

Kay G. Love
City Administrator

Jere Wood
Mayor

ADDENDUM 1

City of Roswell Purchasing Division

REQUEST FOR PROPOSAL #16-021-E

JANUARY 12, 2016

To All Prospective Offerors:

In reference to the RFP listed above, the following answers to questions, additions, deletions and changes are hereby incorporated into the Request for Proposal:

1. How many candidates are anticipated/eligible to test for each rank?

There are approximately 55 candidates that are eligible to test for the rank of sergeant and 13 candidates that are eligible to test for the rank of lieutenant.

2. Will the City/Department or vendor be responsible for obtaining assessors?

The contractor is responsible for providing the assessors.

3. Will the City/Department or vendor be responsible for assessor expenses, such as travel, lodging, per diem, etc.?

The City of Roswell will be responsible for the travel expenses of the participating assessor's

4. If the vendor is responsible for obtaining assessors, does the City/Department prefer local assessors (i.e., within a 50-mile radius) or assessors outside of the immediate area (i.e., from any state)?

The contractor is responsible for providing the assessors, but the City may provide local contacts.

5. What vendor has the City utilized in the past to provide similar services?

The City of Roswell has used Industrial Organizational Solutions Inc.

a. Was the City pleased with the services provided?

The City of Roswell was satisfied with all the services provided.

b. What was the previous contract amount for similar services for each rank?

The previous contract amount was approximately \$45,000. The promotional and assessment services for the sergeant position were approximately \$19,000 and \$16,500 for the lieutenant position. There was also an additional cost of approximately \$8,700 that was shared between the two positions being tested.

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP to:

**City of Roswell – Purchasing Division
Roswell City Hall
38 Hill Street, Suite 130
Roswell, GA 30075**

I hereby acknowledge receipt of Addendum 1 and have incorporated the changes into my proposal response for the above mentioned RFP.

COMPANY NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** ____ **ZIP:** ____

PHONE: _____ **FAX:** _____ **EMAIL ADDRESS:** _____

SIGNATURE: _____ **DATE:** _____