



**SECTION II  
SCOPE OF WORK**

**Event# 4967-Promotional Testing and Assessment Services for the Savannah Chatham  
Metropolitan Police Department  
Annual Contract**

**2.0 Broad Description of Project:** The City of Savannah seeks to receive proposals for promotional testing and assessment services for the Savannah Chatham Metropolitan Police Department (SCMPD). This has historically included written examinations and an assessment center process. The SCMPD is seeking to evaluate available options for conducting the assessment center portion of the promotional process for police captain, police lieutenant, and police sergeant positions. The SCMPD must use a process that is fair and equitable to all candidates, while providing a reliable measure of the candidate's qualifications for the position sought.

Electronic submissions will not be accepted.

**2.1** The SCMPD conducts an assessment process for the positions of police captain, police lieutenant, and police sergeant. Eligibility registers are valid for a period of 24 months with the option to extend for an additional twelve (12) months upon approval of the Human Resources Director.

**2.2** The SCMPD is composed of approximately 626 sworn members. The potential number of candidates that could be participating in the assessment centers are as follows:

- 2.2.1 Police Captain = ten (10),
- 2.2.2 Police Lieutenant = 27, and
- 2.2.3 Police Sergeant = 86

**2.3** Job data was collected in 2015 for each rank as part of a comprehensive classification study. However, the proposer may choose to conduct a complete job analysis for each of the target positions. This will include identifying the technical and managerial knowledge, skills, and abilities required to perform the essential functions of each position. A description of the methodology for completing the job analysis survey shall be included in the proposal.

**2.4** The Human Resources Department will provide necessary administrative support to complete the assessment process such as providing locations for assessment centers, clerical

support, and necessary notifications of applicants. Department staff will work with the proposer to ensure compliance with City of Savannah's Human Resources and Civil Service rules and historical practices. The proposer will work closely with Human Resources Department and the SCMPD to identify relevant assessment center orientation and assessment center dates, assessment center locations, and other administrative details.

- 2.5 The proposer shall develop state-of-the-art behavioral assessments for the positions of sergeant, lieutenant, and captain. These may include, but are not limited to, assessment centers, structured interviews, work problems, and writing exercises.
- 2.6 The proposer must describe specific methods for conducting assessments and how candidates' performances are recorded.
- 2.7 The successful proposer is responsible for video recording each assessment and the records shall be made available to the SCMPD at its request.
- 2.8 The successful proposer is responsible for providing an agenda and schedule for the assessments.
- 2.9 The proposer must be prepared to develop and conduct an orientation to be given before each assessment center (sergeant, lieutenant, captain) for all qualified candidates, to explain the assessment process in detail, and to answer all candidate questions. The proposer must be prepared to give the orientation so that it accommodates the SCMPD's shift schedules. The proposer must completely describe the content and length of the orientation in the proposal.
- 2.10 The proposer shall provide a power point presentation on an overview of the assessment for the candidates to view at their discretion.
- 2.11 The successful proposer shall provide the signage for the location(s) the assessments are being held.
- 2.12 The proposer is required to develop and conduct assessor training. The proposer must fully describe assessor training methods.
- 2.13 Proposers should recommend the types of components to be included in the assessment center process and should include examples of components previously utilized in similar assessments.
- 2.14 The successful proposer will be required, based on job data, to recommend the particular position dimensions to be evaluated by assessment centers, or other test processes as appropriate.

- 2.15 The successful proposer, in consultation with the Human Resources Department and the SCMPD, will recommend a cutoff score for various components of the assessments, as determined by the proposer. The proposer, in consultation with the Human Resources Department and the SCMPD, may further recommend weights for each component and a cutoff score from the final composite scores of the promotional process.
- 2.16 The proposer will be required to be on site to conduct the assessments. The successful proposer will provide the City's Human Resources Department with a final list of scores within 15 days of completion of the testing process. The proposer will provide the City's Human Resources Department with individual feedback reports for each participating candidate at the conclusion of each promotional examination. The successful proposer must completely describe the data provided in their feedback reports and consult with the City's Human Resources Department and the SCMPD before releasing the reports.
- 2.17 A final technical report must be submitted by the proposer, which will include the results of the job analysis using pass/fail scores only (if applicable), an analysis of employee performance on the assessments, the process by which cut off scores and weights were validated, and other relevant test data.
- 2.18 The proposer shall indicate in their proposal the recommended number of candidates that can be tested per day while still receiving the best test results.
- 2.19 In the event that the SCMPD chooses to utilize the successful proposer for subsequent assessments, the proposer shall describe the procedures for development and delivery of those services so as to avoid any inequity for those who may have not previously participated or in some manner become familiar with the content of the process.
- 2.20 **Proposal Requirements:**  
Each proposal shall include the following elements:
- a) Proposer shall present a brief description of background and experience in the area of job analysis, validation, and administration of assessment processes. Each proposer shall also submit resumes of the key personnel that will be involved with the project. Additional information regarding professional awards, memberships, etc. may also be submitted.
  - b) Proposer should provide information listing similar projects that have been developed and delivered, the years of experience (specifically related to police assessments), and references of clients.
  - c) All services rendered pursuant to this agreement shall be in accordance with all applicable federal, state, and local guidelines, laws, and regulations. The proposer shall provide evidences and assurances of the ability to develop race and gender

neutral validated assessment centers.

- 2.21** Each proposer shall submit a proposed time schedule for including management decision points with the goal of meeting the following completion deadlines:

Lieutenant Assessment Center	As early as April 2017; no later than June 2017
Sergeant Assessment Center	March 2018
Captain Assessment Center	September 2017

- 2.22** The proposer is responsible for determining and acknowledging any addenda issued in connection with this request for proposal. All addenda issued in connection with this event must be acknowledged in the proposer's response in order for the proposal to be considered.

- 2.23** Resource Allocation: Each proposer shall submit a detailed breakdown of their proposed fee, indicating the resources allotted to the various parts of the plan. This breakdown shall include the various personnel to be used. Other miscellaneous fees shall also be enumerated. The City will reserve the right to decline the full completion of all tasks, accepting only elements.

**2.24 Proposal Format**

Proposals shall be submitted in the following format and include the following information:

- a) Detailed description of qualifications and capabilities as requested
- b) Fee proposals per instructions in Section III signed by responsible party
- c) Proposed Schedule of Minority and Women owned Business Participation and Non-Discrimination Statement..
- d) Other submittals as stated.

**2.25 Basis of Award**

Proposals will be evaluated according to the following criteria and weight:

- a) Proposer's qualifications and experience, including support capabilities (35 points)
- b) Methodology/technical approach (30 points)
- c) Fees (20 points)
- d) References (10 points)
- e) Local Vendor participation (Within the City Limits of Savannah and has a City of Savannah Business Tax Certificate) (5 points)

Proposals shall be evaluated by a selection committee. The selection committee reserves the right to conduct interviews of any or all proposers as it deems necessary. The City reserves

the right to shorten the list of proposers selected for interviews or further evaluation.

The City reserves the right to request a best and final offer (BFO), and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

- 2.26 Copies:** One (1) unbound, printed, and signed original and five (5) identical, printed copies, and one (1) digital copy on a flash drive of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.
- 2.27 Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.
- 2.28 Qualifications:** Each proposer shall submit a summary of their qualifications and experience or provide detailed description of required qualifications. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.
- 2.29 Schedule:** Each proposer shall submit a proposed time schedule for the project.
- 2.30 Fees:** Proposer shall submit fees based on the detailed listing in Section III of the RFP.
- 2.31** This is an annual contract and prices are to be held firm for a period of two (2) year (12 months). This contract may be renewed for up to three (3) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

SECTION III

FEE PROPOSAL

I have read and understand the requirements of this request for proposal RFP Event #4967 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

***ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.***

Description	Total Pricing
Lieutenant Assessment Center	\$
Sergeant Assessment Center	\$
Captain Assessment Center	\$

Total Cost \$ \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SIGNED: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

FAX: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM \_\_\_\_\_ #  
DATE \_\_\_\_\_

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

**INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):**

**CHECK ONE:**

**NON-MINORITY OWNED**

**AFRICAN AMERICAN**

**HISPANIC**

**WOMAN** (non-minority)

**ASIAN AMERICAN**

**AMERICAN INDIAN**

**OTHER MINORITY Describe** \_\_\_\_\_

**NON-DISCRIMINATION STATEMENT**

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**



**PROPOSED SCHEDULE OF M/WBE PARTICIPATION**

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted.** **Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City’s evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: \_\_\_\_\_

Event No. 4967

Project Title: \_\_\_\_\_

**NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.**

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified ? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: \_\_\_\_\_ % WBE Participation Value: \_\_\_\_\_ % M/WBE Participation Value: \_\_\_\_\_ %

**The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.** The Prime’s subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE.** Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal.** It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

**Joint Venture Disclosure**

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

*The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah’s certified M/WBE registry is posted on its website @ [www.savannahga.gov](http://www.savannahga.gov).*

## Developing a Strong M/WBE Participation Plan

### *Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:*

1. All bidders/proposers must submit a "Proposed Schedule of M/WBE Participation" which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company's "self-identification" as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder's M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE's confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does not count toward the M/WBE goal.
8. M/WBEs must perform a "**commercially useful function**" which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* "the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah." **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City's contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company's subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.