



CITY OF TORRINGTON

Addendum # 1

ADDENDUM 1 HAS BEEN ISSUED REGARDING QUESTIONS SUBMITTED/ANSWERS PROVIDED REGARDING THE FIRE DEPARTMENT PROMOTIONAL TESTING SERVICES

RFP #PTF-022-051917 FIRE DEPARTMENT PROMOTIONAL TESTING SERVICES

Bid opening: May 19, 2017 Time: 11:00 AM Location: City Hall, 140 Main St., Rm. 206, Torrington, CT

Submit signed addenda with bid.

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Dated in Torrington: May 14, 2017

Purchasing Agent _____
Pennie Zucco

Bid Submitted by: _____ Date: _____

Company Name: _____

Company Address: _____

Authorized Representative: _____

Authorized Signature: _____

Phone # _____ Fax # _____

Email: _____

QUESTIONS SUBMITTED AND ANSWERED:

Q1. The proposed schedule for the written examination shown on page 6 does not provide time for on-site scoring or for candidate challenges, even though these are required in the scope of services to be provided. Can you tell us when the on-site scoring and challenges will be conducted?

A1. **The allocated time between each exam is an hour (estimated to be enough time to correct tests). The Fire Department is not anticipating that many candidates. The most candidates will be for the Lieutenants exam, which would have a maximum of nine potential candidates. This is a tentative schedule and there is flexibility as needed.**

Q2. Also on page 6, it states that the proposer shall be responsible for providing evaluators for the oral board, but at the bottom of the same page, it says that the TFD will provide the panel members. Which is correct?

A2. **The vendor shall provide the evaluators.**

Q3. What is the anticipated time lapse between the written examination and the oral examination?

A3. **A time lapse was not established in between the written and oral examinations so there could be flexibility in coordinating evaluators. With that being said, we would like to keep the two exams as close as possible.**

Q4. Is candidate feedback following the oral examination required or desired?

A4. Candidate feedback is highly desired and may be beneficial. Fire Personnel are optimistic that by recording each candidate, they would have the opportunity to review their recorded session.

Q6. Will some candidates be eligible to take multiple tests?

A6. Yes

Q7. Section III, #9: Question: Are damages limited to the costs associated with the process of re-issuing an RFP? Or is the intention that any damages that the City determines applicable – for example a lawsuit from an employee who feels they suffered damages due to the process being delayed.

A7. The vendor with the question should assume that both scenarios are a possibility. The goal is to not have a vendor drag their feet, hence holding up the process and expose the city to ANY litigation.

Q8. Section VI, #3, iv: Question: Is it the responsibility of the vendor to provide a list of panel members for the Torrington Fire Department to choose from? If so, how many potential panel members need to be on the list? If so, can panel members be both active and retired? Alternatively, if Torrington Fire Department is responsible for gathering a list of panel members, does the vendor have the ability to select specific panel members provided from that list?

A8. The vendor gets the evaluators (see question/answer 2). We would prefer to have the evaluators be *active* Chief Officers who could potentially perform an oral exam for any one of the positions being tested for. Further, the practice with the Union, has always been an "active" officer in the fire service, excluding retirees. This will allow us to meet the wording and practices in the firefighters Collective Bargaining Agreement.

CLARIFICATION - Page 12, BASIS OF AWARD

The City of Torrington Fire Department will perform an evaluation of the proposals received. Appropriate finalist(s) may be interviewed by the City, after which a selection will be made. ~~The Union must also approve the selection of a testing vendor.~~ Please REMOVE this line.