



PURCHASING DEPARTMENT
1772 County Services Parkway
Marietta, Georgia 30008-4012
(770) 528-8400/FAX (770) 528-1154

Rick Brun
DIRECTOR

ADDENDUM No. 1

**Sealed Bid # 10-5492
Request for Proposal
Police Department Promotional Process**

DATE: May 21, 2010

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The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

Proposers shall acknowledge receipt of this addendum.

Include this original form inside your proposal package.

This Addendum consists of:

- **Questions submitted in writing**

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008.

Electronic / faxed bid response will not be considered.

I acknowledge that I have received Addendum No. 1

**Sealed Bid # 10-5492
Request for Proposal
Police Department Promotional Process**

Company Name

Signature

Date Sent to Purchasing

Please Print Name

Please sign, date, and return this form ONLY to:
Cobb County Purchasing Department
Fax #: 770-528-1154
E-Mail: purchasing@cobbcounty.org

Please note: The deadline for questions is: May 18, 2010 by 5:00 pm
Any questions received after this deadline will not be considered.

**Addendum 1
Cobb County Sealed Bid # 10-5492
Request for Proposal
Police Department Promotional Process**

Questions submitted in writing

Question: Is the county willing to conduct some meetings via webinar or phone conference rather than in-person?

Answer: Yes

Question: Would the County be willing to use tests that are previously developed, validated and copyrighted and not available for ownership by the County?

Answer: Yes, if they are locally validated for this County.

Question: How much did the County pay for the last contract for all of the services requested in the RFP?

Answer: \$39,000.00

Question: If the services in the RFP were paid separately, and not as a lump sum, how much did the County pay for the Lieutenant promotional and how much did the County pay for the sergeant promotional?

Answer: \$19,500 for each rank

Question: Do the total costs from above include the cost of paying assessors and vendor travel?

Answer: No

Question: Who is responsible for paying and/or compensating the assessment center assessors?

Answer: It will be the County's responsibility

Question: How many candidates participated in the previous assessment center for:

	Written Exam	Assessment Center
Lieutenant	33	16
Sergeant	84	50

Question: What is the current number of eligible candidates you expect to test for each of the two ranks?

Answer: We expect the turn out to be similar to the last administration. See response above for estimated number of participants.

Question: What is the date of the last testing for these two ranks, and what was the number of candidates eligible for each rank?

Answer: 2008. We use a two year list that is due to expire December 31, 2010. Number of candidates eligible for each rank: Information not available. However, see response above for estimated number of participants.

Question: Is the County or the contractor responsible for obtaining assessors for each of the assessment centers?

Answer: Please provide a quote for the responsibility of obtaining assessors and a quote for not providing that service.

Question: Will the County provide the facility for administering the assessment center?

Answer: Yes

Question: How many and what exercises were used in the previous lieutenant assessment center?

Answer: Four Exercises: Presentation, In-Basket, Role-Play, Written

Question: How many and what exercises were used in the previous sergeant assessment center?

Answer: Four Exercises: Squad Meeting, Critical Incident, Role-Play, Written

Question: The bid document indicates that for every expected vacancy will move on to the assessment center portion of the promotional process provided that they have achieved a score of 70% or greater on the written exam. How many vacancies are expected for each rank?

Answer: We would like 3 times the expected number of vacancies to be able to participate in the assessment center. To meet this need, we would need at least 45 candidates to go through the Sergeant Assessment center and 30 candidates to go through the Lieutenant Assessment center (assuming that number of candidates achieves a 70 on the written examination).

Question: What is the name of the consulting firm that provided these services for the last promotional process?

Answer: CPS Human Resources Services

Question: What was the amount paid by the County for each rank for the last promotional process?

Answer: \$19,500 for each rank

Question: What assessment center exercises were administered for each rank for the last promotional process?

Answer: Lieutenant assessment center:

Four Exercises: Presentation, In-Basket. Role Play, Written

Sergeant assessment center:

Four Exercises: Squad Meeting, Critical Incident, Role-Play, Written

Question: Will the County directly cover assessor-related expenses (travel, lodging, meals, ect) or will the consultant be responsible for covering these expenses?

Answer: It will be the County's responsibility

Question: Will the County provide the testing venue for both the written exam and the assessment center exercises?

Answer: Yes

Question: Is it the county's preference and/or expectation that candidates undergoing the assessment center exercises be evaluated "live" by the assessor team or would it be acceptable to have assessors score videotaped responses and/or paperwork product resulting from the various exercises?

Answer: The County is open to recommendations.

Question: Will the written test be used as a hurdle to attend an assessment center process for each rank?

Answer: Yes

Question: Is the City currently under a consent decree or similar decree?

Answer: No

Question: What is the name of the Consultant/Vendor who conducted the most recent test administration for these two ranks?

Answer: CPS Human Resources Services