



CITY OF ATLANTA

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Mayor

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

June 19, 2015

Dear Potential Bidders:

Re: FC-8101, Sergeants and Lt. Promotional Testing on Behalf of APD

Attached is one (1) copy of **Addendum Number 6**, which is hereby made a part of the above-referenced project.

For additional information, please contact Mr. Art Smalls, Contract Officer, at (404) 865-8521 or by email at asmalls@atlantaga.gov.

Sincerely,

A handwritten signature in black ink that reads "Adam L. Smith".

Adam L. Smith

ALS/as

FC-8101, Sergeants and Lt. Promotional Testing on Behalf of APD

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ADDENDUM NO. 6

This Addendum No. 6 forms a part of the Invitation to Bid and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

- Inclusive of responses to 36 questions.
- One attachment document pertaining to revised insurance requirements.

Bids are due on Wednesday, June 24, 2015 and should be time stamped in no later than 2:00 p.m. and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

****All other pertinent information is to remain unchanged****

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Acknowledgment of Addendum No. 6

Bidders must sign below and return this form with Bid to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-8101, Sergeants and Lt. Promotional Testing on Behalf of APD** on this the _____ day of _____, 20__.

Legal Company Name of Bidder

Signature of Authorized Representative

Printed Name

Title

Date

Attachment No. 1

1. Question

Is APD currently involved in any litigation regarding its promotional processes? Or has APD been involved in any litigation regarding its promotional processes in the past? If so, please provide specific information.

Answer

There are no current pending lawsuits as it relates to the promotional process.

2. Question

When was the last job analysis conducted? Will the vendor have access to the data?

Answer

APD is requesting for the vendor to submit a proposal to include a job analysis.

3. Question

How many questions constitute a narrative sample of the examination? And does the City want a sample for each rank?

Answer

Ten (10) to 20% of the overall examination constitutes a narrative sample. Yes, the City wants a sample for each rank once the contract is awarded.

4. Questions

A sample of previous prep courses is required. What would this constitute?

Answer

Once the contract is awarded a sample will be requested.

5. Question

How are candidate numbers assigned? In other words, does the City pre-choose those numbers upon applying? Or does the vendor assign the number based on the list of applicants provided by the City?

Answer

The vendor provides the number for each applicant.

6. Question

Where has the written examination taken place in the past?

Answer

The written test was taken at the Georgia World Congress Center in one of the exhibit halls. The center is located at 285 Andrew Young International Blvd, NW, Atlanta, Georgia 30303.

7. Question

How many candidates are anticipated to take the written examination for each rank?

Answer

At least 120 candidates for lieutenants and 250 for sergeants are anticipated to take the written examination.

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8. Question

The RFP mentions each day of the written examination. How many days are typically provided for each rank?

Answer

The written examination is done in 1 day; ½ day for each rank. Typically, lieutenant exams are in the morning and sergeants in the evening.

9. Question

Did the previous vendor ship a scantron to the site? Or does the City have one available?

Answer

This is the first year the City is requesting a scantron machine on site.

10. Question

Are there any promotional processes being conducted during the current year of the contract?

Answer

There are no promotional processes at this time.

11. Question

Have reading lists already been established for the written examinations? Or does the vendor work with the Department to develop the reading lists?

Answer

The vendor works with the department's Subject Matter Expert (SME) to develop the list.

12. Question

What data from the written examinations is typically provided to candidates in the form of the feedback reports?

Answer

The candidate's scantron sheet with incorrect question(s) highlighted, test material where the answer can be found, and a computer to conduct research are needed for the feedback report.

13. Question

How many candidates typically participate in each oral interview process?

Answer

At least 120 candidates for lieutenants and 250 for sergeants are anticipated to take the oral examination.

14. Question

How many panels are typically used for each rank?

Answer

At least three (3) members are needed for a panel for each rank.

15. Question

How many days does each oral interview typically last?

Answer

Typically, it is one (1) day for lieutenants and two (2) days for sergeants.

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16. Question

A sample is required for the oral interview. Is the City expecting sample questions

Answer

The City is not expecting sample questions at this time. Once the contract has been award samples are needed.

17. Question

Because our processes are customized for our clients, they are considered proprietary information. Will the City protect the information provided in the proposal? Or would it be possible to provide a hard copy and then retrieve it following the proposal review process?

Answer

No. Unless you provided an affidavit stating which areas of your submission are proprietary, all of your submission with the exception of company financials, will be subject to open records request.

18. Question

Who are the APD testing administrators, how many are typically on-site, and what is their role?

Answer

APD testing administrators are employees from the Department of Human Resources and Corporate Services Section to perform administrative duties such as direct candidates to the testing area and restroom and assist with registration for each rank written examination.

19. Question

Does the City or vendor pay for assessor expenses?

Answer

Typically, the vendor invoices the City for the assessor expenses such as travel, development, administration, reporting, scoring and challenges.

20. Question

Should the assessors be regional, in-State, or out-of-State?

Answer

Yes, all the above.

21. Question

Are weights for each component already established?

Answer

The weights are established by the department's Subject Matter Experts (SMEs) through consultation with the vendor.

22. Question

How much has the City paid for each rank for each promotional process?

Answer

The City would like for the vendor to provide a cost for each promotional process.

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23. Question

Is the City/Department pleased with the services provided by the current vendor?

Answer

The City does not have a current vendor.

24. Questions

Will the City accept a proposal with the costs for assessor travel, hotel, and expenses as a cost reimbursable expense rather than part of the fixed-fee price?

Answer

Yes.

25. Questions

Will the City accept a proposal with the costs for the facilities for administrations as a cost reimbursable expense rather than part of the fixed-fee price?

Answer

Yes

26. Question

I understand that this is a six year agreement, but please verify that the cost proposal is to be based on one round of testing (year one of the agreement) and pricing may be modified for subsequent years.

Answer

Yes. The bid price should be reflective on an annual basis. The price should reflect the cost for one (1) year of service.

27. Questions

When our organization is engaged to conduct a job analysis study and develop and administer promotional tests, we do not subcontract portions of that work. By providing these services in-house, we can ensure that the work performed is of the highest quality and that the materials remain proprietary and secure. Without subcontracting with one or more SBE participants, will our proposal be considered?

Answer

When our organization is engaged to conduct a job analysis study and develop and administer promotional tests, we do not subcontract portions of that work. By providing these services in-house, we can ensure that the work performed is of the highest quality and that the materials remain proprietary and secure. Without subcontracting with one or more SBE participants, will our proposal be considered?

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28. Question

With regard to the insurance requirements:

All of the conflicts we have with the indemnification, limitation of liability, additional insured and subrogation stem from the fact that as a state funded institution of higher learning, we are protected by section 14 of the constitution for the State of Alabama (Immunity Section). Thus, we fall under the guidelines and protections established in the constitution and are not permitted to extend them to other entities. This is the reason we cannot indemnify, hold harmless or list anyone as additional insured on our insurance policies.

Answer

Please see the revised Insurance Requirements (Attachment No. 1). The indemnification language has been revised to reflect "To the extent permitted by law, if any... before the indemnification clause".

29. Question

Sections 15 & 16 on pages 40-42 of the PDF document (numbered as pages 10, 11 and 12) - We cannot agree to indemnify or limit liability. We can discuss alternative language like "neither party will indemnify or hold harmless" but we cannot agree to the language in the current version.

Answer

There are no changes in the language in the Appendix B.

30. Question

Notice of cancellation section 4 on page 91 asks for 2 days' notice. Our policies usually have a 30 day notice of cancellation unless nonpayment of premium in which case it's 10 days. Have the contract reworded to say something to the effect "in accordance with the policy terms and conditions

Answer

You will have a 30 day notice.

31. Question

Additional Insured requirement section 8 on page 92 as we cannot add outside entities as additional insured on our coverage per Section 14 of the State Constitution. We also, cannot agree to have our insurance as primary.

Answer

This is acceptable.

32. Question

Cannot waive subrogation under Commercial General Liability and Auto Liability Insurance on page 93

Answer

This is acceptable.

33. Questions

Bid Bond – We are able to obtain a bid bond as required by the Request for Proposal, but will not likely be able to obtain the bid bond quickly enough to send it with our proposal. We propose to send it separately as soon as possible. Will our proposal be considered with the bid bond coming under separate cover.

Answer

The Bid Bond can be in the form of a cashier check. The amount should be inclusive of 5% of your total bid.

34. Question

With regard to the stipulation that a proposal be accompanied by documentation of the Authority to Transact Business in Georgia, Auburn University at Montgomery is classified as an institution of higher learning in the State of Alabama and is deemed under our state laws to be in a separate class from other typical entities conducting business in the state (e.g. sole proprietorships, LLCs, corporations etc.). As a result, we would have to request a special letter from our Secretary of State, Mr. John Merrill, to explain our special status under Alabama law as an Alabama University doing non-profit project work. Because of numerous requirements outlined in the State of Georgia's registration process and the length of time it normally takes to be approved following submission of all information (7-10 business days), we are asking that the required submittal of the Authority to Transact Business in Georgia documentation be delayed until we have been tentatively awarded the work. This would allow us to ensure that the letter from our Secretary of State be no older than 90 days, as mandated under the registration requirements.

Answer

Each Proponent must provide evidence of its ability to transact business in the State of Georgia. If the Proponent believes that he is exempted from this requirement, he should provide with his submittal signed and/or sealed documentation from his Secretary of State confirming that he is exempt from this requirement.

35. Question

Perhaps because I only have the electronic version of the RFP, I don't have any forms for the SBE subcontracting requirement. Are they not required for this RFP?

Answer

The solicitation document should contain the following required submittal forms: SBE 1, SBE 2, SBE 3, First Source Job Information Form 4 and First Source Jobs Agreement Form 5. These forms should be located in Appendix A.

36. Question

In the past, there has been specific information to go into 2 volumes of a proposal, with very specific order to the sections and paperwork (such as where the pricing information should be included). Is this not the case this time.

Answer

Bidders should submit all required submittals in two (2) volumes. The first volume contains information related to Part I Information and Instructions to Bidders. The second volume contains information related to required submittals in Part II, Required Submittals