



CITY OF STAMFORD
OFFICE OF ADMINISTRATION
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ADDENDUM NO. 1
(November 16, 2020)
Request for Proposals No. 814
Entry Level and Promotional Police and Fire Examinations

Addendum No. 1 is being issued to all potential bidders to provide the items and attachments set forth herein which shall act to qualify, clarify, or otherwise modify the Contract Documents previously issued regarding the above referenced project. These items, whether of omission, addition, substitution, or clarification, shall be incorporated into the proposals submitted by all bidders, and receipt of this document and its attachments must be acknowledged, either in the space provided on the Bid Form or on the Contractor's Form of Proposal. Failure to do so may subject the Bidder to disqualification.

The items and references:

- The Scope of Services has been revised. Revision attached. These revisions replace pages 27-33 in the original RFP; the changes are highlighted in yellow.

Q1. What ranks will you be testing for and how many will be testing in each rank?

A1: Answers follow.

Q2. What resources do you want for the written exam? If they aren't selected yet, can you provide the resources utilized for the past two exams?

A2: The resources i.e., study materials for promotional are typically at least for Fire decided upon by the testing vendor and the Fire Chief(s). There is also a job analysis with subjects in ranks above the one that is being tested. Additionally there is an orientation that is provided by the vendor of the testing process; as well as a candidate handbook for the rank being tested. Also, the vendor works with the chiefs (Fire) to determine the content of the performance exercises.

Q3: What is the estimated date that you would like the test to occur? If it isn't specifically set, can you please provide an estimate?

A3: The CBA outlines the time period for study. In terms of scheduling, it really depends on the timing, the number of candidates, the availability of locations for testing.

Q4: Will you consider Police Promotional testing only for the bid without Fire testing or Entry level testing?

A4: NO

All other terms and conditions of **RFP No. 814** remain the same.

Erik J. Larson
Purchasing Agent

Cc: Vanesa Francis, Human Resources Generalist
Purchasing Department File

CITY OF STAMFORD

HUMAN RESOURCES DEPARTMENT

REQUEST FOR PROPOSALS

**ENTRY LEVEL AND PROMOTIONAL
POLICE AND FIRE EXAMINATIONS**

Scope of Services

The City of Stamford is soliciting proposals for the purpose of obtaining the services of a qualified examination consultant to provide and administer examinations for the below-listed job classifications. Note that the exam components mentioned below reflect past practice. The City welcomes proposals that offer additional exam components or alternatives to the exam components listed below. The tentative examination administration dates and anticipated number of applicants or maximum number possible are listed next to each title, as well as the type of exam to be conducted.

The City is open to awarding one, several, or even all these examination projects to one vendor, or to more than one vendor. The agreement shall become effective immediately upon the execution of an agreement by all parties and shall remain in effect for three (3) years from the date of signing. The City, at its option, may extend the engagement annually for two (2) additional option years.

Because the City does not know the exact number of candidates, assume that the fewest number anticipated will be tested and provide a per candidate price to be used if the number of candidates exceeds the minimum.

- A. Police Officer (entry level) – written and oral exams in the next three years and possibly the next four and five years. On or about 2021 and 2023. Anticipate at least 750 candidates.
- B. Police Sergeant (promotional) – written and an assessment or oral component. On or about 2021, 2022 and possibly 2023. Anticipate at least 100 candidates taking the written and fewer than that continuing to the other component(s).
- C. Police Lieutenant (promotional) - written and an assessment or oral component. On or about 2021, 2022 and possibly 2023. Anticipate at least 40 candidates taking the written and possibly fewer than that continuing to the other component(s).
- D. Police Captain (promotional) - written and an assessment or oral component. On or about 2021 and 2022 and possibly 2023. Anticipate at least 10 candidates taking the exam.
- E. Firefighter (entry level) - written and oral exams on or about 2021 and 2024. Anticipate at least 800 candidates.
- F. Fire Lieutenant (promotional) – written and an assessment or oral component. On or about 2021 and 2023. Anticipate at least 50 candidates taking the written exam and possibly fewer than that continuing to the other component(s).
- G. Fire Captain (promotional) – written and an assessment or oral component. On or about 2021 and 2023. Anticipate at least 50 candidates taking the written exam and possibly fewer than that continuing to the other component(s).
- H. Deputy Fire Chief (promotional) – written and an assessment or oral component. On or about 2021 and 2023. Anticipate at least 20 candidates.
- I. Fire Marshal (promotional) - written and an assessment or oral component. On or about 2021 and 2023. Anticipate at least 6 candidates taking the written exam, assessment or oral component.

J. Assistant Fire Marshal (promotional) – written and an assessment or oral component. On or about 2021 and 2023. Anticipate at least 6 candidates taking the written exam, assessment or oral component.

K. Deputy Fire Marshal (promotional) – written and an assessment or oral component. On or about 2021 and 2023. Anticipate at least 15 candidates taking the written exam, assessment or oral component.

Specifically, the Consultant shall perform the following tasks:

Provide, administer, score and report results for the examinations and, as required for promotional exams, respond to appeals of exam questions.

The City will afford the Consultant the option of being present when candidates review their exams so that the Consultant can keep control over the secure test content, if so desired.

Consultant Responsibilities:

Responsibilities of the selected Consultant(s) shall include, but not be limited to all relevant details as specified in the Scope of Services below. Upon entering a contract for services, the tasks enumerated under the Scope of Services below become part of the contract document.

Scope of Services – Enumerated Tasks:

1. Consultant will review job analysis data in determining the comprehensive range of aptitudes, skills, abilities and other traits that will identify candidates best suited to perform successfully in the position. Consultant will then determine if further data collection is necessary and implement procedures for collection of said data. The consultant will be required to follow the most appropriate validation strategy from those set forth in the Uniform Guidelines and the Principles for Validation.
2. Consultant will provide exam development of any/all products or services recommended as components appropriate for use in the selection process. Consultant shall be guided by the results of the job analysis process in developing all products and services.
3. In the event that the most appropriate method of examination includes more than one test component, the Consultant shall recommend a) whether a minimum or critical point of competency should be set for each test component and, if so, recommend the minimum or critical point of competency for each such component; b) the appropriate sequence of said tests including whether or not any such tests should utilize a compensatory scoring model or a multi-hurdle approach, and c) the most appropriate weights that should be allocated to each test. Said recommendations will be based on the results of the job analysis.
4. Consultant shall develop and provide appropriate candidate preparation resources and materials relative to all testing components of the selection process.

5. Consultant will provide any and all materials, written or otherwise, associated with any and all products or services recommended as components appropriate for use in the selection process. This may include, but not necessarily be limited to, printing of any and all exam materials, including answer sheets, with all appropriate security provided preventing unauthorized persons from having access; exam administration of any and all recommended components, instructions to candidates, all necessary supplies, supervision, distribution and collections of all exam materials and appropriate number of test monitors/proctors. Any and all examination components will be conducted on date(s) and time(s) agreed upon by Human Resources and the Consultant. Human Resources will be responsible for securing all necessary test sites.
6. In the use of a proposed oral exam, Consultant will seek, secure and train assessors in conducting and scoring the exam. Diversity within the assessor group in terms of race, age, gender and ethnicity will be required. Consultant must also provide orientation/training of the assessors. In an effort to mitigate the chances of assessor-to-candidate familiarity, Consultant is expected to recruit and provide assessors search. Consultant will be responsible for providing travel and all other expenses for assessors and should budget this item in the bid/proposal accordingly.
7. Consultant will score and analyze any and all test components utilizing scoring methodologies appropriate to each component and which reduce subgroup differences of each component used. Consultant shall also include a demographic analysis and a review for adverse impact following the 80% Rule of the Federal Guidelines for each component utilized. When the results conclude from a small number of cases, Consultant shall use the most appropriate statistical procedure to analyze results for adverse impact. Consultant shall submit a Technical Validation Report (as specified below) and then all scoring results and accompanying analyses to the City's Director of Human Resources along with a certified statement attesting to the accuracy of all said results.
8. Within 45 days of completion of the work on any exam project, the Consultant shall provide a technical report addressing the validity of the examination process. The validation report shall summarize the work done in the exam project. This report should be designed to address the guidelines/standards/principles in the following documents: (1) Uniform Guidelines on Employee Selection Procedures, (2) Standards for Educational and Psychological Testing (2014 edition), and (3) the Principles for the Validation and Use of Personnel Selection Procedures.

Said report must include, but is not limited to, the items listed below.

- a. Complete narratives of all work including a report on the job analysis and an explanation of the validity methodology used.
- b. A list of any and all subject matter experts, assessors and proctors used if used in any phase of the process.
- c. A summary of all scoring and rationale for the scoring models used in all components of the examination process, including all recommended cut points supporting minimum or critical points of competency.
- d. Adverse impact analyses in accordance with the Federal Uniform Guidelines, and through tests of significance.

- e. Any other information detailing the steps taken in the exam development, exam administration and exam scoring process to meet the requirements of the: (1) Uniform Guidelines on Employee Selection Procedures, (2) Standards for Educational and Psychological Testing (2014 edition), and (3) the Principles for the Validation and Use of Personnel Selection Procedures.
9. Based on method proposed by Consultant for an examination review process, Consultant shall provide whatever materials are necessary for the City to conduct a review at the conclusion of the examination process.
 10. Consultant must be prepared to defend all rendered test services and products in the event of a legal challenge. Consultant must also certify the accuracy of all submitted results by certifying to their accuracy in writing.
 11. Consultant shall provide brief written and/or oral feedback to candidates to help candidates understand their areas of strength and weakness.

Proposal Instructions:

The proposal itself shall be organized in the following format and information sequence:

- A. State full name and address of your organization. Provide a brief review of your organization, including experience in entry level and promotional Police and Fire testing. Include biographical data and credentials of principals of your organization and of individuals who will provide, administer, and score the exams and respond to appeals of questions on the promotional exams for the City of Stamford.
- B. List of all public safety entry level and promotional exam projects you have undertaken or completed in the past 5 years including: (1) name of jurisdiction, (2) name of job title(s) involved, (3) year(s) of exam project, (4) impact on protected classes (in terms of B-W effect size, that is the standardized difference between means or, if that is not available, the adverse impact in terms of appointments or, if that is not available, the adverse impact in terms of passing rates, if available), and (5) any legal challenge(s) to the project and resolution (if applicable). (You may, but are not required, to list promotional exam projects that go back more than 5 years.)
- C. Names and contact information for 5 references who are familiar with your entry level and promotional examination work and whom the City may contact.
- D. Outline of suggested possible components of the entry level and promotional Police and Fire exams and information on adherence to all required laws and professional practices concerning exam validity, reliability, and adverse impact.
- E. Scheduling availability for the anticipated exams and timelines for processing and reporting of exam results.
- F. Complete cost for each of the exams.

- G. Include any topics not covered in the Request for Proposals that you wish to disclose to the City which further describes your organization's level of qualification as an exam consultant.

A proposer who wishes to withdraw a Proposal must make the request in writing to the Purchasing Manager. Any correction or modification to a Proposal must be submitted in writing and in a sealed envelope clearly identifying the envelope as being a correction or modification to the proposer's Proposal.

Fee Proposal

Each proposal should include a detailed fee proposal for each examination. Fees should be presented, if applicable, in terms of per applicant cost and/or hourly rates. Out-of-pocket expenses should be listed and refer to specific tasks identified in the scope of work contained in this RFP. Additionally, a total figure should be included, including all hourly rates, expenses, overhead and other costs. Discounts offered for an award encompassing multiple examinations should be clearly stated.

Proposal Evaluation Process

Proposals will be evaluated by a Selection Committee comprised of representatives of the City of Stamford Law Department, Human Resources Division, Police Department, Fire and Rescue Department, and the Purchasing Manager. The Selection Committee will evaluate all proposals, and will select the proposals that best meet the City's requirements.

These firms may be asked to present their proposals to the Selection Committee, and/or to respond to questions. Based on the information provided in the proposal and any additional information presented, and using the evaluation criteria described below, a final selection will be made.

The City of Stamford reserves the right to reject any or all proposals submitted, to request additional information from any Proposer, and to negotiate with any of the Proposers regarding the terms of the engagement. The City of Stamford reserves its right to award this contract to more than one Proposer. The City of Stamford intends to select the firm that, in its opinion, best meets the City's needs, not necessarily the firm that proposes the lowest fees.

Evaluation Criteria

The following criteria will be used to evaluate proposals:

1. Examinations
 - a. Validity, reliability, and predicted level of effect and adverse impact on legally protected groups.
 - b. Ability of the proposed approach to identify well qualified candidates.
 - c. Ability of the proposed approach to allow for the promotion of a diverse workforce and to minimize adverse impact on legally protected classes.
 - d. Adherence to all relevant law and professional practices.

2. Proposed approach to examinations. Methodology, recommendations and implementation are all areas where the proposers' approaches will be evaluated.
3. General qualifications and experience of firm.
 - a. Firm's experience in providing entry level and promotional Police and Fire examinations to municipalities and/or governmental agencies in the last 5 years.
 - b. Firm's experience in providing entry level and promotional Police and Fire examinations, specifically to municipalities and /or governmental agencies in Connecticut in the last 5 years.
 - c. Experience and expertise of staff proposed to execute work for the City of Stamford.
4. Proposed fee arrangements, including cost in light of scope of services.

Other information for potential bidders:

1. There is NO requirement to set a passing point on tests or test components.
2. Video recording of oral exercises has been done for some previous exams.
3. Consultant is required to maintain all files concerning the test for 5 years or until the completion of any legal challenges, should there be any.
4. The City will send notice to candidates concerning when and where to appear to take the exam, based on direction from the consultant.