CITY OF HOUSTON

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October 5, 2011

SUBJECT: **Letter of Clarification No. 1**

REFERENCE: **Bid No.: S10-T24078 for**

PROMOTIONAL AND ASSESSMENT TESTING SERVICES FOR CAPTAINS FOR THE POLICE DEPARTMENT

TO: **All Prospective Bidders:**

This Letter of Clarification is issued for the following reasons:

- **The following questions and City of Houston responses are hereby incorporated and made a part of this Bid:**

1. **Vendor Question:** "When was the last job analysis conducted, and by whom?"

   COH Answer: *"Based on the contracts, each contractor conducts their own job analysis in conjunction with personnel from HPD. Morris & McDaniel did one for the Sergeants, and I/O did one for the Captains and Lieutenants. These were done in years 2008 and 2009."*

2. **Vendor Question:** "If the winning contractor must conduct a job analysis, will the assessment timeline be adjusted to account for the time spent conducting it?"

   COH Answer: *"Yes, however, it must be limited to two weeks at a maximum."*

3. **Vendor Question:** "Who was the previous contractor?"

   COH Answer: *"Morris and McDaniel, Inc." and Industrial Organizational Solutions, Inc."*

4. **Vendor Question:** "Were you pleased with the services provided by the previous contractor?"

   COH Answer: *"Yes"*

5. **Vendor Question:** "Is there a preference for a local vendor?"

   COH Answer: *"In the scoring criteria, under the Hire Houston First Ordinance, this RFP will issue 5 points to locally-based firms."*

6. **Vendor Question:** "How much was the last contract, and does this amount reflect the same type of work?"

   COH Answer: *"The contract value for the Captains' award was $162,568.00, the Sergeants' award for $441,420.00, and the Lieutenants' award was for $388,860.00."*

7. **Vendor Question:** "What was the per-hour cost for each employee necessary to develop and provide the written test and assessment center for each rank?

   COH Answer: *"This cost is contractor-established."*

8. **Vendor Question:** "How was a cut score of 70% determined for the written examinations?"

   COH Answer: *"Government Code 143 (State law) and the current Meet & Confer Agreement. It has also been a long standing custom and practice."*

9. **Vendor Question:** "Please describe the content of the discussion session of the written test questions. What are the contractor's specific responsibilities in this session?"

   COH Answer: *"The contractor will go over each test question and check to see if any candidate needs any explanation regarding that question. Contractor will provide page number(s) from where the question was taken, and then answer any other question a candidate may have regarding a test question."*

10. **Vendor Question:** "How many exercises were used in the last Captains', Lieutenants', and Sergeants' assessment centers?"

    COH Answer: *"Each assessment center is unique, and exercises used are determined by the contractor for that assessment center."*

11. **Vendor Question:** "How many test rooms were needed in the last Captain, Lieutenant, and Sergeant assessment centers? And for how many days?"

    COH Answer: *"See the RFP for initial assessment group size and the follow-up group size to determine the number of rooms needed. Days needed shall depend on how many exercises are chosen."*

12. Vendor Question: "How many grievances from the written tests were submitted by candidates in the last Captain, Lieutenant, and Sergeant exams?"

COH Answer: *"We did not track the number of appeals (there are no grievances in this process). To be certain, there will be more from the Sergeants' than from the Lieutenants', and likely more from the Lieutenants' over the Captains'."*

13. Vendor Question: "Is the City currently under a consent decree or facing any litigation with regards to these three ranks?"

COH Answer: *"No, the consent decree expired August, 2011 for Sergeants and Lieutenants."*

14. Vendor Question: "Do you require the qualifications of the assessors in the proposal? Or can these be supplied after contract award?"

COH Answer: *"History, Experience, and Personnel Qualifications are all part of the scoring criteria for this RFP. The Police Department may also, at their request, conduct reference checks."*

15. Vendor Question: "Is the Convention Center to be procured for both the assessment center and the written examination (or just the written examination)?"

COH Answer: *"Contractor is to procure whatever location will accommodate the anticipated size of the test group, as stated in the solicitation document. Previous contractors have used hotels and schools for assessments."*

16. Vendor Question: "Does the City intend on awarding all three promotional processes to the same vendor?"

COH Answer: *"The awards can be awarded to one contractor, or may be awarded to three separate contractors."*

17. Vendor Question: "Can you describe the format of exercises that were used for the captains' assessment center, in terms of the following: 1) how many exercises were used; 2) were role-players used, 3) were there any role-play interactions between candidate and assessor, and 4) generally, what type of scenarios were used."

COH Answer: *"See question 10 above. Vendor will use whatever and however many exercises they deem necessary to properly assess the candidates. Previous assessments may have little bearing on future assessments."*

18. Vendor Question: "Based on the last administration of the Captain assessment process, were there any process/procedural improvements that could be made, based on the evaluation of the HPD project manager who oversaw the project."

COH Answer: "No."

When issued, Letter(s) of Clarification shall automatically become a part of the Bid documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the Bidder to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a Bid on this project, Bidders shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this Bid.

If you should have any questions or if further clarification is needed regarding this Bid, please contact me at greg.hubbard@houstontx.gov, or at 832.393.8748.

Sincerely,

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GH:DM:gh

cc. Timothy Crabb, HPD; Sergeant Daniel Cain, HPD; Chief Mark Curran, HPD; File