



Purchasing and Central Services

Monroe County, New York

Maggie Brooks
County Executive

Dawn C. Staub
Purchasing Manager

ADDENDUM NO: 1
RFQ PROJECT: Review and Evaluation of Promotional Procedures
for the Monroe County Sheriff's Office (MCSO)
DATE: July 27, 2012

PROPOSERS PLEASE NOTE:

Attached please find the following:

1. Request for Qualifications (RFQ) Clarifying Questions and Answers

SIGN this Addendum below acknowledging receipt and understanding and INSERT in PROPOSAL packet.

PURCHASING & CENTRAL SERVICES



Dawn C. Staub

The undersigned Respondent acknowledges receipt and understanding of Addendum No. 1 to the RFQ for Review and Evaluation of Promotional Procedures for the Monroe County Sheriff's Office (MCSO).

Date

Name of Company

Authorized Signature

Title

RFQ CLARIFYING QUESTIONS AND ANSWERS

REVIEW AND EVALUATION OF PROMOTIONAL PROCEDURES

Q1. Would you please let me know if this is for a lawyer or an HR person?

A1. The County is not requiring Respondents of a particular profession, only that they are qualified to perform the services as listed in the RFQ.

Q2. Why has this RFQ been re-issued?

A2. The County did not receive responses for the first release of the RFQ.

Q3. What is different, if anything, from the original RFQ?

A3. Changes have not been made to the original RFQ, with the exception of the Timeline.

Q4. Why is the RFQ titled “A Review and Evaluation of Promotional Procedures?” It appears that what the County is interested in is the development of promotional examinations, not a review of existing procedures. Can you clarify this?

A4. The term “review” is used to ensure that the exams are relevant to the position being tested. The selected Respondent will be required to review the position being tested to understand what is expected of a person at this rank. This process is usually conducted through a job audit.

Q5. What ranks are to be tested and how many candidates are eligible for each rank?

A5. Ranks to be tested are from corporal to major, as listed below. The number of candidates varies for each rank, but could be as many as 60 for lower ranks and as few as 4-6 for upper ranks.

Jail: corporal, sergeant, lieutenant, captain, major

Police: investigator, sergeant, investigator sergeant, lieutenant, captain, major

Court: sergeant, lieutenant

Civil: sergeant

Q6. Must we use the 7-point scale or are we free to develop alternate scales?

A6. The seven (7) point scoring system is required.

Q7. What has the test consisted of in the past and is there any reason not to do the same as in the past?

A7. Tests vary by rank and job specifications. Additionally, testing material is not used more than once in order to prevent one candidate from passing information on to another.

Q8. Who has provided these services in the past and is there any reason that you would not use the same vendor again?

A8. Vendor information must be obtained through a Freedom of Information Law (FOIL) Request submitted to the County's Department of Communications. This form can be found on the Monroe County website. Monroe County's Procurement Policy requires the periodic solicitation of proposals for service contracts.

Q9. What is the relationship between the Monroe County Civil Service Unit, the MCSO and the State Civil Service Department?

A9. The Monroe County Sheriff's Office (MCSO) is required to adhere to all Civil Service requirements. The MCSO will assist local Civil Service in implementing assessment exams by working with the selected Respondent to develop the content for the exams.

Q10. What is the time frame for the testing process?

A10. There is no set timeline for tests. Test dates vary based on the need of the MCSO, as well as when written exams are offered by New York State.

Q11. What is the nature of the challenge process?

A11. Candidates can review their assessment center score and rating sheets before the final scores (written test and performance appraisals, if applicable) are computed. If the candidate finds that there is a manifest error in their ratings, they may document that in writing and request that their test is reviewed. The selected Respondent will review and determine if the rating should be adjusted. If it is determined that there is no manifest error then the total score will be computed and eligible list will be established. If a candidate wishes to further appeal, they would attend the Civil Service Commission meeting where they would have approximately five (5) minutes to speak. The selected Respondent would be in attendance to defend the validity of the test and ratings. If necessary the Commission would view the video of an oral assessment or review a written assessment.

Q12. Who pays for role players and assessors?

A12. The MCSO.

Q13. Will the MCSO provide the facilities in which to conduct the testing?

A13. Yes.

Q14. What kind of candidate feedback, if any, is desired or required?

A14. No candidate feedback is required. Occasionally, the MCSO may informally ask candidates for input after an exam has been scored and the list has been established.

Q15. You have asked for us to provide you with our total gross revenues for the last three years. Why is this important and how will it be factored into your evaluation of our qualifications?

A15. Monroe County utilizes this information in order to more comprehensively assess Respondents' qualifications and financial stability, which could potentially affect a Respondent's overall rating.

Q16. You have asked us to list any regional offices in the area. We have none. Why is this important and how will it be factored into your evaluation of our qualifications?

A16. Local availability will be considered when proposals are rated. The exam consultant will need to be available to meet with the MCSO for exam development, as well as to administer the exams.

Q17. You have asked us to provide you with the names of other entities in New York State for which we have provided similar services. We have been in business 31 years and have performed similar services for hundreds of clients in more than 20 states, but none in New York State. Is this important? How will it be factored into your evaluation of our qualifications?

A17. Experience with New York State Civil Service will be advantageous to Respondents, as it will be factored into Respondents' overall rating of experience on similar projects, listed in Section 3.6 of the RFQ.

Q18. Can you provide breakdowns of the number of incumbents in each rank in the MCSO?

A18. Please see A5.

Q19. Can you identify the ranks that would be involved in testing and the approximate number of candidates eligible to test for each rank (or the number that tested during the last examination)?

A19. Please see A5.

Q20. Does the MCSO seek any additional written knowledge testing beyond the New York State examination or is the MCSO interested only in supplementing the NYS examination with assessments of ability and personal characteristics?

A20. The MCSO intends to supplement the NYS exams as stated above, as opposed to seeking additional written knowledge.

Q21. Can you identify the nature of the examinations that the MCSO used to supplement the NYS examination in the most recently completed examination process?

A21. The exams vary based on rank and job specifications. Exam supplementation may include oral presentations, counseling sessions, tactical scenarios, and written reports.

Q22. Do you have a specific timeline in mind or a specific date for testing?

A22. No. Test dates vary based on the need of the MCSO, as well as when written exams are offered by New York State.

Q23. Have you used an outside vendor in the past? If yes, can you identify the vendor?

A23. The County has previously contracted with a vendor for these services. Contract-specific information must be obtained through a Freedom of Information Law (FOIL) Request submitted to the County's Department of Communications. This form can be found on the Monroe County website.

Q24. Do you have a budget in mind for the requested work or can you provide costs from the last process?

A24. No. The MCSO will consider all cost proposals submitted.

Q25. When was the last job analysis conducted for the involved positions?

A25. Analyses vary by job. Job analyses are conducted approximately every four (4) years or when the nature of the job has changed significantly.

Q26. Are you seeking a single price for each task that will apply across all ranks or can pricing per task vary by rank?

A26. The County is seeking a single price for each task.

Q27. Are you seeking to have the vendor acquire and handle assessor-related logistics and expenses?

A27. The MCSO will be responsible for acquiring and paying assessors. The selected Respondent will be responsible for training assessors.