

ADDENDUM No. 1

RFP No. 25-14

Promotional Assessment of AAPD Officers

Due: March 25, 2025 by 2:00 P.M. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes four (4) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment C – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

Section/Page(s)	Change
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Attachment A	Fee Proposal Form
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Comment: The intent with this change is to simply replace the Fee Proposal Form provided in the RFP Document with an updated Fee Proposal Form provided herein.

II. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Offerors are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

- Question 1: Is it anticipated that there will be any overlap in content between the Sergeant and Lieutenant written exams (i.e., can any questions be shared between ranks)?
- Answer 1: Yes, some questions will be shared between the ranks and can apply to both.

- Question 2: Does the City want the SGT and LT testing processes to run concurrently or at separate dates?
Answer 2: In the past, the tests are administered separately. Usually one rank in the AM and the other rank in the PM on the same day.
- Question 3: What are the tentative testing periods for both ranks?
Answer 3: Testing will be administered as described in the Request for Proposal.
- Question 4: When does the City want the promotional processes completed by?
Answer 4: Ideally, the list should be made available by October 1, 2025.
- Question 5: How many candidate orientation sessions does the City want for each rank?
Answer 5: One session, can be presented via video.
- Question 6: Does the City have a previous job analysis for each rank that can be utilized during the job analysis process?
Answer 6: Yes, the City has a recent job analysis.
- Question 7: Is the City willing to conduct development meetings for the promotional exams via webinar/phone conference?
Answer 7: Yes, webinar/phone conference is okay.
- Question 8: Does any part of the testing process function as a hurdle, in that only those that pass continue on to the next portion of the testing process?
Answer 8: No. An overall score of 70% must be achieved to be placed on a list of candidates.
- Question 9: Over how many days is the assessment center expected to be conducted for each rank?
Answer 9: Usually completed in one day, one rank in the AM and the other rank in the PM.
- Question 10: Does the City have any security concerns that would require all candidates to go through the assessment center exercises in one day? In other words, does each candidate have to do all of their assessment center exercises in one day?
Answer 10: It is preferred that the assessment center is completed in one day.
- Question 11: Do assessment center assessors have to be from out of state? Or are there any other preferences on where assessors are located?
Answer 11: Assessors may be both within the state of Michigan or out-of-state as stated in the Request for Proposal.
- Question 12: Upon reviewing RFP No. 25-14 (Promotional Assessment of AAPD Officers), I was hoping you could clarify something for us. On page 10, #2, the City has listed the components that will make up the assessment that the Respondent will be involved in. On page 11, #6, the City has noted that the Respondent will create and administer an assessment center, which will include a structured oral interview. The pricing document that we are to complete notes that the assessment center is to consist of 3 exercises.
Answer 12: See revised proposed fee proposal document. The test and pricing should reflect the testing as requested in the Request for Proposal.
- Question 13: When looking back at page 10, #2, the wording to describe the Chief's Interview is such that this would be a third component (in addition to the written exam and the assessment center) and is a completely independent interview not related to the assessment center. Is this correct? If so, can you please confirm that the Respondent would be involved in the Chief's Interview component? Additionally, if

the Respondent is responsible for developing this interview, it is not included as a line item on the price document we need to complete.

Answer 13: See revised proposed fee proposal document. The test and pricing should reflect the testing as requested in the Request for Proposal. The Chief's Interview is a separate component and will be developed and administered by the Chief of Police.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.

**ATTACHMENT A
FEE PROPOSAL FORM**

Project Step	Consultant Hours	Consulting Associate Hours	Technical Writer Hours	Admin Hours	Cost
Written Job Knowledge Examination					
Work with SMEs to develop an examination plan and select appropriate knowledge sources.					
Draft 75 multiple choice questions based on exam plan for each rank.					
Review questions with SMEs to assess job-relatedness and difficulty. Identify final 50 questions and establish appropriate cut-off score.					
Administer exam on-site.					
Score exam.					
Assist in designing/coordinating appeals process and respond to candidate appeals.					
Assessment Center Development					
Design oral internal panel interview which includes a community assessor panel center exercises based on input from SMEs for each target rank, including candidate preparation materials, scripts, and rating criteria/guidelines.					
Review oral panel interview exercises with SMEs to refine exercise details and ensure accuracy of criteria.					
Develop efficient assessment schedule and coordinate needs for assessment site.					
Recruit assessors and coordinate travel logistics					
Administer the assessment center					
Compile assessment scores and conduct quality controls.					
Develop candidate feedback reports.					
Candidate Orientation Presentation					
Prepare and deliver a candidate preparation/orientation presentation.					
Project Expenses					
Consultant travel-related costs					
Assessor travel-related cost					
Assessment and exam sites					
Actor cost					
Administrative costs (shipping, freight, printing)					
TOTAL PROJECT COST					