



# CITY OF SAN ANTONIO

P.O. Box 839966  
San Antonio, Texas 78283-3966

## ADDENDUM I

**SUBJECT:** Police Promotional Examinations, (RFP 12-038, 6100001330), Scheduled to Open: May 2, 2012;  
Date of Issue: April 11, 2012

**FROM:** Denise D. Gallegos, C.P.M., CPPB  
Procurement Administrator

**DATE:** April 30, 2012

### **THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS**

#### **THE ABOVE MENTIONED REQUEST FOR PROPOSAL IS HEREBY AMENDED AS FOLLOWS:**

1. **THE PROPOSAL OPENING DATE IS HEREBY EXTENDED TO FRIDAY, MAY 4, 2012, 2:00 PM LOCAL TIME.**
2. Change in Section 004 – Scope of Service, A. Written Promotional Examinations, number 10 to read: “Ownership and exclusive use of the examinations by the Respondent.”
3. Change in Section 004 – Scope of Service, B. Video Recorded Assessment, number 13 to read: “All services are to be performed to the satisfaction of the Civil Service Director (Human Resources Director), and the Respondent shall own the documents or videos used to conduct the examinations, while the City of San Antonio shall have use of the examinations and candidate responses to administer the examinations, only to determine compliance with the terms of the contract between the City and the Respondent, and to respond to and resolve any questions regarding the adequacy and accuracy of any examination as prepared or administered under the contract between the parties.”
4. Change in Section 005 – Additional Requirements, Ownership and Licenses to read: “The City and the Respondent acknowledge and agree that all documents and videos containing questions or answers, designated as “test materials”, created or used pursuant to this Contract in the conduct of a promotional exam under the terms of this contract, are considered confidential and the sole property of the Respondent. This is done to assure the accuracy of the promotional examinations administered under this contract and to prevent unfair advantage to candidate(s) by preventing prior access to the test materials used in the examinations. The parties agree to notify each other in the event any test material related to this contract shall become the subject of any request or legal claim for access to any document or video in the possession of the City or the Respondent for which Respondent has a claim of copyright or proprietary confidentiality.”

Notwithstanding any other provision of this agreement, the parties understand that City is a governmental entity required to comply with the Texas Public Information Act (Chapter 552 of the Texas Government Code) ("TPIA" or the "Act") when responding to records requests made under the Act. Pursuant to the requirements of TPIA, if the City receives a request for information which Vendor has marked or identified as being confidential, trade secret, commercial, financial or proprietary information, the City will respond to the request in accordance with the procedures set forth in Section 552.305 of the Act. Specifically, the City will notify Vendor of its receipt of the request and request an attorney general decision identifying the exception(s) to disclosure believed to apply. The Parties acknowledge that TPIA requires a brief to be submitted to the attorney general explaining why the claimed exceptions apply to the information at issue. Customer shall not be obligated to submit the brief supporting those claimed exceptions. Vendor shall be solely responsible for submitting the brief and the documents at issue to the attorney general.

Should the attorney general render a decision indicating that all or part of the information must be disclosed, the City shall be permitted to disclose the information unless Vendor successfully contests the attorney general decision in accordance with the

requirements of TPIA. Nothing in this agreement shall require the City to institute or participate in any litigation relating to an open records request for information that Vendor considers to be confidential.”

5. Change in Section 014 – Schedule of Events, Proposal Due to read: “May 4, 2012 at 2:00 p.m.”

6. Change in Attachment B, Price Schedule, Development of Video Recorded Assessment to read:

“\$ \_\_\_\_\_ for Lieutenant video recorded assessment

\$ \_\_\_\_\_ for Captain video recorded assessment

\$ \_\_\_\_\_ for Sergeant video recorded assessment”

7. Deleted in Attachment B, Price Schedule, Development of Video Recorded Assessment: \$ \_\_\_\_\_ for rank assessment.

8. Add: Exhibit 4, City of San Antonio SBEDA Program Presentation– SBE Prime Contract API. Exhibit is posted as a separate document.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:**

On April 18, 2012, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Police Promotional Examinations Request for Proposals. Below is a list of questions that were asked at the pre-submittal conference and the Small Business Economic Development Advocacy (SBEDA) presentation. The City’s official response to questions asked is as follows:

Question 1: Is HR (Human Resources)/SAPD (San Antonio Police Department) using a video assessment testing now, currently? How is it available?

Response: Yes, HR/SAPD used a video recorded assessment for the Lieutenant and Captain promotional exams in 2011. The Sergeant promotional exam may include a video recorded assessment as well after October 2013 per the Police Collective Bargaining Agreement. The City is requesting that each Respondent provide their recommendation for a method to conduct the video recorded assessment while following guidelines set out by the Collective Bargaining Agreement.

Question 2: From what the incumbent provided, what aspects or characteristics is HR looking for in the new contract?

Response: The contract is for the preparation of validated, written promotional examinations for the positions of Police Detective-Investigator, Police Sergeant, Police Lieutenant and Police Captain and video recorded assessment centers for Police Sergeant, Police Lieutenant and Police Captain and the preparation of a job analysis for each rank. Additionally, representation of the City during question appeal hearings, if necessary.

Question 3: What drove the decision to request the video assessment testing section of the solicitation?

Response: The video recorded assessment testing section is specified in the Police Collective Bargaining Agreement for Police Lieutenant and Police Captain. Police Sergeant may be added in 2013 per the Police Collective Bargaining Agreement.

Question 4: Is there a pass/fail point in the written and video assessment of tests?

Response: Per the Police Collective Bargaining Agreement, the minimum passing score is 70% out of a possible 100%, unless a qualified consultant shall determine a different cut off score based on statistical validity of the test with Commission review and approval.

Question 5: If the tester does not receive a 70% on the test, do they not move forward? Is this a combined score of 70%?

Response: In previous examinations, the City had been advised that if a candidate wished to move forward without scoring 70% on the written exam that they should be allowed to continue in the process. None of the candidates chose to do so. The passing score has two purposes: required to be included on the eligibility list and allows the candidates to be reimbursed for their study materials.

Question 6: Is there on-site scoring? Are all appeals hearing handled on-site as well?

Response: All written promotional examinations must be graded at the test location in the presence of candidates per Chapter 143 of the Texas Local Government Code and the Police Collective Bargaining Agreement. The appeals hearings are after a five day review period where candidates are allowed to review their tests and the study materials and then may appeal questions. The appeals hearings are typically about a week after the conclusion of the five-day review and typically are held at the Henry B. Gonzalez Convention Center.

Question 7: Does HR or the consultant administer the exam?

Response: The City's Human Resources Department administers the exam.

Question 8: Who scores and is responsible for handling of the tests?

Response: The City's Human Resources Department is responsible for scoring and securing the written exams once delivered by the consultant.

Question 9: Who is involved and/or administers the second review of the video assessment testing and process?

Response: The consultant establishes and oversees the second review process of the video recorded assessment process per the Police Collective Bargaining Agreement.

Question 10: Regarding the Intellectual Property clause in the RFP, does the City anticipate enforcing these terms and conditions?

Response: In the event of an infringement claim by a third party, it is the responsibility of the consultant to protect and defend themselves.

#### **QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION:**

Question 11: Does the City administer the written examination? If so, does the city require any on-site support from the consultant?

Response: Yes, the City administers the written examinations. The only support necessary is an answer key in advance of the test to enable grading the exams upon candidates' completion.

Question 12: How many Lieutenants and Captains participated in the "video recorded assessment" phase of the most recent testing processes for these respective ranks?

Response: Ten candidates participated in the Captain video recorded assessment in 2011. There were 46 candidates for the Lieutenant video recorded assessment in 2011.

Question 13: What exercise types were used for the most recent Lieutenant and Captain assessments?

Response: The video recorded assessments included situational exercises, in-basket exercise, and memo/report writing.

Question 14: At what hotel or venue has the video recorded assessment been administered in the recent past?

Response: Previous video recorded assessments were conducted at a local high school.

Question 15: The pricing schedule requests a price "per rank assessment" for the development of the video recorded assessment. Is it acceptable to submit a unique price for each rank for which an assessment will be created (Capt., Lt. and possibly Sgt.)? The rationale for doing so would be that the size of the candidate pool will impact the cost associated with assessors, sites, travel budget, etc., and therefore, each rank will have its own budget.

Response: The RFP has been amended to request price submissions for each rank, please see above change to the RFP noted in this addendum.

Question 16: Will the City supply the site at which the candidate orientation sessions will be held?

Response: Yes, the City will coordinate the location of the candidate orientation sessions.

Question 17: Does the City intend to administer the written exam, or is the contractor expected to perform this function?

Response: The City's Human Resources Department administers the exam.

Question 18: Does the City intend to administer the assessment center exercises, or is the contractor expected to perform this function?

- If the contractor administers the assessment center exercises, will the City provide camera equipment (two cameras for each candidate) or will the contractor provide this equipment? If the City provides the equipment,

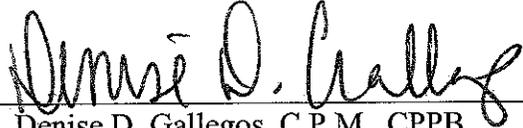
who will operate the cameras and provide quality control checks to ensure the necessary video/audio of each candidate has been captured?

- For assessment center exercises, will the City provide necessary role players or will the contractor provide this service? If the contractor acquires role players, will the contractor also be responsible for making hotel and travel arrangements for these individuals?

Response:

The City is requesting the consultant's proposal for the best method to provide the video recorded assessment center that is compliant with the Police Collective Bargaining Agreement. As stated in the RFP, the proposed plan should explain the consultant's work plan and any necessary support from City staff. All costs for necessary equipment, role players, and/or assessors should be included in the proposal costs, including site, hotel, and travel costs.

**\*\*THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH THE RFP PACKAGE\*\***



Denise D. Gallegos, C.P.M., CPPB  
Procurement Administrator  
Finance Department – Purchasing Division

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

\_\_\_\_\_  
Signature