

Request for Proposal (RFP) No. 19-500524 – DeKalb County Fire Rescue Captain’s Promotional Exam

September 24, 2019

TO: All Bidders under Request for Proposal (RFP) No. 19-500524
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 1

RFP No. 19-500524 – DeKalb County Fire Rescue Captain’s Promotional Exam, is hereby amended.

SECTION I: The following questions were submitted and received pertaining to this RFP; the County’s responses are as follows:

- A.** Is it necessary to develop 500 questions in the first year of the contract or can each 100-item exam be individually developed on a year-by-year basis?

Response: Yes, historically in some cases we have needed to give more than 2 tests a year. The purpose of having a test bank of 500 is to ensure we do not repeat the same questions in subsequent tests.

- B.** Is the County open to alternative methods of administering the career profile?
- a. For example, can the pool of panel members candidates can choose from be limited to create more consistency across panels?

Response: As of now, there are only 18 members any candidate can choose from. This is 1 or 5 Executive Staff members, 1 of 3 Shift Commanders, and 2 of 10 Battalion Chiefs. Each panel will consist of 4 Chief Officers (1 Exec. staff, 1 Shift Commander, 2 Battalion Chiefs). Each candidate cannot pick a Shift Commander or Battalion Chief from the shift they currently serve on.

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- C.** Will the career profile have a component that allows the candidate to meet with the panel in-person?

Response: I envision this being an interview process where each candidate meets with the panel and will be asked questions based on the submitted profile. Again, you all will assist in development of this process.

- D.** Is the County open to the Consultant administering the practical assessment center?

Response: The expectation is you administer the practical assessment. If you choose to sub that out to a consulting firm as long as it meets our needs, we are fine with it.

- E.** Will the County secure raters for the practical assessment center?

Response: No, we expect the vendor to do that. We can assist if needed.

- F.** Will the County be responsible for rater expenses?

Response: Yes, we prefer to keep raters in the metro area and will only pay if outside 80 miles for hotel expenses. We do expect the vendor to submit those expenses with the final invoice for testing however.

- G.** Are there any geographical requirements raters (e.g., outside of the County)?

Response: 80 miles or less is preferred. This is a big metro area and if the vendor cannot find raters here, the bidder is not trying.

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H. Attachment H (the Cost Proposal Form) is blank in the RFP. Is there a specific format the County would like costs submitted in?

Response: Yes. Please see the attached Cost Proposal Forms. Bidder will utilize the revised Cost Proposal Form to submit costs. **NOTE: Cost Proposal Forms MUST be submitted in a separate sealed envelope or bidder will be deemed non-responsive and will NOT be considered for award.**

SECTION II: “ATTACHMENT H – CONTRACTOR’S COST PROPOSAL” has been REVISED. A new Cost Proposal Form consisting of three (3) pages has been added and should be used to submit costs. Please see the attached.

It is the responsibility of each bidder to ensure all awareness of all addenda issued under this RFP. Please sign and return this addendum with your bid submittal. You may call Jovan Hooper, Procurement Agent at (404) 371 - 3644 before the bids are due to confirm the number of addenda issued.

All other conditions remain in full force and effect.

Jovan Hooper
Procurement Agent
Department of Purchasing and Contracting

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ACKNOWLEDGMENT

Date: _____

The above Addendum is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)

ATTACHMENT H
CONTRACTOR'S COST PROPOSAL
(consisting of 3 pages)

19-500524 DEKALB COUNTY FIRE RESCUE CAPTAINS PROMOTIONAL EXAM

Responder: Please complete the attached pages of the Cost Proposal Form and return them with this cover page. The cost proposal **MUST** be submitted in a separate, sealed envelope with the Responder's name and the title: "Request for Proposal No. 19-500524 – DeKalb County Fire Rescue Captain's Promotional Exam" on the outside of the envelope.

By signing this page, Responder acknowledges that he/she has carefully examined and fully understands the Contract, Scope of Work (SOW) and other attached documents, and hereby agrees that if the proposal is accepted, he/she will contract with Dekalb County according to the Request for Proposal documents.

Please provide the following information:

Name of Firm: _____

Address: _____

Contact Person Submitting Proposal: _____

Title of Contact Person: _____

Telephone Number: _____

E-mail Address: _____

Signature of Contact Person

Title of Contact Person

CONTRACTOR'S COST PROPOSAL (continued)

Responder: State a FIRM FIXED LUMP SUM, per year, per exam, for all costs, direct and indirect; administrative costs and all things necessary for exam. Then, state the TOTAL FIRM FIXED LUMP SUM (5-year total).

Year 1 Cost Per Exam:

(State the amount in writing on this line)

\$ _____

(State the amount in writing on this line)

Year 2 Cost Per Exam:

(State the amount in writing on this line)

\$ _____

(State the amount in writing on this line)

Year 3 Cost Per Exam:

(State the amount in writing on this line)

\$ _____

(State the amount in writing on this line)

Year 4 Cost Per Exam:

(State the amount in writing on this line)

\$ _____

(State the amount in writing on this line)

CONTRACTOR'S COST PROPOSAL (continued)

Responder: State a FIRM FIXED LUMP SUM, per year, per exam, for all costs, direct and indirect; administrative costs and all things necessary for exam. Then, state the TOTAL FIRM FIXED LUMP SUM (5-year total).

Year 5 Cost Per Exam:

(State the amount in writing on this line)

\$ _____

(State the amount in writing on this line)

Total Firm Fixed Lump Sum:

(State the amount in writing on this line)

\$ _____

(State the amount in writing on this line)