April 14, 2020

ADDENDUM NO. 4

SPECIFICATION NO. 886127

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. Revisions to the RFP
   II. Addendum No. 4 Receipt Acknowledgement

For which Proposals are scheduled to be received no later than 4:00 p.m., Central Time, May 1, 2020, in the Department of Procurement Services, Bid & Bond, Room 103, 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. 4 in the cover letter submitted with your proposal and complete and return the attached Acknowledgment by email to: Raymond.Adams2@cityofchicago.org
Attn: Ray Adams, Senior Procurement Specialist
Phone: 312-744-9781

The information contained in this Addendum No. 4 is incorporated by reference into the original RFP issued on December 2, 2019.

LORI E. LIGHTFOOT
MAYOR

SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER
April 14, 2020

ADDENDUM NO. 4

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

SPECIFICATION NO. 886127

FOR WHICH PROPOSALS ARE SCHEDULED TO BE RECEIVED NO LATER THAN 4:00 P.M., CENTRAL TIME MAY 1, 2020, ON THE DEPARTMENT OF PROCUREMENT SERVICES WEBPAGE:
WWW.CITYOFCHICAGO.ORG/EPROCUREMENT

The following revisions will be incorporated in the above-referenced RFP. All other provisions and requirements are as previously set forth remain in full force and are binding.

Respondent must acknowledge receipt of this addendum in the cover letter submitted with your proposal.

SECTION I: REVISIONS TO THE RFP

The RFP is hereby amended as follows:

Section IV. B. Deadline and Procedures for Submitting Proposals is hereby deleted in its entirety and replaced with the following to change the paper submission process:

B. Deadline and Procedures for Submitting Proposals

1. To be assured of consideration, Proposals must be submitted electronically to the Department of Procurement Services no later than 4:00 P.M. Central Time on May 1, 2020. Respondent must submit all required information in Section V. Preparing Proposals: Required Information by uploading as attachment(s) to the electronic RFP submission in iSupplier.

   "iSupplier" refers to the City's eProcurement computer system for electronic bidding and providing Contractors with access to contract, ordering and payment information for their City contracts.

   iSupplier vendor portal registration is required. Allow three (3) business days to complete registration.

2. The City may, but is not required to, accept Proposals that are not received by the date and time set forth above. Only the Chief Procurement Officer is empowered to determine whether to accept late Proposals.

3. Submit your Proposals to: http://www.cityofchicago.org/eProcurement

Electronic proposals shall be word-searchable. Combining multiple PDF attachments is strongly encouraged in order to minimize the number of uploaded attachments.
Respondent must read Appendix 1 eProcurement for more details regarding electronic access to RFP abstract and documents to be submitted electronically and uploaded as attachments to your proposal submission.

**APPENDIX 1**

**ePROCUREMENT**

This RFP is now an eProcurement RFP. Proposals are to be submitted through the City's "iSupplier" system, the City's eProcurement computer system for electronic proposals and providing Contractors with access to contract, ordering and payment information for their City contracts.

1. **Obtaining the Proposal Documents**

Respondents are solely responsible for obtaining all RFP Documents, including Clarifications and Addenda. Documents may be downloaded from the Department of Procurement Services ("DPS") website at the following URL:

http://www.cityofchicago.org/eProcurement

Click on "Current Bids and Solicitation Opportunities."

In order to receive notice of clarifications and addenda, Respondents must be registered for and login to iSupplier, search for the solicitation number, open the solicitation for review, and accept the disclaimer. This will sign Respondents up for notifications.

RFP Document Holders are listed on the Bid & Bond Room Opportunity Take Out List. The Opportunity Take Out List is public information and is posted to the DPS web site at www.cityofchicago.org/TOL. To find Opportunity Take Out lists, go to "Get Started Online" and search by the specification number.

2. **Clarifications and Addenda**

The City will send an email notification to Respondents who have indicated intent to respond to an RFP that an Addendum or Clarification has been issued. The Clarifications and Addenda incorporated into the electronic RFP document available at the following URL:

https://www.cityofchicago.org/eProcurement

Respondents that have indicated interest in an RFP will receive email notification that an Addendum or Clarification has been issued. There may be multiple Clarifications and Addenda. Failure to obtain Clarifications and/or Addenda, for whatever cause, will not relieve a Respondents from the obligation to respond according to and comply with any changed or additional terms and conditions contained in the Clarifications and Addenda.

Electronic acknowledgement of Clarifications and/or Addenda is mandatory to submit an electronic proposal. Any harm to the Respondents resulting from failure to obtain all necessary documents, for whatever cause, will not be valid grounds for a protest against award(s) made under this RFP solicitation.

3. **Questions Regarding the RFP Documents**

All inquiries regarding the RFP Documents or procurement process may be directed to the Senior Procurement Specialist in iSupplier via online discussion.
Respondents may only rely on written answers in a Clarification or in an Addendum duly issued by the Chief Procurement Officer. Respondents cannot rely on oral or informal responses; such answers will not be binding upon the City.

4. Completion of the RFP Documents

Each Respondent must complete all of the forms listed in the RFP Section V. Preparing Proposals: Scan and upload all forms and required information as attachments to the electronic proposal submission. Respondent may not change any of the RFP Documents. Any changes made by a Respondent to the Proposal Documents may result in rejection of the Proposal and will not be binding upon the City.

Respondents must submit their pricing as an attachment in the iSupplier system to be reviewed by the evaluation committee for consideration.

In order to be able to submit a proposal in eProcurement, Respondent must enter .01 in the “Quote Price / Unit Price” field. This is an e-procurement system requirement. Do not enter your proposed pricing in the “Quote Price / Unit Price” field.

5. Date, Time, and Place

Proposals are to be submitted electronically to the Department of Procurement on the date and prior to the time stated above, or any addendum issued by the City to change such Proposal Due Date. No Proposal will be accepted after the Proposal Due Date. The time of the receipt of the Proposal will be determined solely by the “Time of Quote” generated by the iSupplier system.

6. Technical Assistance

If you require technical assistance go to https://www.cityofchicago.org/eProcurement click the “Help” tab.
April 14, 2020

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C: PSYCHOLOGICAL RE-EVALUATION TESTING

SPECIFICATION NO. 886127

Required by:

CITY OF CHICAGO
Chicago Police Department

Consisting of Sections I, and II including this Acknowledgment.

II. ADDENDUM NO. 4 RECEIPT ACKNOWLEDGMENT

I hereby acknowledge receipt of ADDENDUM NO. 4 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/Print)  __________________________

Company Name  __________________________  Business Telephone Number

Complete and Return this Acknowledgment by email to:
Raymond.Adams2@cityofchicago.org
Attention: Ray Adams, Senior Procurement Specialist