



## COBB COUNTY PURCHASING DEPARTMENT

1772 County Services Parkway  
Marietta, Georgia 30008-4012  
(770) 528-8400 /FAX (770) 528-1154  
Email: [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org)  
[www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov)

# IMPORTANT NOTICE – PLEASE READ CAREFULLY!!

ALL bids **MUST** be received at the Cobb County Purchasing Department.

**BIDS MUST BE RECEIVED BEFORE 12:00 (NOON)  
ON BID OPENING DAY**

**Any bid received later than 12:00 (noon) will not be accepted.** The County accepts no responsibility for delays in the mail. Bids are to be mailed or delivered to:

**COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GA 30008-4012**

**PLEASE CHECK bid specifications and advertisement for document requirements.**

Documents/Forms listed below **MUST** be submitted when required.

Omission of these documents /forms will cause your bid/proposal to be declared **NON-RESPONSIVE**.

- **BID SUBMITTAL FORM**
  - ▶ *Official Signature is required on this form guaranteeing the quotation.*
- **CONTRACTOR AFFIDAVIT and AGREEMENT - Exhibit A**
  - ▶ *Affidavit **MUST** be signed, notarized and submitted with any bid requiring the performance of physical services. If the affidavit is not submitted at the time of the bid, bid will be determined non-responsive and will be disqualified. .*
- **BID BOND**

All vendors are required to submit the ORIGINAL AND AT LEAST one (1) duplicated copy of any bid submitted to Cobb County. Please refer to your bid specifications to determine if more than one (1) copy is required. Non-submission of a duplicate copy may disqualify your bid/proposal.

A “**SEALED BID LABEL**” has been enclosed to affix to your bid. This label **MUST** be affixed to the outside of the envelope or package, **even if it is a “NO BID” response**. Failure to attach the label may result in your bid being opened in error or not routed to the proper location for consideration. No bid will be accepted after the date and time specified.

Thank you in advance for your cooperation.

ADVERTISEMENT FOR REQUEST FOR PROPOSAL  
COBB COUNTY PURCHASING DEPARTMENT

**BID OPENING DATE: NOVEMBER 11, 2010**

Cobb County will receive Sealed Bids before 12:00 NOON, November 11, 2010 in the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008 for:

**SEALED BID # 11 – 5539  
FIRE DEPARTMENT PROMOTIONAL PROCESSES  
COBB COUNTY HUMAN RESOURCES DEPARTMENT**

**No bids will be accepted after the 12:00 noon deadline.**

Proposals are opened at 2:00 p.m. at Cobb County Purchasing Department, 1772 County Services Parkway, 2nd Floor, Bid/Meeting Room, Marietta, GA 30008.

No proposal may be withdrawn for a period of ninety (90) days after date of bid opening, unless otherwise specified in the bid documents. Cobb County will consider the competency and responsibility of bidders in making the award. Cobb County reserves the right to reject any and all proposals, to waive informalities and technicalities, to reject portions of the proposals, and to award contracts in a manner consistent with the County and the laws governing the State of Georgia.

**The Georgia Security and Immigration Compliance Act Affidavit form must be submitted with all bid packages involving the “performance of physical services” in order to be considered**

This solicitation and any addenda are available for download in PDF format on the Cobb County purchasing website. [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov)

Advertise: OCTOBER 29, 2010  
NOVEMBER 5, 2010



## BID SUBMITTAL FORM

SUBMIT BID/PROPOSAL TO:  
COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GA 30008-4012

**BID/PROJECT NUMBER: 11- 5539**  
**REQUEST FOR PROPOSAL**  
**FIRE DEPARTMENT PROMOTIONAL PROCESSES**  
**COBB COUNTY HUMAN RESOURCES DEPARTMENT**

**DELIVERY DEADLINE: NOVEMBER 11, 2010 BEFORE 12:00 (NOON) EST**  
**(NO BIDS/PROPOSALS WILL BE ACCEPTED AFTER THIS DEADLINE).**

BID OPENING DATE: NOVEMBER 11, 2010 @ 2:00 P.M. IN THE PURCHASING DEPARTMENT BID ROOM.

BUSINESS NAME AND ADDRESS INFORMATION:

Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Company address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

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**NAME AND OFFICIAL TITLE OF OFFICER GUARANTEEING THIS QUOTATION:**

\_\_\_\_\_  
(PLEASE PRINT/TYPE)      NAME      TITLE

**SIGNATURE OF OFFICER ABOVE:** \_\_\_\_\_  
(SIGNATURE)

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

BIDDER WILL INDICATE TIME PAYMENT DISCOUNT: \_\_\_\_\_

BIDDER SHALL INDICATE MAXIMUM DELIVERY DATE: \_\_\_\_\_

Bids received after the date and time indicated will not be considered. Cobb County reserves the right to reject any and all bids, to waive informalities, to reject portions of the bid, to waive technicalities and to award contracts in a manner consistent with the county and the laws governing the state of Georgia.

The enclosed (or attached) bid is in response to Bid Number **11-5539**; is a firm offer, **as defined by section O.C.G.A. (s) 11-2-205 of the code of Georgia (Georgia laws 1962 pages 156-178)**, by the undersigned bidder. This offer shall remain open for acceptance for a period of 90 days calendar days from the bid opening date, as set forth in this invitation to bid unless otherwise specified in the bid documents.

**NOTICE TO BIDDERS - - BID QUOTES MUST INCLUDE INSIDE DELIVERY CHARGES**

Advertise Dates: OCTOBER 29, 2010  
NOVEMBER 5, 2010

## SEALED BID LABEL

### **SEALED BID ENCLOSED**

DELIVER TO:  
COBB COUNTY PURCHASING  
1772 County Services Parkway  
Marietta, GA 30008-4012

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**SEALED BID # 11-5539 DATE: November 11, 2010**

**BIDS MUST BE RECEIVED BEFORE 12:00 NOON**

**DESCRIPTION: Request for Proposal  
Fire Department Promotional Processes**

**PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE**



*Cobb County...Expect the Best!*

**"STATEMENT OF NO BID"**

COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GA 30008

TO ALL PROSPECTIVE BIDDERS:

Because of the many requests to be placed on our vendors' list, we are continuously updating the list. While we want to include all bona fide vendors, we do not want to mail bids to those vendors who may no longer be interested in participating in our bidding process.

If you do not choose to respond to the attached Invitation to Bid/Request for Proposal, please fill out the form below indicating whether or not you want to be retained on our current vendor list.

Vendors who do not respond in any way (by either submitting a bid or by returning this form) over a period of one year may be removed from the current vendor list.

**Vendors who do not wish to bid often return the entire bid package, sometimes at considerable postage expense. Returning the entire bid package is not necessary. Simply return this form.**

Thank you for your cooperation.  
Cobb County Purchasing Department

**"STATEMENT OF NO BID"  
SEALED BID NUMBER 11-5539  
REQUEST FOR PROPOSAL  
FIRE DEPARTMENT PROMOTIONAL PROCESSES**

If you do not wish to respond to the attached Invitation to Bid/Request for Proposal, please complete this form and mail/fax to: **Cobb County Purchasing Department, Attention: Sealed Bid Department, 1772 County Services Parkway, Marietta, GA. Fax # 770-528-1154**

I do not wish to submit a bid/proposal on this solicitation.

**I wish to be retained on the vendor list for this commodity or service: Yes \_\_\_\_\_ No \_\_\_\_\_**

Please PRINT the following:

\_\_\_\_\_ Company

\_\_\_\_\_ Representative

You are invited to list reasons for your decision not to bid: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



*Cobb County...Expect the Best!*

## **REQUEST FOR PROPOSAL**

**SEALED BID # 11 – 5539  
FIRE DEPARTMENT PROMOTIONAL PROCESSES  
COBB COUNTY HUMAN RESOURCES DEPARTMENT**

**BID OPENING DATE: NOVEMBER 11, 2010**

BIDS ARE RECEIVED IN THE  
COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GEORGIA 30008  
**BEFORE 12:00 (NOON) BY THE BID OPENING DATE**

BIDS WILL BE OPENED IN THE COBB COUNTY PURCHASING DEPARTMENT  
**BID/MEETING ROOM AT 2:00 P.M.**

**VENDORS ARE REQUIRED TO SUBMIT THE ORIGINAL AND 4 COPIES OF BID  
(UNLESS OTHERWISE SPECIFIED IN BID SPECIFICATIONS)**

NAME: \_\_\_\_\_

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

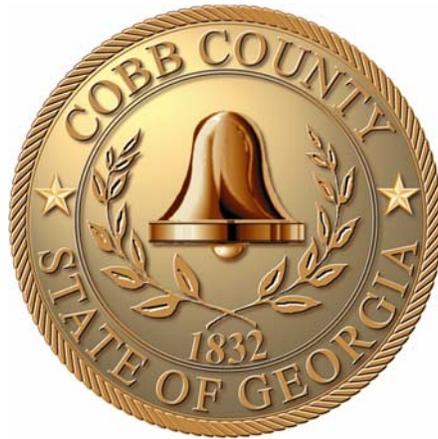
REPRESENTATIVE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL \_\_\_\_\_

**NOTE: The Cobb County Purchasing Department will not be responsible for the accuracy or completeness of the content of any Cobb County Invitation to Bid or Request for Proposal or subsequent addenda thereto received from a source other than the Cobb County Purchasing Department.**

**REQUEST FOR PROPOSAL  
FIRE DEPARTMENT PROMOTIONAL PROCESSES  
COBB COUNTY HUMAN RESOURCES DEPARTMENT  
COBB COUNTY SEALED BID # 11-5539**



**REQUEST FOR PROPOSAL  
FIRE DEPARTMENT PROMOTIONAL PROCESSES  
COBB COUNTY HUMAN RESOURCES DEPARTMENT**

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Attachment: Cobb County FIRE Department Promotional Policy

**REQUEST FOR PROPOSAL  
COBB COUNTY HUMAN RESOURCES DEPARTMENT  
REQUEST FOR PROPOSALS  
FIRE DEPARTMENT PROMOTIONAL PROCESSES**

**INTRODUCTION**

**BACKGROUND**

COBB COUNTY, GEORGIA, a political subdivision of the State of Georgia, provides services for the safety and general welfare of a population of over 650,000 residents. Such services are provided under the authority of the Board of Commissioners and the Constitutional Officers of the County.

The Cobb County Fire Department currently has 682 full-time authorized sworn positions and 29 full-time and part-time civilian positions. The number of authorized positions for each rank includes: 349 Firefighters; 144 Engineers; 97 Lieutenants; 26 Fire Captains (appointed) 12 Battalion Chiefs (appointed); 1 Fire Marshall (appointed), 2 Division Chiefs (appointed), 2 Deputy Fire Chiefs (appointed) and 1 Fire Chief (appointed).

**CURRENT PROMOTIONAL PROCESS**

Currently, an outside consultant designed the job knowledge written test and the assessment centers for the ranks of Engineer and Lieutenant.

Upon implementation of the project described in this Request for Proposal (RFP), the Cobb County Human Resources Department will be solely responsible for all aspects of the promotional process. However, the Fire Department will be responsible for ensuring that the focus of all study materials and testing materials are appropriate.

Attachment 1 describes the current promotional processes for Engineer and Lieutenant, as given in Policy 2-4.

**PURPOSE**

This RFP is being issued to secure services in the following areas:

1. Job analysis should be conducted for Engineer and Lieutenant for test development
2. Review of bibliographies currently used as the basis for the job knowledge tests for Engineer and Lieutenant; make recommendations for revisions to them
3. Development of 100 new test items in multiple choice format for the Engineer and Lieutenant job knowledge tests
4. Development and administration of assessment centers for Engineer and Lieutenant in order to establish a two year list used for promotional purposes.
5. Any required expert testimony in an administrative hearing, deposition, court proceeding, etc.

Both existing job analyses include relevant job tasks and knowledge, skills, abilities, and personal characteristics (KSAPs) related to the jobs as they exist in the Fire Department. The procedure to review and update this data is to be comprehensive enough to design quality products that are in accord with the requirements of the most recent *Guidelines and Ethical Considerations for Assessment Center Operations* and the *Uniform Guidelines on Employee Selection Procedures*.

The assessment centers developed should include a candidate orientation program that includes a simulation of exercises to include a high fidelity interactive emergency scenario (e.g. Fire Studio), an assessor training program and assessors' training manual, the assessment center exercises and scoring guides, all rating and documentation forms, and a candidate schedule for administration of the assessment centers.

Programs and exercises must be in accordance with the federal *Uniform Guidelines on Employee Selection Procedures* and must be reliable and predictive of success in the promotional position.

Although the RFP includes administration of the assessment centers by the firm selected for the project, the County has the option of deleting this phase as part of the services to be provided.

### **SCOPE OF SERVICES**

Respondents must propose to provide services in the following areas for the ranks of Engineer and Lieutenant:

1. Conduct job analysis
2. Review of current promotional policy and recommendation of changes to be made
3. Review of bibliographies currently used as the basis for the job knowledge tests and recommendation for revisions to them
4. Addition of new items and deletion of items to result in a final job knowledge test consisting of 100 multiple choice items
5. Scoring of written job knowledge tests
6. Development of assessment center exercises, rating system, and scoring guides
7. Administration of assessment centers

Candidate feedback (optional)

### **SELECTION CRITERIA**

Criteria for selecting a consulting service:

- Qualifications of the firm and the consulting personnel who would be assigned to the project.
- Experience and past performance of the firm and the proposed personnel in the development of promotional written tests and assessment programs for FIRE departments of similar or greater size and complexity, including such factors as quality of work, control of cost, and ability to meet schedule.
- Capacity of the firm to absorb the work while meeting quality standards using a realistic estimate of time requirements.
- The firm's record of quality work, as evidenced by client references.
- Proposed fee.
- The firm's understanding of the Fire Department's promotional testing objectives and requirements, and the technical soundness of the proposed methodology to be used.

## **REQUIRED PROJECT REPORTS**

1. Job Analysis
2. Test Development and Test Results reports
3. Final project report that includes documentation to substantiate the validity of the testing and assessment center process for each job class. The report will be written according to standards described in the *Uniform Guidelines on Employee Selection Procedures*

## **SPECIAL TERMS AND CONDITIONS**

1. **An original and five (5) copies of the completed RFP response must be submitted to the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, Georgia 30008, before 12:00 noon on Thursday, November 11, 2010. No bids will be accepted after the 12:00 noon deadline.**
2. Each respondent is to prepare a response that addresses each requirement listed in this RFP.
3. Cobb County reserves the right to reject any or all RFP responses submitted or any portions of a response, contact client references, require clarification or additional information, or require interviews with respondents. All costs related to the preparation, submittal, or presentation related to this RFP are the responsibility of the respondent and will not be assumed in full or in part by Cobb County.
4. All materials submitted in response to the RFP become the property of Cobb County and will be returned only at the option of the County. The County has the right to use any or all ideas presented in any response to the RFP whether amended or not, and selection or rejection of the proposal does not affect this right.
5. Bids will be opened at 2:00 p.m. on Thursday, November 11, 2010 in the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, Georgia 30008.
6. All RFP responses will be evaluated for completeness and clarity according to the criteria established in the RFP to determine the most qualified firms. Factors included in this evaluation will be past performance and experience with similar work, responsiveness to and understanding of the scope of the work, ability and experience of the professional personnel comprising the consulting team, willingness to meet time requirements, and such other factors that may be determined to be applicable to the scope of work being sought.
7. Responses will be rank-ordered and interviews (either by phone or in person) of the highest ranked firms will be held before or on Tuesday, November 29 2010 to ensure and clarify a full understanding of services to be provided and/or to further examine firm qualifications. It is anticipated that the successful firm will be recommended to the Board of Commissioners for approval.

### **Inquiries Prior to Bidding:**

Bidders having questions with regard to the project or Bid Documents shall present these questions in writing for clarification by **5:00 pm on Tuesday, November 2, 2010 to:**

Cobb County Purchasing Department  
1772 County Services Parkway  
Marietta, GA 30008  
Fax:: 770-528-1154  
E-Mail: purchasing@cobbcounty.org

**8 Contract Period:**

Contract awarded as a result of bids submitted under this Sealed Bid shall extend from the date of award for a period of 12 full months.

**9 Pricing:**

Prices shall remain firm for the duration of the initial Contract period. Reasonable price changes based on market conditions and price/cost analysis may be made after the initial Contract period. The Contractor shall supply documentation satisfactory to Cobb County, such as: documented changes to Producers Price Indexes; Consumer Price Indexes; or a manufacturer's published notification of price change(s).

Cobb County will evaluate this information to determine if revising the pricing is considered fair and reasonable to the satisfaction of Cobb County. Requests for any such change must be received in writing by the Cobb County Purchasing Department thirty (30) days prior to the expiration of the original contract term. The County may cancel the contract if the price increase request is not approved.

All price reductions at the manufacturers' or distributors' level shall be reflected in a reduction of the contract price(s) to Cobb County retroactive to the effective date of the price reduction(s).

**10 Option to Extend the Term of Contract:**

Contract is renewable, at the option of Cobb County Government, and upon written agreement by the vendor. However, the total duration of this contract, including the exercise of any options, shall not exceed three (3) years (basic year and two (2) one (1) year options).

**PROPOSED RFP SCHEDULE**

RFP Advertised	Friday, October 29 and Friday, November 5, 2010
RFP Due Date and Time	Thursday, November 11, 2010 before 12:00 (noon)
Bid Opening	Thursday, November 11, 2010 2:00 p.m.
Finalist(s) Notified	Before or on Friday, November 19, 2010
Finalist(s) Interview(s)	Before or on Tuesday, November 29, 2010
Recommendation of Selected Firm to Board of Commissioners	Tuesday, December 7, 2010
Project Start Date	Monday, December 13, 2010

## **FIRM INFORMATION**

1. Firm Name:

Address:

Telephone #:

2. Name of Firm Contact:

Telephone #:

3. Who will serve as the firm's authorized representative and negotiator? The person cited will be empowered to make a binding commitment for the respondent. This person must be available for an interview (either by phone or in person) before or no later than Tuesday, November 29, 2010, if the firm is selected as a finalist.

Name:

Title:

Address:

Telephone #:

### CLIENT REFERENCE INFORMATION

Following the format below, provide complete client reference information for **three (3)** firms/agencies for whom you have previously or are currently providing consulting services. Use additional pages as necessary.

Client:

Client Contact

Name:

Title:

Telephone #:

Date test/assessment centers available for client's use:

Number of client's full time sworn employees in the FIRE Department:

Narrative of services performed:

**KEY CONSULTANT'S QUALIFICATIONS AND AVAILABILITY**

Provide the name, telephone number, narrative of qualifications, and a narrative statement of the availability of the key consultant your firm designates to work with and assist the county in implementing the requested services.

This person must be available for an interview (either by phone or in person) on or before Friday, before or no later than Tuesday, November 29, 2010, if the firm is selected as a finalist.

Name:

Title:

Telephone #:

Qualifications (education, year's experience, area of specialty, licensed psychologist, etc.)

Statement of availability/commitment:

**STAFF CONSULTANTS' QUALIFICATIONS AND AVAILABILITY**

Provide the name, telephone number, narrative of qualifications, and a narrative statement of availability of all staff consultants your firm designates to work with the County in providing the requested services. Use additional pages as necessary.

Name:

Title:

Telephone #:

Qualifications (education, years of experience, area of specialty, number of similar assignments, licensures, certifications, etc.):

Statement of availability/commitment:



**INSURANCE REQUIREMENTS**

The firm certifies that if it is selected to provide services according to the conditions of this RFP, it will provide the County with proof of professional liability insurance for malpractice of at least \$1,000,000 per occurrence. The insurance policy will be written through an insurance company authorized to conduct business in the state of Georgia with a Best's rating of no less than A: VII, or otherwise acceptable to the Owner. Should insurance coverage be canceled or changed, the firm will submit to the County a 60-day notice of cancellation.

The firm agrees to indemnify and save harmless the County, its officials, and employees from and against any loss or expense by reason of any liability arising from or out of the performance of services provided due to negligence of the firm and its staff, its agents, or employees.

A certified copy of proof of insurance must be delivered to and received by the Cobb County Finance Department, Risk Management Division, 100 Cherokee Street, Marietta, Georgia, 30090, upon notice of award. Final contract award is contingent upon Cobb County's acceptance of insurance documentation.

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Signed

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Officer Title

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Date

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Witness

# Cobb County General Instructions for Proposers, Terms and Conditions

## I. Preparation of Proposals

Each proposer shall examine the drawings, specifications, schedule and all instructions. Failure to do so will be at the proposer's risk, as the proposer will be held accountable for their proposal response.

Unit price for each quotation shall be shown and such price shall include packing unless otherwise specified, along with a total and grand total where applicable. In case of discrepancy between a unit price and extended price, the unit price will be presumed correct.

Each proposer shall furnish all information required by the proposal form or document. Each proposer shall sign the proposal and print or type his or her name on the schedule. The person signing the proposal must initial erasures or other changes. An authorized agent of the company must sign proposals.

Requests for Proposals (RFP) issued by Cobb County are advertised on the Cobb County Internet site ([www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov)) and every Friday in the Cobb County legal organ, the Marietta Daily Journal.

## II. Delivery

Each proposer should state time of proposed delivery of goods or services. Words such as "immediate", "as soon as possible", etc. shall not be used. The known earliest date or the minimum number of calendar days required after receipt of order (delivery A.R.O.) shall be stated (if calendar days are used, include Saturday, Sunday and holidays in the number).

## III. Explanation to Proposers

Any explanation desired by a proposer regarding the meaning or interpretation of the Request for Proposal, drawings, specifications, etc. must be received **by 5:00 pm on November 2, 2010** in order for a reply to reach all proposers before the close of the bid. Any information concerning an RFP will be furnished to all prospective proposers as an addendum to the invitation if such information is necessary or if the lack of such information would be prejudicial to uninformed proposers.

**The written proposal documents supersede any verbal or written communication between parties. Addenda are posted on the Purchasing web site: [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov). Receipt of addenda should be acknowledged in the submitted proposal. It is the proposer's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal.**

## IV. Submission of Proposals

Proposals shall be enclosed in a sealed package, addressed to the Cobb County Purchasing Department with the name and address of the proposer, the date and hour of opening, and the request for proposal number on the face of the package. Telegraphic/faxed proposals will not be considered. Any addenda should be enclosed in the sealed envelopes as well.

Unsigned proposals will not be considered.

Cobb County is exempt from federal excise tax and Georgia sales tax with regards to goods and services purchased directly by Cobb County. Suppliers and contractors are responsible for federal excise tax and sales tax, including taxes for materials incorporated in county construction projects. Suppliers and contractors should contact the State of Georgia Sales Tax Division for additional information.

Except as otherwise provided by law, information submitted by a proposer in the proposal process shall be subject to disclosure after proposal award in accordance with the Georgia Open Records Act. Proprietary information must be identified. Entire proposals may not be deemed proprietary.

**V. Withdraw Proposal Due To Error**

The proposer shall give notice in writing of his claim of right to withdraw his proposal without penalty due to an error within two (2) business days (48 hours) after the conclusion of the proposal opening. Proposals may be withdrawn from consideration if the price was substantially lower than the other proposals due solely to a mistake therein, provided the proposal was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the proposal, which unintentional arithmetic or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the proposal sought to be withdrawn. The proposer's original work papers shall be the sole acceptable evidence of error and mistake if he elects to withdraw his proposal. If a proposal is withdrawn under the authority of this provision, the lowest remaining responsive proposal shall be deemed to be low proposal. Proposal withdrawal is not automatically granted and will be allowed solely at the discretion of Cobb County.

No proposer who is permitted to withdraw a proposal shall, for compensation, supply any material or labor or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

**VI. F.O.B. Point**

Unless otherwise stated in the request for proposal and any resulting contract, or unless qualified by the proposer, items shall be shipped F.O.B. Destination. The seller shall retain title for the risk of transportation, including the filing for loss or damages. The invoice covering the items is not payable until the items are delivered and the contract of carriage has been completed. Unless the F.O.B. clause states otherwise, the seller assumes transportation and related charges either by payment or allowance.

**VII. Patent Indemnity**

The contractor guarantees to hold the County, its agents, officers or employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the contractor is not the patentee, assignee or licensee.

**VIII. Award**

Award will be made to the highest scoring responsive and responsible proposer according to the criteria stated in the proposal documents. The County may make such investigations as it deems necessary to determine the ability of the proposer to perform, and the proposer shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any proposal if the evidence submitted by, or investigations of such proposer fails to satisfy the County that such proposer is properly qualified to carry out the obligations of the contract.

The County reserves the right to reject or accept any or all proposals and to waive technicalities, informalities and minor irregularities in the proposals received. The County reserves the right to make an award as deemed in its best interest which may include awarding a proposal to a single proposer or multiple proposers; or to award the whole proposal, only part of the proposal, or none of the proposal to single or multiple proposers, based on its sole discretion of its best interest.

Time payment discounts will be considered in arriving at net prices and in award of proposal.

**IX. County Furnished Property**

The County will furnish no material, labor or facilities unless so provided in the RFP.

**X. Rejection of Proposals**

Failure to observe any of the instructions or conditions in this request for proposal may constitute grounds for rejection of proposal.

**XI. Contract**

Each proposal is received with the understanding that the acceptance in writing by the County of the offer to furnish any or all of the commodities or services described therein shall constitute a contract between the proposer and the County which shall bind the proposer on his part to furnish and deliver the articles quoted at the prices stated in accordance with the conditions of said accepted proposal. The County, on its part, may order from such contractor, except for cause beyond reasonable control, and to pay for, at the agreed prices, all articles specified and delivered.

Upon receipt of a proposal containing a Cobb County "Sample Contract" as part of the requirements, it is understood that the proposer has reviewed the documents with the understanding that Cobb County requires that all agreements between the parties must be entered into via these documents. If any exceptions are taken to any part, each exception must be stated in detail and submitted as part of the proposal document. If no exceptions are stated, it is assumed that the proposer fully agrees to the "Sample Contract" in its entirety. The County reserves the right to make changes to the "Sample Contract".

**XII. Delivery Failures**

Failure of a contractor to deliver within the time specified or within reasonable time as interpreted by the Purchasing Director, or failure to make replacements of rejected articles/services when so requested, immediately or as directed by the Purchasing Director, shall constitute authority for the Purchasing Director to purchase in the open market or rebid for articles/services of comparable grade to replace the articles/services rejected or not delivered. On all such purchases, the contractor shall reimburse the County within a reasonable time specified by the Purchasing Director for any expense incurred in excess of contract prices, or the County shall have the right to deduct such an amount from monies owed the defaulting contractor. Alternatively, the County may penalize the contractor one percent (1%) per day for a period of up to ten (10) days for each day that delivery or replacement is late. Should public necessity demand it, the County reserves the right to use or consume articles/services delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Director.

**XIII. Non-Collusion**

By submission of a proposal, the proposer certifies, under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor
- (c) No attempt has been made, or will be made, by the proposer to induce

any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Collusion and fraud in bid preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

#### **XIV. Conflict Of Interest, Etc.**

By submission of a proposal, the proposer certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this RFP, and
2. That no employee of the County, nor any member thereof, not any public agency or official affected by this RFP, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this RFP.

The responding firm also warrants that he and his sub-consultant(s) have not employed or retained any company or person other than a bona fide employee working solely for the responding firm or sub-consultant(s) to solicit or secure a contract agreement with Cobb County, as related to this RFP, and that he and his sub-consultant(s) have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the responding firm or his sub-consultant(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of this Agreement.

For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

The successful responding firm shall require each of its sub-consultant(s) to sign a statement certifying to and agreeing to comply with the terms of the subsections above.

#### **XV. Default**

The contract may be cancelled or annulled by the Purchasing Director in whole or in part by written notice of default to the contractor upon non-performance or violation of any contract term. An award may be made to the next highest rated responsive and responsible proposer, or articles specified may be purchased on the open market similar to those terminated or the County may issue a new Request for Proposal. In any event, the defaulting contractor (or his surety) shall be liable to the County for costs to the County in excess of the defaulted contract prices; provided, however, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the contractor to deliver materials or services within the time stipulated on its proposal, unless extended in writing by the Purchasing Director, shall constitute contract default.

#### **XVI. Disputes**

Except as otherwise provided in the contract documents, any dispute concerning a question of fact arising under the contract which is not disposed of shall be decided after a hearing by the Purchasing Director who shall reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the contractor. The decision of the Purchasing Director shall be final and binding, however, the contractor shall have the right to appeal said decision to a court of competent jurisdiction.

## **XVII. Substitutions**

Proposers offering and quoting on substitutions or who are deviating from the attached specifications shall list such deviations on a separate sheet to be submitted with their proposal. The absence of such a substitution list shall indicate that the proposer has taken no exception to the specifications contained therein.

## **XVIII. Ineligible Proposers**

The County may choose not to accept the proposal of one who is in default on the payment of taxes, licenses or other monies owed to the County. Failure to respond three (3) consecutive times for any given commodity may result in removal from the list under that commodity.

## **XIX. General Information**

Sealed proposals, with original signatures, will be accepted by the County Purchasing Department at the time, place, and date specified. One (1) original and five (5) copies of the proposal must be submitted, complete with a cover letter signed by an official within the organization who has authority over project negotiation.

These proposals must be in accordance with the purposes, conditions, and instructions provided in this RFP. The Cobb County Board of Commissioners assumes no responsibility for proposals received after the submission time, whether due to mail delays or any other reason. Proposals received after the submission time will be filed unopened and considered non-responsive.

As previously stated under IV, unsigned proposals will not be considered.

Cobb County reserves the right to retain all proposals submitted, and to use any idea in any proposal regardless of whether that proposal is selected. All work performed by the successful respondent shall be performed in compliance with the Americans With Disabilities Act.

## **XXI. Uniformity of Proposal**

To facilitate comparative analysis and evaluation of proposals it is desired that a uniform format be employed in structuring each proposal. The respondent's degree of compliance with the requirements of the RFP will be a factor in the subsequent point-based evaluation of the proposal. Proposals with major deviations or omissions may not be considered for detailed study. Proposals will become part of the contract with Cobb County should they be selected under the RFP.

## **XXII. Request Additional Information**

Inquiries that must be answered in regards to the Proposal procedures or technical matters shall be submitted in writing via U.S. Mail or facsimile or email to:

Cobb County Purchasing Division  
1772 County Services Parkway  
Marietta, Georgia 30008-4021  
Fax: (770) 528-1154  
Email: [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org)

Correspondence should be submitted only to the designated individual. All inquiries must be in writing. Cobb County will not orally or telephonically address any question or clarification regarding specifications or procedures. Cobb County is not bound by any oral representations, clarifications, or changes made to the written specification by County employees, unless such clarification or change is provided to the respondent in written addendum from Cobb County.

### **XXIII. Firm Prices**

Prices quoted by proposal shall be firm and best prices. Prices quoted must be valid for a minimum of ninety (90) days from the date of bid opening.

### **XXIV. Proposal/Presentation Costs**

The cost for developing a proposal will be borne by the respondent. Cobb County is not liable for any costs incurred by the respondent in preparation and/or presentation of proposals in response to this RFP or for travel and other costs related to this RFP.

### **XXV. Proposal Format**

Presentation of the relevant information is at the discretion of the respondent; however, the proposal must address all items identified in Section Titled, Proposal Requirements. To assist in the evaluation of proposals resulting from the RFP, it is recommended that each proposal be written in a concise and forthright manner and that unnecessary marketing statements and materials be avoided.

### **XXVI. Indemnification/Hold Harmless**

By submission of a proposal, the selected responding firm agrees to indemnify Cobb County to the fullest extent permitted by law, protect, defend, indemnify and hold harmless Cobb County, its officers, officials, employees and volunteers from and against all claims, actions, liabilities, losses (including economic losses), or costs arising out of any actual or alleged a) bodily injury, sickness, disease, or death; or injury to or destruction of tangible property including the loss of use resulting there from; or any other damage or loss arising out of or resulting claims resulting in whole or part from any actual or alleged act or omission of the responding firm, sub-consultant, anyone directly or indirectly employed by any of them; or anyone for whose acts any of them may be liable in the performance of work; b) violation of any law, statute, ordinance, governmental administrative order, rule, regulation, or infringements of patent rights or other intellectual property rights by the responding firm in the performance of work; or c) liens, claims or actions made by the responding firm or other party performing the work, as approved by Cobb County.

The indemnification obligations herein shall not be limited to any limitation on the amount, type of damages, compensation, or benefits payable by or for the responding firm or its sub-consultant(s), as approved by the County, under workers' compensation acts, disability benefit acts, other employee benefit acts, or any statutory bar or insurance.

### **XXVII. Proposal Evaluation**

The Evaluation process will address current requirements and consider possible future operation and maintenance needs. Both objective and subjective rationale will be involved in the decision process.

1. Evaluation Responsibility  
A selection committee will coordinate the review of all proposals and will submit a recommendation to the County Manager and Board of Commissioners.
2. Presentations  
During the evaluation process, the members of the selection committee may require that responding firms conduct a presentation. If required, these presentations will be scheduled in advance and limited in time. Location of the presentations will be pre-arranged.
3. Evaluation Criteria  
The County will use a specific set of criteria for the qualitative evaluation of competitive proposals. The structure of the evaluation will be to assign points to each response in a number of categories. A non-response to a specific category will result in no points being awarded for that category. Final rankings will be based on a combination of price and qualitative factors.

See page 4 for Evaluation Criteria

**All proposal requirements must be met, or capable of being met by the responding firm or the proposal will be disqualified as non-responsive. It is extremely important that project schedules are met. Only those firms or teams with the necessary resources and a commitment to complete all project work on schedule should submit a Proposal.**

#### **XXVIII. Multi-Year Contract Provisions**

The successful respondent will be required to enter into a contract containing the provisions as required by Georgia law pertaining to multi-year contracts. The following is a sample of the provision and will be adjusted as to the term or as to the length of the contract.

This contract shall terminate absolutely and without further obligation on the part of Cobb County at the close of the calendar year in which it was executed, and at the close of each succeeding calendar year for which it may be renewed as provided in O.C.G.A. Section 36-60-13. The contract shall automatically renew for each of the remaining calendar years provided for in the contract, unless positive action is taken by Cobb County to terminate such contract, and the nature of such action shall be written notice provided to the consulting firm within sixty (60) days before the end of the initial year of the contract or each succeeding remaining calendar year.

This contract shall terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of Cobb County under this contract.

#### **XXIX. Proposal Requirements**

The respondents must demonstrate competence and experience in the area of expertise outlined in this Request for Proposal.

If required, respondents must demonstrate competence and experience in public speaking and graphic presentations for the purpose of conveying project information to large and diverse community groups. Respondents should also be able to demonstrate the ability to build consensus among public and private interest groups related to this project.

#### **XXX. Cover Letter/Executive Summary**

Respondents shall provide a cover letter or letter of transmittal to briefly summarize the company's interest and relevant qualifications for the project. This letter shall not exceed two (2) pages, and shall be signed by an agent of the responding firm who is authorized to negotiate the details of the proposed services.

#### **XXXI. Project Team**

Respondents shall provide an organizational chart for the proposed project team, as well as the relevant background and experience for every proposed team member.

#### **XXXII. Special Terms And Conditions**

Should these General Terms and Conditions be in conflict with any attached Special Terms and Conditions, the Special Terms and Conditions will control.

**XXXIII. Disadvantaged Business Enterprises (DBE): The following provisions should be carefully read to determine applicability to your business.**

Cobb County Government encourages the participation of all businesses in offering their services and/or products. The Cobb County Government has the goal to fairly and competitively procure the best product at the most reasonable cost.

A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business. The Federal Government has long had program in place to ensure participation of DBE vendors and suppliers. The State of Georgia has established a similar program whereby DBE firms are defined, certified and made known. This effort is managed by the Georgia Department of Transportation (GDOT). More information can be obtained from GDOT web site:

1. <http://www.dot.state.ga.us/eo-div/index.shtml>

The Cobb County Government addresses DBE business participation (frequency and dollar value) in the following ways:

1. Cobb County wishes to identify all DBE participation; both at the contractor and sub-contractor levels in the following ways.
  - a. DBE businesses are requested to identify such status at the time they register as a vendor.
  - b. DBE businesses are requested to identify themselves at the time they propose to do business. Please complete **EXHIBIT B** if applicable and return with bid submittal.
  - c. All businesses will receive with each Purchase Order an instruction sheet for use of the furnished *Cobb County Government DBE Participation Report, EXHIBIT C*. Businesses are requested to complete this report and submit it with each invoice for the time period billed.
2. Cobb County has established a Disadvantaged Business Enterprise Plan in accordance with the regulations of the U.S. Department of Transportation (U. S. Department of Transportation (USDOT), 49 CFR Part 26.) The Cobb County Department of Transportation is the lead agency for implementing the USDOT DBE Program for the County.

*The Plan applies only to projects which are clearly indicated by the County.*

**EXHIBIT B**

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) IDENTIFICATION FORM**

A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business. If your firm is classified as a Disadvantaged Business Enterprise (DBE), please complete this form and submit with bid response or send to:

Cobb County Purchasing Department  
Attn: Purchasing Director  
1772 County Services Parkway  
Marietta, GA 30008  
Fax: 770-528-1154  
Email: [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org)

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

MBE Certification Number: \_\_\_\_\_

Name of Organization Certification \_\_\_\_\_

**This information is acquired for informational purposes only and will have no bearing on the award unless otherwise stated**

**Instructions for Completing Exhibit C**  
**Disadvantaged Business Enterprise (DBE)**  
**Participation Report**

**All Cobb County Government contractors or vendors are requested to complete a report descriptive of any DBE subcontractor involvement in work for which the government is making payment. If otherwise specified in an RFP/ITB or contract, additional reporting forms may be required as well.**

The objective of this request is to assist in the identification of Disadvantaged Business Enterprise (DBE) business participation with the Cobb County Government and to quantify that participation.

The Cobb County Government does not administer a DBE Certification Program. The principle certification agency for the State of Georgia is the Georgia Department of Transportation. As a Contractor/Vendor you are not responsible for verification of any DBE Certification information of your subcontractor.

**\*\*\* Instructions \*\*\***

1. Contractor/Vendor is furnished the one-page ***DBE Participation Report*** form with each Cobb County Government-issued Purchase Order.
2. Contractor/Vendor completes this form for each billing period and attaches it to the invoice to then be sent to the Cobb County Government.
3. Upon receipt of a Contractor/Vendor invoice, County staff should simply separate the completed DBE form and transmit to:

Cobb County Purchasing Department,  
Attn.: DBE Report

A Disadvantaged Business Enterprise (DBE) is a firm that is under the control of someone in an ownership position (at least 51%) that:

1. Has membership in one or more of the following groups: Female, Black American, Hispanic American, Native American, Subcontinent Asian American and Asian-Pacific America. There may be other groups that may be eligible to be certified as DBE;
2. Is a U.S. citizen or lawfully admitted permanent resident of the U.S.;
3. Has a personal net worth which does not exceed \$750,000; and,
4. The business meets the Small Business Administration's size standard for a small business and does not exceed \$17.42 million in gross annual receipts;
5. The business is organized as a for-profit business.
6. The business may also be DBE eligible as a certified U.S. Small Business Administration 8(a) program.

**EXHIBIT C**  
**Cobb County Government Disadvantaged**  
**Business Enterprise Participation Report**

*PLEASE keep this blank form to make copies for actual use as needed. Also, please print or type in the form. ←*

Submitted by: \_\_\_\_\_ Period Invoiced: \_\_\_\_\_  
**Name of Prime Contractor/Vendor** **From/To:**

Cobb County Project Name: \_\_\_\_\_ Bid or P.O. Number: \_\_\_\_\_

Cobb County Department or Agency receiving service or product: \_\_\_\_\_

Description of Purchased Service/Product: \_\_\_\_\_

Full Contracted Amount: \$\_\_\_\_\_ Payment amount requested at this time: \$\_\_\_\_\_

1. Are YOU, the Prime Contractor a DBE business? YES \_\_\_\_\_ NO \_\_\_\_\_
  2. Are YOUR subcontractors DBE vendors? YES \_\_\_\_\_ NO \_\_\_\_\_
- Please provide information below for each participating subcontractor.**

Subcontractor Business Name	Type Service or Product Supplied	Subcontractor Business/Contact Tel. Number	Actual Dollar Value of Subcontractor Participation this Reporting Period
			\$
			\$
			\$
			\$
			\$
			\$
			\$

Submitted by: \_\_\_\_\_  
Printed Name

Title or position: \_\_\_\_\_  
Representative

Date Completed: \_\_\_\_\_

Signature of Authorized

**County Departments: Please send this completed form to the Cobb County Purchasing Department**  
**ATTN: DBE Report**

**PROPOSAL FORM**

**REQUEST FOR PROPOSAL  
COBB COUNTY FIRE DEPARTMENT PROMOTIONAL PROCESSES  
COBB COUNTY HUMAN RESOURCES DEPARTMENT**

**SEALED BID # 11-5539**

**PROPOSED FEE**

LIST YOUR PROPOSED FEE FOR THIS SERVICE: \$\_\_\_\_\_

PLEASE ATTACH A BREAKDOWN OF COSTS ASSOCIATED WITH THIS PROJECT INCLUDING  
ADDITIONAL EXPENSES SUCH AS TRAVEL COSTS.

PLEASE INCLUDE THE NUMBER OF COBB COUNTY PERSONNEL THAT WILL BE NEEDED TO ASSIST  
WITH VARIOUS STAGES OF THE TEST DEVELOPMENT PROCESS.

Vendor Name:\_\_\_\_\_

**Cobb County Fire and Emergency Services**  
**FIRE ENGINEER AND FIRE LIEUTENANT**  
**PROMOTIONAL PROCESS**

**Section 2-4**

<b>Effective Date:</b> Adopted July 1986, Revised 03/23/10	
<b>Previous Revisions:</b> 2/88, 12/92, 10/94, 6/95, 2/96, 1/97, 2/99, 6/99, N.M.#6 7/01, 10/01/03, 11/28/06	
<b>Related Guidance:</b> NFPA, IFSTA Pumping Apparatus Driver/Operator Handbook, 2 <sup>nd</sup> Edition	
<b>Issued By:</b> Chief Sam D. Heaton	Page 1 of 7

**2-4.1 PURPOSE**

To provide procedures for administering promotional testing for the ranks of Fire Engineer and Fire Lieutenant within the Cobb County Fire & Emergency Services Department.

**2-4.2 SCOPE**

All sworn Cobb County Fire and Emergency Services personnel.

**2-4.3 PROCEDURES – PRE-EXAMINATION**

- A. **Notification of Promotional Exam.** Cobb County Fire and Emergency Services Administration will notify the County Human Resources Department of the intent to offer a Fire Engineer and/or Fire Lieutenant promotional exam. The Human Resources Department shall in turn formally announce the opening and closing dates for registering for the promotional exam(s).
- B. **Qualification of Applicants.** The Human Resources Department shall be responsible for qualifying applicants who meet the minimum requirements for an announced promotional exam. In the event an applicant is permitted to participate in the promotional exam process, even though he/she did not meet the minimum requirements for the promotional exam, this occurrence shall not operate as a waiver of any qualifications for eligibility.
- C. **Registration for Promotional Exams.** Candidates must register for promotional exams through the Cobb County Human Resources Department.
- D. **Administration of Promotional Exams.** Promotional exams for Fire Engineer and Fire Lieutenant shall be administered by, or under the direction of, the Cobb County Human Resources Department.
- E. **Revisions to Promotional Exam Study Material List.** The Promotional Exam study material list content may be revised between March 1 and August 1 each year for promotional exams scheduled to begin after the date of revision. This list will be

## Fire Engineer and Fire Lieutenant Promotional Process

maintained in the Training Chief's office and distributed electronically within the Department.

### 2-4.4 PROCEDURES – EXAMINATION

#### A. Grounds For Applicant Disqualification.

1. All applicants must meet all qualification requirements before being permitted to enter the testing phase of the promotional process.
2. Any applicant who fails to participate in any phase of a promotional exam, or scores less than 70% on any phase of a promotional exam, shall be disqualified at that point, and shall not be entitled to continue on in the promotional exam process, which includes the establishment of any subsequent List of Eligibles from remaining candidates when a current List of Eligibles is exhausted.
3. Any applicant who arrives at a test site after the appointed starting time for any part of an exam will be disqualified at that point, and shall not be entitled to continue the promotional exam process, which includes the establishment of any subsequent List of Eligibles from remaining candidates when a current List of Eligibles is exhausted.

#### B. Fire Engineer Promotional Exam Process.

1. **Qualifications.** This section supersedes any other statement of qualifications required of candidates for the Fire Engineer promotional exam.
  - a. **Service Requirement.** Each candidate must have been a Cobb County Fire and Emergency Services Firefighter for a minimum of three (3) continuous years immediately prior to May 1st of the year of the Fire Engineer Promotional Exam. This includes FFI, FFII, and FFIII, and may occur in combination.
  - b. **Driver Certification Requirement.** Each candidate must have successfully completed the Driver's Certification Course offered by the CCFES Training Division. (NOTE: This is not the Driver's Awareness Course offered during recruit class). Personnel should contact the CCFES Training Division with any questions he/she may have regarding this process.
  - c. **Training Requirement.** Each candidate must have successfully passed the end-of-course test for the National Fire Academy class entitled, *Fire Service Supervision: A Self-Study Course*.
  - d. **Biennial Pump Qualification.**
    - 1) This qualification process will be given every year prior to the test year for Engineer candidates. In order to attend the course, candidates must meet the service requirement (minimum of three (3) continuous years immediately prior to May 1<sup>st</sup> of the year of the exam).
    - 2) The Biennial Pump Qualification is given over a 2-day period and will be offered on three (3) consecutive weeks – one class for each shift. Candidates should plan to attend off-duty unless they use annual leave

## Fire Engineer and Fire Lieutenant Promotional Process

approved by their Battalion/Division Chief. Administrative (40 hour) personnel must use annual leave or flex time through approval of their supervisor. Attendance off-duty is non-compensable.

- 3) The Biennial Pump Qualification consists of a 2-hour interactive lecture on basic pump theory and application. Candidates will then be assigned a time to take a scenario-based evaluation. Evaluations are graded by a minimum of three (3) evaluators and candidates will receive a **pass/fail** rating, no numerical score will be carried over. Each candidate will be given only one (1) opportunity to successfully pass the practical evaluation; there will be no second chances. If the candidate fails the practical evaluation he/she must wait until the next Pump Qualification is given (two years).
2. **When Engineer Promotional Exam is Given.** The Fire Engineer Promotional Exam is given between the months of January and April, with the resulting List of Eligibles becoming effective on May 1. The previous List of Eligibles for Fire Engineer will remain in effect until that date, or until exhausted. If the previous List of Eligibles is exhausted prior to May 1, the new List may, at the discretion of the Fire Chief, become effective at any time after it is forwarded to the Fire Chief.
3. **Exam Components.** The Fire Engineer Promotional Exam is comprised of the Job Knowledge Test and the Assessment Center. Weights for test components will be based on current job analysis data, and will be announced when the test dates are given. For example, current job analysis may suggest that practical skills be valued, or weighted, higher in the overall score than the didactic skills, such as the written exam.
    - a. **Job Knowledge Test.** Candidates must score 70% or above on the written Job Knowledge Test to continue in the promotional process.
      - (1) **Ranking and Qualifying of Candidates.** The Job Knowledge Test score results will be listed in rank order. The exact number of candidates who will continue on to the Assessment Center will be determined prior to the test and announced at the time the test dates are given. The top candidate names on the Qualifying Score list, to include all candidate names with tying scores occurring in the last spot, will continue on to the Assessment Center.
      - (2) **Receipt of Results.** Each Fire Engineer candidate should receive the results of their Job Knowledge Test from the Cobb County Human Resources Department prior to the commencement of the Assessment Center.
      - (3) **Review Procedures.** A candidate can appeal written test items because the candidate believed there was no correct answer, or there was more than one correct answer to an item. Before turning in the exam, the candidates may complete the provided appeals form listing any

## Fire Engineer and Fire Lieutenant Promotional Process

problematic questions. Additionally, the candidate will have the right to appeal any item(s) by 5:00 p.m. the day following the exam. If the candidate chooses to appeal the following day, the candidate must submit the appeal by written letter or by e-mail to the Director of Human Resources.

- b. **Assessment Center.** Candidates who advance to the Assessment Center must score 70% or above on the Assessment Center to continue in the promotional process.

(1) **Administration of Assessment Center**

- (a) **Use of Assessors.** Multiple assessors will be used in each exercise of the Assessment Center. All assessors will be selected from fire departments other than the Cobb County Fire and Emergency Services Department. If an assessor has to withdraw during the Assessment Center, the process will continue with the remaining assessors.
- (b) **Qualifications of Assessors.** Assessors for the Fire Engineer Assessment Center must be at least equal in rank and responsibility to the rank of Fire Engineer.
- (c) **Examination of Candidates.** Assessment Center candidates shall be presented to the Assessor Panel in an order determined necessary to maintain adequate staffing. Final grading by the Assessor Panel shall be done with the candidate out of the room. Each candidate will receive performance feedback based on assessor comments and scores.
- (d) **Receipt of Results.** Candidates will receive Assessment Center results from the Cobb County Human Resources Department.
- (e) **Final Score.** The final score is determined by adding together the weighted scores from the Job Knowledge Test and the Assessment Center. The Final Score is a primary factor used in the promotional selection process. Candidates will be placed on the List of Eligibles in alphabetical order.

### C. Fire Lieutenant Promotional Exam Process

1. **Qualifications.** This section supersedes any other statement of qualifications required of candidates for the Fire Lieutenant promotional exam.
- a. **Service Requirement.** Each candidate must have been a Cobb County Fire and Emergency Services Fire Engineer for a minimum of two (2) continuous years immediately prior to May 1st of the year of the Fire Lieutenant Promotional Exam.
- b. **Training Requirements.** Each candidate must have:
- (1) Successfully passed the end-of-course test for the National Fire Academy class entitled, *Fire Service Supervision: A Self-Study Course*.
  - (2) Successfully completed coursework for Fire Officer I through the Cobb County Fire Academy.
  - (3) Fire Instructor I certification.

## Fire Engineer and Fire Lieutenant Promotional Process

2. **When Lieutenant Promotional Exam is Given.** The Fire Lieutenant Promotional Exam is given between the months of January and April, with the resulting List of Eligibles becoming effective on May 1. The previous List of Eligibles for Fire Lieutenant will remain in effect until that date, or until exhausted. If the previous List of Eligibles is exhausted prior to May 1, the new List may, at the discretion of the Fire Chief, become effective at any time after it is forwarded to the Fire Chief.
3. **Exam Components.** The Fire Lieutenant Exam is comprised of the Job Knowledge Test and the Assessment Center. Weights for the test components will be based on current job analysis data and will be announced when the test dates are given.
  - a. **Job Knowledge Test.** Candidates must score 70% or above on the Job Knowledge Test to continue in the promotional process.
    - (1) **Ranking and Qualifying of Candidates.** The Job Knowledge Test score results will be listed in rank order. The exact number of candidates who will continue on to the Assessment Center will be determined prior to the test and announced at the time the test dates are given.
    - (2) **Receipt of Results.** Each Fire Lieutenant candidate should receive the results of their Job Knowledge Test from the Cobb County Human Resources Department prior to the commencement of the Assessment Center.
    - (3) **Review Procedures.** A candidate can appeal written test items because the candidate believed there was no correct answer, or there was more than one correct answer to an item. Before turning in the exam, the candidates may complete the provided appeals form listing any problematic questions. Additionally, the candidate will have the right to appeal any item(s) by 5:00 p.m. the day following the exam. If the candidate chooses to appeal the following day, the candidate must submit the appeal by written letter or by e-mail to the Director of Human Resources.
  - b. **Assessment Center.** Candidates who advance to the Assessment Center must score 70% or above on the Assessment Center to continue in the Promotional Process.
    - (1) **Use of Assessors.** Multiple assessors will be used in each exercise of the Assessment Center. All assessors will be selected from fire departments other than the Cobb County Fire and Emergency Services Department. If an assessor has to withdraw during the Assessment Center, the process will continue with the remaining assessors.
    - (2) **Qualifications of Assessors.** Assessors for the Fire Lieutenant Assessment Center must be at least equal in rank and responsibility to the rank of Fire Lieutenant.
    - (3) **Examination of Candidates.** Assessment Center candidates shall be presented to the Assessor Panel in an order determined necessary to maintain adequate staffing. Final grading by the Assessor Panel shall be

## **Fire Engineer and Fire Lieutenant Promotional Process**

done with the candidate out of the room. Each candidate will receive performance feedback based on assessor comments and scores.

- (4) **Receipt of Results.** Candidates will receive Assessment Center results from the Cobb County Human Resources Department.
- (5) **Final Score.** The Final Score is determined by adding together the weighted scores from the Job Knowledge Test and the Assessment Center. The Final Score is a primary factor used in the promotional selection process. Candidates will be placed on the List of Eligibles in alphabetical order.

### **2-4.5 PROCEDURES – POST-EXAMINATION**

- A. **Notifying Candidates of Testing Results.** Each candidate for Fire Engineer and Fire Lieutenant should be notified of the results of their promotional exam by letter from the Human Resources Department, except for the results of the Practical Pumping test, which will be given to candidates by the Fire Training Division.
- B. **Candidate Inquiries Resulting From Review Procedures.** A candidate who believes there is a testing problem, such as inaccurate scoring, may request clarification from the Human Resources Department within 10 calendar days of the date test results are released. This request must be made in writing or via e-mail to Human Resources and must include the candidate's name, current date, name of the testing process in question, and a full description of the event or circumstance causing the candidate concern. The Human Resources Director will work with members of the Fire Department through the Department of Public Safety, and after review by all necessary parties, a Human Resources representative will contact the candidate.
- C. **Location of Promotional Exam Records.** All records pertinent to any promotional exam process shall be maintained by the Cobb County Human Resources Department.

### **2-4.6 FILLING POSITION VACANCIES FROM LIST OF ELIGIBLE CANDIDATES**

- A. **Selection of Most Suited Applicant.** The Fire Chief shall review the list of eligible candidates, and shall choose the applicant(s) most suited for the position(s). Written documentation regarding the Fire Chief's reasons for the selection(s) shall be submitted to the Cobb County Human Resources Department, along with the return of the completed, signed and dated Certification of Eligibles.
- B. **Election To Establish Subsequent Lists of Eligibles.** If a List of Eligibles for Fire Engineer or Fire Lieutenant is exhausted prior to the next regularly scheduled exam process, and if the List of Eligibles resulting from the next regularly scheduled exam process will not be approved for more than six months, the Fire Chief may elect to establish subsequent List(s) of Eligibles from the candidates who scored 70% or above on the most recent Job Knowledge Test.

## Fire Engineer and Fire Lieutenant Promotional Process

- C. **Election to Expand List of Eligibles.** The number of candidates to be included on the List of Eligibles is at the discretion of the Fire Chief. This number will be announced at the time the test dates are given.
- D. **Test Results for List of Eligibles.** The consulting firm conducting the promotional process will not provide to Human Resources the test results of a candidate who is currently on the List of Eligibles, and who receives a promotion prior to the establishment of the new List of Eligibles.

### 2-4.7 PROHIBITED CONDUCT

- A. **Applicability to All Personnel.** This section applies to all department personnel, whether or not such persons are participating in any part of a promotional process.
- B. **Confidentiality Agreement for Candidates.** The Department's promotional examinations are considered proprietary and highly confidential. Therefore, personnel participating in any aspect of a promotional examination may be required to sign a Confidentiality Agreement, which requires that the contents of that examination not be disclosed to anyone. Failure to sign a Confidentiality Agreement will render a candidate ineligible to continue in any promotional process. Failure to uphold the Confidentiality Agreement may result in disciplinary action up to, and including, termination.
- C. **Prohibitions on Giving or Receiving Information.** During the course of a promotional process, no candidate or Subject Matter Expert with knowledge of the test material shall give or receive assistance, insight, or information of any kind regarding any aspect of that promotional process.
- D. **Prohibitions on Altering Equipment or Materials.** Personnel shall not alter or change, or cause to be altered or changed, any device, apparatus, equipment, or material being used in a promotional exam process without prior approval from appropriate supervisory personnel.
- E. **Duty to Report Violations.** Any employee who has knowledge of any violation of this policy must promptly report this information to the Fire Chief, a Deputy Chief, or a Training Division supervisor. Any violation of this policy may result in disciplinary action, up to and including termination.