



**CITY OF STAMFORD**  
**OFFICE OF ADMINISTRATION**  
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**ADDENDUM NO. 2**  
**(December 4, 2020)**  
**Request for Proposals No. 814**  
**Entry Level and Promotional Police and Fire Examinations**

Addendum No. 2 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:

**Entry-Level**

Q: How long is your application period typically open?

A: Police 12 weeks. For Fire, the recruitment is done to accommodate the CPAT exam availability. Therefore, it may be 12-16 weeks.

Q: How long will the City allow for entry-level testing to be administered by the vendor prior to pulling eligibility lists?

A: The City does not request an eligibility list until the entry level testing has been completed.

Q: When does the City estimate testing will begin for police officer testing? Firefighter testing?

A: Fire Fall/ Winter FY 2021-2022

Q: Which testing vendors were used during the City's last entry-level police and fire screening process?

A: Morris and McDaniel

Q: What was the project cost during the last entry-level police and fire screening process?

A: Police 102,800 Fire \$102,000 approximate.

Q: How many firefighters does the City currently employ?

A: Approximately 252

Q: How many police officers does the City currently employ?

A: Approximately 285

**Promotional**

Q: When was the last job analysis done for each rank?

A: The job analysis was completed prior to the last exams.

Q: For the fire promotional assessment centers, do you typically have a tactical as one of the components? If yes, which ranks do a tactical?

A: Yes. Fire- all ranks. Police – Entry Level.

Q: How many panels of assessors were used for the previous fire marshal and Assistant fire chief assessment centers?

A: Unknown, this is managed by the test vendor.

Q: Do you have any department rules that each assessment center exercise has to be graded by different assessor panels?

A: Fire – No. Police – No.

Q: Does the consultant need to be present for the administration of the written exam?

A: Yes.

Q: When conducting the larger assessment centers, do you have a policy that all candidates need to be through an exercise in one day due to confidentiality concerns?

A: Yes or another assessment would need to be developed.

Q: How many days was the previous assessment center for the rank of fire lieutenant, fire captain and police sergeant?

A: Each was one day.

Q: How much did the city spend on the previous written exams and assessment centers for each promotional rank?

A: Police Sergeant \$72,950; Police Lieutenant \$43,840; Police Captain \$22,100.  
Fire Lieutenant \$45,000 approximate; Fire Captain \$45,000 approximate; Deputy Fire Marshal \$28,300 approximate; Assistant Fire Marshal and Fire Marshal \$19,000 approximate; Deputy Fire Chief \$30,300 approximate.

Q: Will the City provide a facility for the assessment center administration?

A: Yes

Q: Do the assessment center assessors need to be from out of state?

A: 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