



CITY OF ATLANTA

Kasim Reed
Mayor

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

November 23, 2015

Dear Potential Proponents:

Re: FC-8547, Lt. and Captains Testing on Behalf of AFRD

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

For additional information, please contact Mr Arthur 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

ADDENDUM NO. 1

This Addendum No. 1 forms a part of the Request for Proposals and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

- **Response to Questions:** Total of 10 questions.
- **Modification to Minimum Qualifications:**

Part I, Information and Instructions to Proponents, Section 3, Minimum Qualifications, of the Request for Proposal currently states:

Each Proponent team member (Service Provider Key Personnel) the Proponent must be able to demonstrate a minimum of five (5) years of experience in administering Fire promotional testing within the last ten (10) years.

(Modified Minimum Qualifications)

Each Proponent, **not** each team member shall have a minimum of five (5) years of experience in administering Fire Promotional testing within the last ten (10) years.

The Proposal due date HAS been modified and Proposals are due on December 9, 2015 and should be time stamped in no later than 2:00 P.M. EST and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP, CIPC, CISCC, CIGPM
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****

Acknowledgment of Addendum No. 1

Proponents must sign below and return this form with Proposal response to the Department of Procurement.

Proponents must sign below and return this form with Proposal 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-8547, Lt. and Captains Testing on Behalf of AFRD** on this the _____ day of _____, 20__.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

Attachment No. 1

1. Question

When was the last job analysis conducted for each of the target ranks?

Answer

The last test was administered in 2009.

- a. Which vendor previously conducted the job analysis for each rank?

Answer

Booth Research Group was the previous vendor for this contract.

- b. Will the vendor have access to previous job analysis data?

Answer

This information is not available.

2. Question

The RFP mentions that the Proponent is required to secure a space for conducting an onsite question challenge period. Does the question challenge period generally/historically occur immediately following examination administration?

Answer

Yes.

3. Question

Is there a pass point anticipated for the written examination for each rank?

Answer

Yes.

According to the Code of Ordinances that govern the promotional process 50% of all Lieutenant candidates move to the next phase of testing (Oral Interview). 85% of all Captain Candidates will move to the next phase of testing.

- a. If so, is the vendor responsible for assisting with establishing the pass point?

Answer

No.

The pass point has been established.

4. Question

How many candidates are eligible or are anticipated to participate in the written examination process for each rank?

Answer

Lieutenant – 400 (approximate)

Captain – 90 (approximate).

- a. If there is a pass point expected for the written examination, how many candidates have historically continued on to the oral interview process?

Answer

50% of all Lieutenants and 85% of all Captains.

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5. Question

The City requests a narrative sample of a multiple-choice examination. How many questions does the City require to fulfill this need in our proposal?

Answer

AFRD requests that each Proponent submit five (5) narrative samples of multiple choice questions.

6. Question

The City requests that the vendor provide each employee with a copy of his/her examination. May we get clarification about what, specifically, the candidate should receive? For example, a copy of the test book and his/her scantron, a copy of his/her score including specific item detail, etc.

Answer

Yes. A copy of their exam will suffice.

7. Question

Does the City prefer vendors from within the State of Georgia, or may the vendor conduct a nationwide recruitment?

Answer

There is no preference.

8. Question

How many assessors are anticipated to serve on the oral interview board for each rank?

Answer

Historically there are 3 to 4 assessors on the board.

a. Has the City historically used more than one panel for each rank?

Answer

Yes.

9. Question

Which vendor conducted these examination services in the past?

Answer

Booth Research Group conducted the past Lt. and Captains testing for AFRD.

a. Was the City/Department pleased with the services provided?

Answer

Yes.

b. What was the previous contract value for similar services?

Answer

\$115,000.00

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10. Question

Has the City been involved in any litigation regarding its promotional processes for the Atlanta Fire Rescue Department?

Answer

Yes.