



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Annise D. Parker

Mayor

August 31, 2015

SUBJECT: Letter of Clarification No. 1
Promotional and Assessment Testing Services

REFERENCE: RFP No.: S33-T25230

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To extend the solicitation closing date from Thursday, September 3, 2015 at 2:00 pm., to Thursday, September 17, 2017 at 2:00 p.m.
2. To provide vendors with a response to the following questions.

ID # Question How much did the City pay for the last contract for all of the services requested in the RFP?

1. **Response** This question falls within the purview of the Texas Public Information Act. Please follow the guidelines to make your request. B You may submit your request to:
hpd.openrecords@houstonpolice.org

2. **Question** If the services in the RFP were paid separately, and not as a lump sum, how much did the City pay for the following:
 - a. Captain written exam?
 - b. Lieutenant written exam?
 - c. Sergeant written exam?
 - d. Captain assessment center?
 - e. Lieutenant assessment center?
 - f. Sergeant assessment center?

Response This question falls within the purview of the Texas Public Information Act. Please follow the guidelines to make your request. You may submit your request to:
hpd.openrecords@houstonpolice.org

3. **Question** Who was the last company to provide the City with the services proposed in the RFP and what is their location?

Response Morris & McDaniel, Inc.
117 S. Saint Asaph St., Alexandria, VA 22314

4. **Question** How many candidates are eligible for the upcoming promotional processes?
a. Captain candidates?
b. Lieutenant candidates?
c. Sergeant candidates?
Response a. 50-150
b. 350-850
c. 600-1200
5. **Question** When was the last job analysis conducted for each rank?
a. Captain?
b. Lieutenant?
c. Sergeant?
Response a. 2014
b. 2014
c. 2014
6. **Question** Can the previous job analysis be utilized during the upcoming job analysis process for each rank?
a. Captain?
b. Lieutenant?
c. Sergeant?
Response a. No
b. No
c. No
7. **Question** How many orientations were offered for each rank for the previous process?
a. Number of Captain orientations?
b. Number of Lieutenant orientations?
c. Number of Sergeant orientations?
Response a. 2/Main Test
b. 2/Main Test, 1/USERRA
c. 2/Main Test, 1/USERRA
8. **Question** Is the City willing to conduct development meetings for the promotional exams via webinar/phone conference?
Response Yes. Please submit with your proposal response. This will/can be discussed during BAFO negotiations.
9. **Question** How many questions does a sufficient test item bank consist of?
Response We are looking for the Proposer to provide the best business practices.
10. **Question** During the development of the written exam, will the Vendor have access to Houston Police Department subject matter experts to discuss the source materials and to review the questions?
Response The vendor will have access to all department policy and procedures, etc. The SME's will work with the vendor (after the vendor consults with the Chief of Police) in the development of assessment center exercises. SME's will NOT participate in the development of written test questions and will not be aware of the final content of the assessment exercise(s).
11. **Question** Is on-site scoring of the written exam mandatory?
Response Yes. Contractual language specifies the number of scantron machine that must be present on the test date. Each candidate will be provided with a "pre-appeal" score after taking the exam and having it scored through the scantron.

12. **Question** How long after the written exam is the written exam discussion session held?
Response Discussion sessions can be held immediately after all applicants have finished the exam. However, the session must be held the same day. Traditionally, the review has been scheduled at approximately 1300 hours the day of the exam. This allows personnel who have been on scene hours before the test has started to refresh themselves before continuing with what will be a long day.
13. **Question** Is the written exam discussion session part of the appeals process or are these independent of each other?
Response They are independent. Appeals will not be taken during the discussion session. See the 2015 Meet and Confer agreement Article 19, Section 5 for more information.
14. **Question** Will the RFP Solicitation Due Date be extended? If so, what will be the revised RFP Solicitation Due Date? [Part I – C, Schedule]
The RFP Solicitation Due Date is September 3, 2015. At the August 20, 2015 Pre-Proposal Conference, it was stated that the HPD would require five to seven business days to research and publish the written responses to the questions submitted. The deadline for submission of the Pre-Proposal questions is Monday, August 24, 2015. At the earliest, HPD responses would be available on August 31, 2015, providing bidders with only two (2) business days to develop their proposals prior to the September 3rd due date. Unless the solicitation due date is extended, new bidders will be at a distinct disadvantage since the incumbent is already familiar with the terms and requirements of the HPD contract.
Response Yes, the solicitation due date will be extended to September 17, 2015 at 2:00 pm.
15. **Question** What specific knowledge, skills, and abilities (KSA's) for the captain, lieutenant, and sergeant leadership ranks does the existing test evaluate?
Response This information will be obtained based on the job analysis the vendor completes with each rank with direction from the Chief of Police.
16. **Question** What source materials have been utilized for the last promotional assessment for each of the three leadership ranks?
Response Various department policy and procedures and various law enforcement and management textbooks.
17. **Question** Will bidders be provided with the job description and performance appraisal form for each leadership rank for which the assessment exam is being developed? With a list of the existing performance standards for each leadership rank?
Response Yes, for the successful proposer.
18. **Question** How much time is allotted to candidates to complete the written portion of the assessment for each leadership rank? To complete the job-related skills assessment for each?
Response During the vendor's development of the assessment center exercise, the vendor will make this determination/recommendation.
19. **Question** How many assessors will be needed to score the job-related skill assessments for each leadership rank, i.e. how is the number of required assessors determined?
Response During the vendor's development of the assessment center exercise, the vendor will make this determination/recommendation. However, the City must concur with the recommendation.
20. **Question** What is the format of the final written report of the assessment for each candidate?
Response Generally, the vendor will determine the format. At a minimum, though, any format should include the candidate's score, the average score, high score, and low score, the candidate's rank, strengths and weaknesses and suggestions for improvement. This information should be provided for each individual assessment exercise and, where applicable, for the overall score (culmination of all three exercises)

21. **Question** How many appeals (what percentage of the total for each leadership rank) were filed on the last occasion that the assessment was conducted? How would the majority of the appeals be categorized (appeals over process, rank order eligibility list, appointment, other?)
- Response** Captain's-2 Appeals (Test Question Formulation)
Lieutenant's-66 Appeals (Test Question Formulation)
Sergeant's-110 Appeals (Test Question Formulation)
1 Sergeant Arbitration Hearing on Assessment Scoring Process
Per the 2015 Meet and Confer Agreement, nothing in the assessment center portion of the exam can be appealed to the Commission or District Court.
22. **Question** How many times will the assessment for the three leadership ranks be conducted during the three-year contract term?
- Response** All tests are done on a two year cycle. The "list" remains in effect two years from the date of the written exam. USERRA exams are available during the interim year between the main tests. The next testing cycle begins on various dates (for each rank) in 2016.

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s). It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

bc 

Conley Jackson
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8733

END OF LETTER OF CLARIFICATION 1