



*City of Cleveland*  
**Frank G. Jackson, Mayor**

Civil Service Commission  
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August 6, 2020

## **ADDENDUM NO. 1**

**RFP File No: 2020- 000001-City of Cleveland Civil Service Commission, to Provide, Design and Implement Cleveland Division of Police Promotional Testing.**

### **ATTENTION PROPOSERS:**

This addendum for the above-referenced RFP is being issued to all intended proposers. The purpose of this addendum is to provide the responses to written questions received and to provide pre-proposal conference information:

Written Questions were received from a few potential Proposers, and those questions with their answers are being made available to all potential Proposers.

Questions have been grouped together based on their subject, and are restated here with the response.

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**Q: *Please clarify what is meant by recruitment and placement administration services. Is this separate from the promotional testing?***

For purposes of these examinations, no recruitment activity is contemplated, as all those being tested are current employees within the Division of Police. The phrase "*placement administration*" is only a reference to this being a competitive process which will result in a ranking of candidates based on their knowledge, skills and abilities demonstrated through the test elements.

**Q: *May proposers submit a proposal for one or two ranks but not all three ranks?***

Proposers are free to submit a proposal for any or all of the ranks for which they wish to provide test services. No proposal will be rejected based on its exclusion of certain ranks.

**Q: *Should proposers submit a separate copy of Section XI., Appendix: Fee Proposal, for each of the three ranks?***

A separate Fee Proposal is not required for each of the ranks for which the Proposer wishes to provide services; however, an allocation of costs for each of those ranks within the Fee Proposal is requested.

**Q: Which firms have provided these or similar services to the Cleveland Division of Police since January 1, 2015?**

**Has this process been done before? If it has, who won? What were the costs for the services rendered?**

Promotional testing vendors are selected through a competitive process, which is the process which has been previously utilized. The most recent Police Promotional testing vendor was E.B. Jacobs, LLC (now part of PSI) at a cost of approximately \$315,000.

**Q: Regarding Section III.A.1 on page 4, would the City please provide information regarding how a firm becomes listed on a Master Service Contract, Sole Source Letter or otherwise becomes a "...unique provider of services for the City and/or State of Ohio?"**

**Q: On page 4 of the RFP, it states: The Proposer, if possible, shall provide evidence of Master Service Contract, Sole Source Letter or other evidence that they are an approved vendor and/or unique provider of services for the City and/or State of Ohio. Would we need to obtain this prior to submitting the proposal?**

**Q: Where the preceding Section III.A.1 on page 4 reads at the very beginning "The Proposer, if possible [emphasis added]...", does that mean that this is not a mandatory requirement which a firm must have met in order to qualify to submit a proposal?**

This reference in the RFP is to a State of Ohio procurement mechanism which potentially allows for a faster contracting process with a vendor who has a state approved cost and term structure. That process is administered by the State of Ohio and approved vendors are made available to Ohio municipalities. A Proposer is not required to have been approved in that process in order to submit a proposal or be awarded a contract pursuant to this RFP, nor will the evaluation of any Proposal be adversely impacted if the Proposer does not participate in that program.

**Q: Will the Assessors need to be in-state or out-of-state?**

There is no requirement that Assessors selected as part of the test administration process be located in the State of Ohio. In prior examination cycles Assessors have been from multiple states and jurisdictions.

**Q: Does the City require a certain amount of assessment center exercises? Is an In-basket mandatory for all ranks?**

There is no stated requirement for the number or type of assessment exercises which are to be utilized for any specific rank. The Proposer should identify and recommend assessment exercises or processes they consider appropriate to assess the knowledge, skills and abilities of each rank tested.

**Q: *Will the City provide the administration venue?***

The City will provide a venue for the administration of the assessment processes.

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#### **PRE-PROPOSAL CONFERENCE**

A Pre-Proposal Conference will be held on Tuesday, August 11, 2020, at 12:00 noon EST, via a WebEx Conference. The WebEx information is provided below. Any potential Proposer who wishes to have a WebEx invitation sent to them should contact Lila Abrams-Fitzpatrick at [LAbrams-Fitzpatrick@city.cleveland.oh.us](mailto:LAbrams-Fitzpatrick@city.cleveland.oh.us).