



RFP-19-17
ADDENDUM 1

4/11/19

EXECUTIVE RECRUITMENT SERVICES – CHIEF OF POLICE

DATE: July 29, 2019

FROM: Jennifer Nellis, Purchasing and Contracting Agent

PROPOSALS DUE: FRIDAY, AUGUST 2, 2019, BY 4:00 P.M. OUR CLOCK

The following information is provided to all prospective offerors and is hereby made a part of the above-referenced proposal documents. **Proposers must acknowledge this Addendum 1 with their submittal.** This addendum is a total of two pages.

CLARIFICATION, ADDITIONAL INFORMATION, CHANGES:

1. **Question: p. 3, top--Visit the city website for additional attachments. I checked the Wheat Ridge site and there are no additional attachments to this RFP. Can you confirm?**

Answer: This Addendum is the first additional document. It will be (has been) posted to the website, and emailed directly to a short list of companies.

2. **p. 4, Question 2--Who in the public would receive this survey? Are we to create two surveys?**

Answer: This will go out broadly through social media, website alerts and a press release. We will also target specific groups such as the Police Department's Community Advisory Committee and other boards and commissions. We expect to receive between 250 and 500 responses.

3. **p. 4, Question 2 -- Wheat Ridge staff will promote and disseminate (the survey). Can you explain?**

Answer: The contractor will not be responsible for promoting and sharing the survey link. Staff will do that.

4. **p. 6, top paragraph --Indexes for each of the categories are preferred. Can you explain this in detail?**

Answer: This refers to hard copy submittals, and means index tabs separating various sections of the submittal information. It does not apply to electronic submittals.

5. **p. 6, top paragraph -- additional relevant information is encouraged. Can you explain?**

Answer: Please include examples of ads, or marketing materials representing the quality you intend to provide for this position if selected. Other examples might include survey formats, etc.

6. **p. 7, Dollar cost fee proposal: Should all dot points listed on this page be addressed, even those with a zero charge?**

Answer: To help our team understand your inclusions and their costs, the more detail you provide the better, including zero cost inclusions.

7. Does the vendor need to be the one to actually perform the background investigation on the chosen candidate, or can the vendor simply assist the city with securing the background investigation vendor?

Answer: The City would like to understand what services the contractor can offer related to the background investigation and the associated costs.

8. Vendor Evaluation Interview- Will vendors be required to physically come to Wheat Ridge in person to conduct the interview, or can this be done remotely through Audio/Video Call?

Answer: This can be done remotely.

9. Assessment Center – The original non-formal request for proposal included “Facilitate the assessment center” as one of the requests. The formal RFP (RFP-19-17) does not. Can you confirm that the City is not requiring a formal assessment center to evaluate candidates? A formal assessment center would include three or more structured exercises which are scored by trained assessors.

Answer: The onsite interviews can be in the format of an assessment center or more of a traditional interview process. It is up to the proposing firm to determine which format would be better suited for assessing the candidates skill at that stage of the process and fulfill the purposed of the interview:

1st interview --candidate’s technical and leadership skill and political savviness and

2nd interview -- leadership skill, including the ability to lead people and create a vision for the police department; understanding of the challenges/opportunities facing todays policing environment; ability to interact with members of the community and personnel at all levels; and plan for the first 90 days, first six months and one year out.

10. Question: Is there a specific timeline you want vendors to plan around, start of contract to hire of new chief? If there is not an official timeline, is there a preference for a timeframe?

Answer: As stated in the RFP, the contract start date to hire a new Chief of Police is expected to be two weeks from award.

Visit the City website for bid documents, addendum, project updates at www.ci.wheatridge.co.us

POINT OF CONTACT: Jennifer Nellis, Purchasing Agent, jnellis@ci.wheatridge.co.us or fax 303-234-5924 or phone 303-235-2811. Do not contact the user department or evaluation committee.