

February 24, 2020

ADDENDUM NO. 2

SPECIFICATION NO. 886127

REQUEST FOR PROPOSAL (“RFP”)

FOR

GROUP A: PSYCHOLOGICAL PRE-EMPLOYMENT ASSESSMENT SERVICES TESTING OR, GROUP B: PSYCHOLOGICAL FITNESS FOR DUTY ASSESSMENT SERVICES OR GROUP C: PSYCHOLOGICAL RE-EVALUATION TESTING

This document contains:

- I. Questions Submitted for Clarification of the RFP; and**
- II. Addendum Receipt Acknowledgment.**

For which Proposals are scheduled to be received no later than 4:00 PM., Central Time on March 23, 2020 (pursuant to Addendum 1 advertised February 13, 2020) in the Department of Procurement Services, Bid & Bond Room (Room 103 of City Hall).

Required for use by:

**CITY OF CHICAGO
Chicago Police Department**



This Addendum is distributed by:

**CITY OF CHICAGO
Department of Procurement Services**

**Respondent must acknowledge receipt of this Addendum No. 2 in its Proposal AND must complete and return the attached Acknowledgment by email to raymond.adams2@cityofchicago.org
Attn: Ray Adams, Senior Procurement Specialist
Phone: 312-744-9781**

**LORI E. LIGHTFOOT
MAYOR**

**SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER**

February 24, 2020

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For which proposals are due in the Department of Procurement Services, Bid & Bond Room, Room 103, City Hall, 121 N. LaSalle Street, Chicago, Illinois 60602, on March 23, 2020 at 4:00 p.m., Central Time.

The following revisions/changes will be incorporated in the above-referenced Request for Proposal. All other provisions and requirements as originally set forth remain in full force and are binding.

RESPONDENT MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM #2 IN THE COVER LETTER SUBMITTED WITH YOUR PROPOSAL.

SECTION I: QUESTIONS SUBMITTED FOR CLARIFICATION OF THE RFP

The questions received and responses provided are listed below:

1. **Question:** What specific areas of testing are required in all three sections A, B, C?

Answer:

- Cognitive/Intellectual A,B,C
- Emotional Functioning A,B,C
- Personality Evaluation A,B,C
- Learning/Achievement – In some specialized function positions for Group B

2. **Question:** How many evals expected for B + C? What is the turnaround time?

Answer: B - Approximately 35-50 per year.
C - Approximately 150-250 per year.

14 calendar days from the time of an Incumbent's Personal Interview. Extensions of this time requirement may only be waived with prior approval of the Superintendent or his or her designee.

3. **Question:** Will the department require reports to be submitted for new hires pre-employment screenings?

Answer: The Screening Report must indicate the name of each Applicant screened in addition to a

recommendation as to whether the Applicant is suitable or unsuitable for the position of police officer or civilian detention aide. The Contractor retains the comprehensive report but provides the results ("Screening Report") to the Superintendent and the Police Director of Human Resources.

4. **Question:** Question about how conflict of interest is determined based on previous contractual work with CPD.

Answer: The City will assess any potential conflict of interest information presented on a case by case basis and determine the appropriate action. For further details, refer to Section V.B. Required Contents of Proposal, item 15. Disclosure of Conflicts of Interest in the RFP. Also, refer to Section VI. B. Evaluation Criteria, item 10, Conflict of Interest in the RFP.

5. **Question:** Office Space: Is a Regus office model acceptable?

Answer: Yes, if local and easily accessible to applicants and incumbents.

6. **Question:** Report turnaround time: 48 Hrs. Fitness For Duty Evaluation (FFDE) vs 14 days Pre-Employment Evaluation (PEPE)

Answer: Same for Groups A, B, and C

- Interviewing Incumbents – “The psychologist must prepare a written evaluation of each Applicant based on the personal Interview and the results of the Written Test, to be completed no later than 48 hours after the Personal Interview. The evaluation must be based upon each Applicant’s responses and on additional observations made by the interviewing psychologist” (page 26, 32, and 37)
- Screening Reports - “Contractor must submit each Screening Report to the Superintendent and the Police Director of Human Resources no later than 14 calendar days from the time of an Incumbent’s Personal Interview” (pg, 27, 32, and 38) Extensions of this time requirement may only be waived with prior approval of the Superintendent or his or her designee.

7. **Question:** With the recent passing of PSYPACT law in the state of Illinois (IL HB 1853), would it be permissible to conduct the Pre-Employment and/or Re-Evaluations interviews remotely, via a secure, HIPAA-compliant televideo platform?

Answer: No, not permissible.

8. **Question:** If a secure, HIPAA-compliant tele video platform is permissible to conduct Pre-Employment and Re-Evaluation interviews, would the Chicago Police Department be amenable to leveraging PSYPACT in its entirety, which would allow for the use of culturally competent consulting psychologists with expertise in police psychology in other participating PSYPACT states?

Answer: No, not permissible.

9. **Question:** Would it be permissible to conduct the Pre-Employment and/or Re-Evaluation assessments online (remotely proctored or not)?

Answer: No, not permissible.

10. Question: What are the breakdowns pertaining to how many Pre-Employment Evaluations and Re-Evaluations are expected per year? Are the evaluations expected to occur in batches throughout the year, or fully on an as-needed basis? Please describe what that volume would like if they are to occur in batches.

Answer:

- **Group A** – Typically occur in batches of between 50-100 on a monthly basis
- **Group C** – Typically 2-3 times a year (average: approximately 80 each occurrence)

11. Question: What are the breakdowns pertaining to how many FFDEs are expected per year?

Answer: Group B – Typically 35-50 annually

12. Question: Can firms responding to the RFP provide a flat price per each type of evaluation rather than providing pricing on an hourly basis as the RFP presently reads?

Answer: For purposes of equitable comparison of costs, Respondents must provide pricing in the format and content as outlined in Exhibit 2, Compensation Schedule/Cost Proposal in the RFP in order for the Respondent's Proposal to be considered responsive to this requirement. Refer to Section V.B, Required Contents of Proposal, item 9, Schedule of Compensation/Cost Proposal for Each Group in the RFP for more details.

13. Question: What are the previous price points that were paid out for Pre-Employment Evaluations, Re-Evaluation and FFDEs (in the years 2019 and 2018)?

Answer: The previous 2019 prices are as follows:

- Pre-Employment Evaluations- \$300 each
- Re-Evaluations-\$750
- Fitness For Duty Evaluations (FFDEs)- \$750

14. Question: With regard to financials, would a firm that has not been incorporated for the full three years as listed in the current RFP still be eligible to be awarded any or all part of the contract?

Answer: Yes, they will still be eligible. The firm must provide all required financial documents. Refer to Section V.B, Required Contents of Proposal, item 11, Financial Statements in the RFP for more details.

**CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES**

**SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER**

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Required by:



CITY OF CHICAGO
Chicago Police Department

Consisting of Sections I – II including this Acknowledgment.

II. ADDENDUM RECEIPT ACKNOWLEDGMENT

I hereby acknowledge receipt of Addendum No.2 to the RFP named above and further state that I am authorized to execute this Acknowledgment on behalf of the company listed below.

Signature of Authorized Individual

Title

Name of Authorized Individual (Type or Print)

Company Name

Business Telephone Number

**Complete and Return this Acknowledgment via email to: raymond.adams2@cityofchicago.org
Attn: Ray Adams, Senior Procurement Specialist**