



**ADDENDUM**  
**RFP 3227 PROMOTIONAL TESTING FOR POLICE DEPT.**  
**CITY OF CORPUS CHRISTI**  
**CONTRACTS AND PROCUREMENT DEPARTMENT**

**Addendum No: 2**

**Addendum Date: October 22, 2020**

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Proposer must acknowledge the receipt of this Addendum in its proposal. Failure of the Proposer to acknowledge this Addendum may result in City's rejection for the Proposer for non-responsiveness.

**I.**

**REQUEST FOR CLARIFICATION:**

- Q.1.** 1. Whether companies from Outside USA can apply for this?  
2. Whether we need to come over there for meetings?  
3. Can we perform the tasks (related to RFP) outside USA?  
4. Can we submit the proposals via email?

- A.1.** 1. **Yes. Companies from outside the USA can apply for this.**  
2. **Attendance related to the solicitation are encouraged to via virtual.**  
3. **Per the Collective and Bargaining agreement, testing and assessments must be conducted in person. These tasks are to be performed in Corpus Christi, Texas.**  
4. **Per the RFP requirements, proposals submitted via email will be considered non-responsive.**

- Q.2.** The RFP states: The Contractor may provide a list of six possible assessors to Human Resources. Would we need to recruit and compensate the assessors as well or will it be the City?

- A.2.** **The Police Association selects assessors and would be willing to receive suggestions from the Consultant on possible assessors. The City will recruit and compensate assessors.**

- Q.3.** Will the Human Resources Department be in charge of administering the written exam?

- A.3.** **Yes. Human Resources is responsible for administering all written exams.**

- Q.4.** Will the City be providing the administration venue?

**A.4. Yes, the City will provide the venue for both written exams and assessment centers.**

**Q.5.** 1. Approximately how many candidates will be testing for each rank?  
2. Last time this process was performed, what was the cost for services rendered?

**A.5. It varies. Based on past exams, here are some approximate numbers for written exams:**

**Police Lieutenant 20-30**

**Police Captain 20-30**

**Cost: \$6000.00 - \$7000.00 Each**

**Q.6.** Can the City please provide a copy of the current Collective Bargaining Agreement?

**A.6. The Collective Bargaining Agreement can be found as an attachment in the Supplier Portal with the solicitation.**

**Q.7.** What source materials have historically been used for the written examinations?

**A.7. The source materials are selected at the beginning of each year and posted by the Commission. Police Administration select publications that they feel are related the field of Policing. They also include departmental rules and protocols. The City will provide a consultant with one copy of each publication selected.**

**Q.8.** Can costing be submitted in a different format from the template provided? For example, can a cost be submitted separately for each rank based on estimated candidate count?

**A.8. The Pricing Form will remain as issued in the Request for Proposal.**

**Q.9.** Which vendor has provided similar services in the past for the City?  
a. Was the City pleased with the services provided?  
b. What was the previous contract value for similar services provided for each rank?

**A.9. Dennis Joiner and Associates has provided similar services in the part for the City.**

**a. Yes, we were pleased with the service provided.**

**b. Since we have used the same consultant for almost 30 years the cost was locked in and honored at 1990's rates with annual market increases.**

**Q.10.** Historically, how many candidates have participated in the examination process for each rank?

**A.10. Historically, the following candidates participated in the examination process for each rank:**

**Police Lieutenant 10-30 (Approximate numbers)  
Police Captain 10-30  
Senior Officer 10-30**

**Q.11. Please disregard our question regarding the Collective Bargaining Agreement. We were able to access that document.**

**A.11. Question disregarded.**

**Q.12. We understand that the assessors will be selected by the Corpus Christi Police Association and approved by the Chief of Police. Who is responsible for recruiting the assessors - CCPA or the Contractor?**

**A.12. The Corpus Christi Police Officers Association will recruit the assessors; however, they would appreciate a list of assessors from the consultant they may have worked with in the past. Human Resources will coordinate with the assessors after they have been approved. The Consultant may send information about the assessment process to the assessors after receiving permission from Human Resources.**

**Q.13. In addition to Lieutenant and Captain, what other ranks should pricing be considered (the proficiency exams for Senior Officers)?**

**A.13. Yes, proficiency exams for Senior Officers are administered twice a year in compliance with the Collective Bargaining Agreement.**

**Q.14. Please provide an estimated number of candidates that will participate in the written exams. Please include an estimate for the Senior Officers proficiency exams.**

**A.14. An estimated number of candidates that will participate in the written exam and Senior Officers proficiency exams are as follows:**

**3-30 Lieutenant (approximate numbers)  
3-30 Captain  
3-25 Senior Officer (dependent on a class being eligible or if it's a make-up exam)**

**"ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED"**

Maria Pedraza  
Procurement Officer