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February 19, 2009

**CITY OF NORTH LAS VEGAS
REQUEST FOR PROPOSAL 007-021
CONSULTING SERVICES FOR TESTING AND ASSESSMENT FOR POLICE AND FIRE
DEPARTMENTS (ENTRY LEVEL AND PROMOTIONAL)
ADDENDUM NO. 2**

This addendum will answer questions submitted prior to the cut off time or asked at the Pre-Proposal conference.

As a reminder the Proposals will now be received in the Office of the City Clerk, 2200 Civic Center Drive, North Las Vegas, Nevada, 89030 until 11:00 a.m. on February 24, 2009 and will be publicly opened and read shortly thereafter in City Hall in the City Manager's Conference Room.

PROPOSAL documents can be picked up in the Purchasing & Risk Management Office, Monday through Thursday, 8:00 a.m. - 4:00 p.m. at the address above. Proposal documents may also be accessed at www.bidsync.com, www.demandstar.com or under the Purchasing/Risk Management Web page www.cityofnorthlasvegas.com.

The City reserves the right to reject any and all Proposals, waive any informality or technicality or to otherwise accept Proposals deemed in the best interest of the City.


Anita Sheldon
Acting City Clerk

**Published Review Journal
January 16, 2009**

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Questions are listed below. Answers are in BOLD FONT.

- Question 1: Who is the current incumbent for this contract and what does the contract entail?
There is currently no incumbent for this contract. The City has been working with different companies on a job by job basis.
- Question 2: In terms of recommending cut off scores – it is our understanding that pass points are outlined in the CBA for the ranks in question. Will the consultant need to go through the process of determining a proposed pass point nonetheless?
If a need is identified, or as requested based on the position.
- Question 3: In the Fee Structure – to what does “#6. Training Costs” refer?
Additional training costs beyond #4.
- Question 4: In the Experience section, the proposal notes that each project listed will include the name and telephone number of a contact person. We have hundreds of applicable projects – would it be appropriate to list 4-5 relevant projects with contact information and supply a list of the rest of the projects without this information?
Yes.
- Question 5: Does the city desire to have assessment centers conducted for both entry level and promotional ranks (for fire and police)?
The City desires to have the most comprehensive and valid process. The vendor may present assessment centers for entry level. Currently only promotional ranks have assessment centers.
- Question 6: Are entry level police officer and entry level correction officer the same position?
No, however they have the same testing and assessment centers.
- Question 7: Does the city desire a different assessment center for each promotional fire and police rank listed in the RFP (6 police positions and all 10 fire positions)?
General components can be the same i.e. role play, incident command, written exercise, presentation. However, the details need to be specific to the rank.
- Question 8: When stated that the proposer will be required to conduct a complete job analysis for each of the target positions, does that mean for all 6 police positions listed in the RFP and all 10 fire positions listed in the RFP? (If not, what are considered the “target positions?”)
Depends on when the last job analysis was completed (within 5 years) or if there are major changes to the position.

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- Question 9: Does the City have any requirements for the qualifications of the SMEs?
Must hold equal or higher rank. Fire contract dictates that 1 must be equal rank and 2 must be equal or greater.
- Question 10: In the RFP under Scope of Work (number 3) it is stated that the "proposer will include a testing method, such as a written and/or electronic examination, as an initial screening device." Below that statement it is stated that "Additionally, the proposer will develop and score a custom written and/or electronic examination that may include psychometrics assessments."
- a. Is it meant that the proposer will need to provide two written tests for each position?
One test that has both components
- a. If yes, is one meant to be a book referenced test?
- b. Can either of the written tests be previously developed human relations exams?
Yes
- Question 11: In the RFP under section II, please clarify the sentence "List the number of and types of entry level and/or promotional testing and assessment conducted." Would you like us to list all of the entry level, promotional exams, and assessments we have conducted even if they are not of similar scope?
Similar scope.
- a. Or would you just prefer a list of our clients who have used our entry level, promotional and assessment center products?
A list of clients may be included with the list above.
- b. Or would you prefer a list of all of our testing products we have, and not a list of our clients?
A list of testing products may be included with the list above.
- Question 12: How much did the city (or proper) pay for the following assessment center assessor expenses in the last contract for the services requested in the RFP (or similar RFPs):
- i. Daily per diem for meals? **\$64.00**
- ii. Lodging? **\$150 per day**
- iii. Transportation? **Varies depending on location of SME.**
- Question 13: Will the City pay for all costs associated with the SMEs who are members of the assessor teams? Or, is the proposer responsible for paying the SME's?
Please provide both ways.

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Question 14: How many candidates are expected for each position (or alternatively, how many are eligible)?

See questions 19 and 20.

Question 15: Who has been providing the city with the services proposed in the RFP in the past and what is their location?

CPS – CA, FPSI – CA, I/O Solutions – IL, IPMA – VA,

- i. In reference to the question above, how long has the city been using this provider?
Varies over the last 7 years.
- ii. What was the length of the last contract for the services requested in the RFP?
No previous contract, the City has been working with different companies on a job by job basis.
- iii. How much did the city pay for the last contract for all of the services requested in the RFP?
No previous contract, the City has been working with different companies on a job by job basis.
- iv. If the services in the RFP were paid separately and not as a lump sum, how much did the city pay for the written examination and the assessment centers for each rank?

Fire:

- i. **Entry level Firefighter = \$17,450.00 (written an physical assessment)**
- ii. **Entry Level Firefighter/Paramedic = \$2,600.00 (written and physical assessment)**
- iii. **Fire Captain = \$8,000.00**
- iv. **Fire Engineer = \$2,500 (written only, assessment center done internally)**
- v. **Fire Battalion Chief = \$6,500.00**
- vi. **Fire Prevention Inspector = \$1,600.00 (written only, no assessment done)**
- vii. **Senior Fire Prevention Inspector =**
- viii. **Fire Prevention Supervisor = \$6,250.00**
- ix. **Code Enforcement Officer =**
- x. **Lead Code Enforcement Officer =**

Police: No information provided.

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Question 16: During the three year contract how many times will each position test? (For example will there be only one testing for the position of police sergeant during the three year contract or will there be one testing per year for the position?)

a. Police:

- v. Entry level police/corrections officer = 4 times per year or as needed**
- ii. Police Sergeant = 1 time per year**
- iii. Corrections Sergeant = 1 time per year**
- iv. Police Lieutenant = 1 time per year**
- v. Corrections Lieutenant = 1 time per year**
- vi. Police Detective = 1 time per year**

c. Fire:

- i. Entry level Firefighter = 1 time per year or as needed**
- ii. Entry Level Firefighter/Paramedic = 2 times per year**
- iii. Fire Captain = 1 time per year**
- iv. Fire Engineer = 1 time per year**
- v. Fire Battalion Chief = 1 time per year**
- vi. Fire Prevention Inspector = as needed**
- vii. Senior Fire Prevention Inspector = as needed**
- viii. Fire Prevention Supervisor = as needed**
- ix. Code Enforcement Officer = as needed**
- x. Lead Code Enforcement Officer = as needed**

Question 17: Should the costs of travel and accommodations for the assessors, as well as the travel and accommodations for the consulting staff, be included in the proposed cost, or will the City of North Las Vegas be taking care of that expense?

Similar to question 12.

Question 18: Will the consultant need to provide supplies, location cost, and staff for all aspects? Will this expense need to be part of our proposed cost?
The City will provide basic supplies such as paper, easel pads, pens, pencils, markers etc. The consultant will need to coordinate with the HRA for location and staffing. Typically, the City can secure locations for little or no cost through existing relationships. Historically, the Departments have been able to help with staffing.

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Question 19: How many candidates participated in the last assessment center for the following positions:

- a. Police:
 - vii. Entry level police/corrections officer = **600**
 - viii. Police Sergeant
 - ix. Corrections Sergeant
 - x. Police Lieutenant
 - xi. Corrections Lieutenant
 - xii. Police Detective
- d. Fire:
 - i. Entry level Firefighter = **600 – 800**
 - ii. Entry Level Firefighter/Paramedic = **80 – 100**
 - iii. Fire Captain = **6 – 12**
 - iv. Fire Engineer = **10 – 12**
 - v. Fire Battalion Chief = **3**
 - vi. Fire Prevention Inspector = **60**
 - vii. Senior Fire Prevention Inspector = **?**
 - viii. Fire Prevention Supervisor = **2**
 - ix. Code Enforcement Officer = **?**
 - x. Lead Code Enforcement Officer = **?**

Question 20: How many candidates are eligible and expected to participate in the up coming assessment center for the following positions:

- Police:
 - xi. Entry level police/corrections officer = **600 – 800**
 - xii. Police Sergeant
 - xiii. Corrections Sergeant
 - xiv. Police Lieutenant
 - xv. Corrections Lieutenant
 - xvi. Police Detective
- Fire:
 - xvii. Entry level Firefighter = **600 – 800**
 - xviii. Entry Level Firefighter/Paramedic = **80 – 100**
 - xix. Fire Captain = **6 – 12**
 - xx. Fire Engineer = **10 – 12**
 - xxi. Fire Battalion Chief = **3 – 5**
 - xxii. Fire Prevention Inspector = **60**
 - xxiii. Senior Fire Prevention Inspector = **?**
 - xxiv. Fire Prevention Supervisor = **?**
 - xxv. Code Enforcement Officer = **?**
 - xxvi. Lead Code Enforcement Officer = **?**

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Question 20: What is the time frame for beginning the processes? Will the processes be spaced out during the course of the year?

Promotional time frames are designated by the CBA.

Entry level police/corrections officer April and August

Police Sergeant April

Corrections Sergeant Oct.

Police Lieutenant April

Corrections Lieutenant Oct.

Police Detective Oct.

Fire Captain Jan 15 – 31

Fire Engineer March 15 – 31

Fire Battalion Chief May 1 – 15

Firefighter historically every other year or as needed

Firefighter/Paramedic 2 times per year or as needed

I acknowledge receipt of Addendum No. 2 to RFP 007-021 Consulting Services for Testing and Assessment for Police and Fire Departments (Entry Level and Promotional).)

*******This Addendum must be signed and returned as part of your RFP packet.*******

YOUR PRINTED NAME	TITLE	SIGNATURE
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COMPANY NAME	ADDRESS
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CITY, STATE	ZIP CODE	E-MAIL ADDRESS
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TELEPHONE	CELL	DATE
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