2018 AT 11:00 A.M.

<https://www.howardcountymd.gov/Departments/County-Administration/Purchasing>

This addendum is hereby made a part of this RFP 09-2018. Please note the following information as a result of the pre-proposal conference on December 4, 2017 and submit the proposal accordingly. The opening date is **revised** from December 27, 2017 to **January 3, 2018**.

Clarifications/Changes/Information

1. Refer to RFP Page 25, Section H, Price Proposal Page, Line item nos. 1 through 4. "Estimated Annual Quantity" has been changed **from** "1 bi-annual" **to** "1 biennial".
2. **Replace** original Price Proposal Page with the attached **REVISED** Price Proposal Page. Only the County's attached **REVISED** Price Proposal Page shall be accepted. RFP responses submitted with the original Price Proposal Page shall be considered non-responsive.
3. See attached Pre-Proposal Sign-In Sheet dated December 4, 2017.
4. Change all references to RFP opening date from December 27, 2017 to January 3, 2018.

Questions/Responses

1. **QUESTION:** How many candidates does the County expect to participate in these Promotional Testing Services for each rank (Corporal, Sergeant, Lieutenant, Captain) respectively? We note that this information on the number of candidates for each rank is necessary to complete the Extended Price in RFP page 25, Section H, Price Proposal Page.
RESPONSE: The County estimates the following number of candidates for each rank:
Corporal: 50-100
Sergeant: 20-40

Lieutenant: 15-30

Captain: 11-15

2. **QUESTION:** Which firms have provided similar Promotional Testing Services since 2012? What was the yearly amount spent by incumbent since awarded?

RESPONSE: Fields Consulting Group. The average yearly spend was \$57,300.00.

3. **QUESTION:** Refer to RFP Page 9, Section C, paragraph 14, Maryland Registration. May this be obtained after award of this contract or must this documentation be submitted with the original proposal?

RESPONSE: Documentation of registration to do business in the State of Maryland does not have to be submitted with the original proposal; however, it shall be submitted to Purchasing upon notification of award for the legal agreement and contract to be executed.

4. **QUESTION:** How many items does the County wish to have included in the Written Examination for each rank (Corporal, Sergeant, Lieutenant) respectively?

RESPONSE:

Corporal: 100 Questions

Sergeant: 100 Questions

Lieutenant: 100 Questions

5. **QUESTION:** Should consultants assume that the County will both (1) source and (2) pay for all expenses of all the assessors involved in any of these Promotional Testing Services? We base this query on the language of the RFP, Page 12, Section D 3.5.1: "Train the County's provided assessors."

RESPONSE: (1) The County will source assessors, although on occasion the County has difficulty obtaining diverse assessors and have asked for assistance from our Contractor. (2) The County will pay expenses for assessors.

6. **QUESTION:** Refer to RFP Page 14, Section D7, Background Checks and Investigations. Will all the consultant's employees and subcontractors be subject to this process?

RESPONSE: Delete Section D7, Background Checks and Investigations in its entirety. Background Checks and Investigations will not be required.

7. **QUESTION:** Refer to RFP Page 19, Section E2, Proposal Documents and Copies:

a. Does the County wish to have one original, three copies and one flash drive in separate envelopes for both (1) the Technical proposal and (2) the Price proposal?

b. If not, how many copies of the Price proposal does the County wish to have?

c. Does the County wish to have both the Technical and Price proposals on one flash drive? We ask this because of the language in line 4 of Section 2.1: "This electronic copy shall be **one** [original emphasis] (1) complete file."

RESPONSE:

Technical Proposal envelope shall contain:

One original clearly marked technical response and three clearly marked copies.

Flash drive containing one complete file consisting of an entire identical version of the technical proposal and an entire identical version of the price proposal.

Price Proposal envelope shall contain:

One original clearly marked Price Proposal and three clearly marked copies.

8. **QUESTION:** Refer to RFP Page 20, Section E2.3.5.6. Our company has served dozens of government jurisdictions in the last three years and compiling this information would be onerous and very time-consuming, will the County accept a list of ten (10) such jurisdictions?
RESPONSE: That is acceptable.
9. **QUESTION:** Would the County please share the respective weights of the eight factors it will be using in the first phase of the evaluation of proposals as specified in RFP Page 17, Section D15.2, Evaluation of Offers?
RESPONSE: The County does not give out that information. As stated in the RFP, the evaluation criteria are in descending order of importance.
10. **QUESTION:** Will the County please clarify whether: (1) the County will specify the complete list of literature/materials to be used, as appears to be the case in lines 6-7 of paragraph 3.3: ", Written Examinations on page 12, Section D "...with specific resource material the County will provide,"; or (2) the consultant will provide the complete list of literature/materials as appears to be the case at Section E2.3.5.7 on page 20, "A description of the literature/materials to be used."
RESPONSE: The County will provide a list of literature/materials to be used (General Orders, Employee Manual, Union Contracts). With Contractor recommendations, the County will also provide any other reference materials (leadership books, textbooks).
11. **QUESTION:** Refer to RFP Page 27, Section J, Equal Business Opportunity Participation. Will the County accept the participation of a minority student from the Howard County area currently enrolled, for example, in a degree program for a Masters in Public Administration, Criminal Justice or related field as meeting this goal?
RESPONSE: To be counted towards the EBO goal, a subcontractor firm must be certified. They can apply to the County for their business to get certified as an EBO vendor.
12. **QUESTION:** Provide clarification as to what police ranks are tested, when and how often?
RESPONSE: The ranks of Corporal, Sergeant, and Lieutenant are tested biennially (once every two years). If all the candidates on an established list are promoted, we would need to test prior to the two-year anniversary. The ranks of Corporal and Lieutenant currently have an established date of June 1, 2017. The rank of Sergeant currently has an established date of April 8, 2016. The rank of Captain is tested as needed (based on vacancies) and if a list is established, it is in effect for one year.
13. **QUESTION:** How many questions are on the written test? How many are required?
RESPONSE: Historically, there have been 100 questions on the written tests. We do not have a number that is required. No written test for the Captains process.
14. **QUESTION:** What questions were asked in previous written examinations?
RESPONSE: That information is not available.
15. **QUESTION:** Will responses from the previous testing sessions and the percentage of the number of candidates that passed be provided?
RESPONSE: That information is not available.
16. **QUESTION:** Can the pricing page be based on per testing cycle?
RESPONSE: It already is in the per testing cycle.
17. **QUESTION:** Refer to RFP Page 12, Section D, Paragraph 3.3, Written Examinations. Is there a current job analysis and, if so, can we have a copy of it?
RESPONSE: That information is not available.

18. **QUESTION:** Regarding timing, when is the next cycle testing scheduled/due?
RESPONSE: The next testing cycle that will be covered by this contract will be the Corporal and Lieutenant processes, established date of June 1, 2019.
19. **QUESTION:** Refer to RFP Page 12, Section D, Paragraph 3.3, Written Examinations. Are tests all written examinations? Multiple choice?
RESPONSE: There is a written test for each of the ranks of Corporal, Sergeant, and Lieutenant. These tests are multiple choice.
20. **QUESTION:** Refer to RFP Page 12, Section D 3.5. Are there differences in the Assessment Centers by rank?
RESPONSE: The Lodge 21 Union Contract specifically states the following for testing for the rank of Corporal: "Written examination, panel interview, and writing/analytical assessment."
Howard County Police Department (HCPD) General Order (ADM-29), Promotion of Sworn Personnel, states the following for all promotional processes: "The HCPD will utilize an Assessment Center process in which candidates participate in one or more evaluation components. The assessment process selected must meet the following criteria:
- a) Measure dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in a written job analysis.
 - b) Uses multiple assessors who are thoroughly trained prior to participating in an assessment process.
 - c) Uses techniques designed to provide information, which is used in evaluating the dimensions, attributes, or qualities previously identified.
 - d) Uses multiple assessment techniques, one of which is simulation.
 - e) Uses simulation exercises that have been pre-tested prior to use to ensure that the techniques provide reliable, objective, and relevant information and that exercises are job related.
 - f) Announces the dimensions to be evaluated in a written directive prior to the assessment center.
 - g) Thorough documentation by assessors of observations at each stage of the process.
21. **QUESTION:** Refer to RFP Page 12, Section D 3.5 Does the Police come up with the Assessment Center tests?
RESPONSE: The County uses the HCPD subject matter experts to brainstorm assessment center exercises that are relevant and challenging. The County is also open to ideas and will work with the contractor to develop each exercise.
22. **QUESTION:** Refer to RFP Page 12, Section D 3.5. How many and types of assessments are there for each rank?
RESPONSE: See response to question no. 21 above.
23. **QUESTION:** In reference to candidate feedback reports, are they detailed? Are they upon request?
RESPONSE: They are detailed, and the County wishes to provide a feedback report for every candidate that participates in an assessment center (Corporal candidates that do not move on past the written examination do not receive a feedback report). From our General Order (ADM-29): Provides candidates with written performance feedback. The written summary will describe each candidate's strengths and opportunities for improvement. Scores will be provided as well as the candidates ranking.
24. **QUESTION:** Were the written exams administered via paper, pencil, and Scantron in the past? Do the future ones need to be done on paper? Do future ones need to be done on Scantron?
RESPONSE: In the past the written exams were administered by Scantron, supplied by the Contractor; however, if the Contractor chooses to score the written examinations by a different method that is acceptable.

25. **QUESTION:** How many versions of the written exams do you require? Version defined as same questions and responses but in different order on each version.
RESPONSE: The County is not familiar with “different versions”. In the past the Contractor has supplied a bank of test questions and County subject matter experts reject those questions that are not relevant or those they feel are “appealable”.
26. **QUESTION:** Is there a requirement of how many answer choices are provided for each question on the written exams?
RESPONSE: No requirement. The County has used true/false or A, B, C, D in the past.
27. **QUESTION:** Will all exams/assessments be in English? Will translation services be needed?
RESPONSE: Translation services will not be needed.
28. **QUESTION:** Can the written exams be administered via computer/laptop? If yes, is there a HCPD affiliated computer lab available for use?
RESPONSE: The County’s computer lab is limited to 25 test takers. It is not feasible to use it for written tests needing more than 25 computers.
29. **QUESTION:** In previous years, has there been pre-testing regarding the written exams? If so, will the awardee be privy to the documentation?
RESPONSE: There has been no pre-testing in the past.
30. **QUESTION:** What expertise do you expect of the awardee in terms of classical test theory, cut off score analysis, assessment design, question bias analysis, etc.?
RESPONSE: The Contractor shall develop legally defensible promotional test using current methodologies and analysis.
31. **QUESTION:** Is there a requirement for reading level minimum or maximum for question wording on written exam?
RESPONSE: No.
32. **QUESTION:** Refer to RFP, Page 12, Section D 3.4. How long are the training sessions? Will each group of test takers have different training sessions? Will training sessions be provided for both the written exams and the assessment center tests?
RESPONSE: It depends what the Contractor recommends. Historically, the County held orientations for each separate rank that cover information on the written test and assessment center.
33. **QUESTION:** Refer to RFP, Page 14, Section D 6.1, Contractor’s Qualifications. What does the following mean “demonstrated experience of reliability and meets the criteria set forth herein?”
RESPONSE: The County requires a Contractor who meets RFP specifications including the required previous experience to perform the service.
34. **QUESTION:** Is there a page limit to the overall technical proposal? If so, what is it and are there limits based on the enumerated “sections” of RFP Page 20, Section E 2.3?
RESPONSE: No.
35. **QUESTION:** Is there a page limit to the overall price proposal? If yes, what is the limit?
RESPONSE: No. Contractors are to complete the **REVISED** Price Proposal Page by filling in the blanks with unit pricing, extended pricing, grand total, and sign and date document.
36. **QUESTION:** Is there a font size requirement and/or margin size requirement for either/or both the technical and price proposals?
RESPONSE: No.

37. **QUESTION:** Refer to RFP Section H, Page 25, Price Proposal Page, Line Item No. 8, Candidate Feedback Reports. For the “extended price” should we use 20, 80 or 50 (mean) of the expected number per year?
RESPONSE: The estimated quantity of line item no. 8 on the Price Proposal Page has been **revised from 20-80 per year to 50 per year.** See attached **Revised Price Proposal Page.**
38. **QUESTION:** How many hours, on average, does one assessment in the assessment center take?
RESPONSE: The hours may vary. Single portions of the assessment center could take 20 minutes to 3 hours.
39. **QUESTION:** Refer to RFP, Page 12, Section D 3.5 Assessment Center. Which group(s) does only one assessment in the assessment center? Which group(s) does two? Which group(s) does three?
RESPONSE: All ranks have an inbox assessment. There is no set number for assessments in the assessment center.

All other specifications, terms and conditions remain the same.

Please acknowledge addenda by signing below and returning with the proposal. Failure to acknowledge this addendum may be cause for rejection of the proposal.

ADDENDUM RECEIVED BY:

	_____ Signature
_____ Company Name	_____ Title

IBC

SECTION H

REVISED PRICE PROPOSAL PAGE

(Must be submitted separately from the Technical portion of the proposal)

COMPANY NAME: _____

TITLE: Promotional Testing Services for the Department of Police

NIGP CODE/PRODUCT CODE: 92420 Educational Services: Examination and Testing

ITEM NO.	COMMODITY/SERVICE DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only*)	EXTENDED PRICE
1.	Written Examination for Sergeant, Even Years	1 Biennial	Each	\$____.____	\$____.____
2.	Assessment Center for Sergeant, Even Years	1 Biennial	Each	\$____.____	\$____.____
3.	Written Examination for Corporal, Lieutenant, Odd Years	1 Biennial	Each	\$____.____	\$____.____
4.	Assessment Center for Corporal, Lieutenant, Odd Years	1 Biennial	Each	\$____.____	\$____.____
5.	Assessment Center for Captain, as needed	1 Annual	Each	\$____.____	\$____.____
6.	Consultation Services Consultation services not covered within the scope of promotional process development. To include but not limited to: Job Task Analysis Policy/Process Consultation	80	Hour	\$____.____/hr.	\$____.____
7.	Appeal Hearings	20	Hour	\$____.____/hr.	\$____.____
8.	Candidate Feedback Reports	50 per year	Each	\$____.____	\$____.____

TOTAL PROPOSAL PRICE \$_____.

* Please note that prices shall only have TWO DECIMAL PLACES. The County's financial system will not allow more than two decimal places, adjust responses accordingly.

INVOICE PROCEDURE FOR SUCCESSFUL CONTRACTORS:

In order to facilitate prompt payment, invoices must contain the above commodity and/or service descriptions and pricing. Invoices failing to contain the required line item detail, including contract line number and unit pricing, may be returned for correction. Please submit a sample invoice with the response.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____



Office of Purchasing
Pre-Proposal Conference

**RFP 09-2018 Promotional Testing Services
For The Department of Police**

IT IS IMPORTANT TO COMPLETE THE GRAY AREAS OF THIS FORM AS IT WILL ASSIST HOWARD COUNTY'S ONGOING EFFORTS TO OBTAIN MBE/DBE/WBE PARTICIPATION.

December 4, 2017 @9:30 A.M. – 6751 Columbia Gateway Drive, Suite 501, Columbia, MD 21046

PRINTED NAME OF REPRESENTATIVE	COMPANY NAME	IS YOUR COMPANY EBO/MBE CERTIFIED?	TELEPHONE & FAX NUMBER	E-MAIL ADDRESS	INTERESTED IN BEING A SUB-CONTRACTOR? CHECK HERE
Stacie Morris	Howard County Dept. of Police		410-313-3245 / 410-313-3212	smorris@howardcounty.md.gov	
Mike McMenagan	THE PITMAN - M4 Enterprises	YES	301 320 9500 / 301 320 9525	MIKEM@PMGLC.COM	
Elizabeth Britt	Britt's Industries	YES EBO/MBE	410 266-8100	contact@wesbprinting.com	YES
ANNA FREEMAN ELHINI	CREATRIX INC.	YES-MBE	410-916-3623	anna.elhini@creatrxinc.com	Y
Ina Coplan	Purchasing				
Sheena Guidry Allen	Morris + McDaniel (on conference call)		703-836-3600		
Sheldon Cohen	Resource Mgmt. associates (on conference call)		978-470-1470	shelc@gsa.com	