



July 21, 2022

To All Bidders:

Subject: **RFP #: 7839-W3, Consultant – Hiring Assessment Center / HR**

ADDENDUM NO. 2

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

• **PLEASE SEE BELOW QUESTIONS RECEIVED AND RESPONSES FROM CITY**

1. How many assessment-center exercises does the City wish to have for each of the three ranks, respectively? **This is to be as determined by the consultant based on their expertise and time needed.**
2. Who are the members of the City's Selection Committee, as mentioned in paragraphs 39, 40 and 41, by position classification, not name? **This has not yet been determined.**
3. Where there is no bid security of any kind required per paragraphs 2 and 4 on page 1, will the City agree to omit the information regarding a surety company in the bottom half of page 10? **There is no surety or bonding required for this RFP / Contract.**
4. What firms have done assessment centers for the City's Police or Fire Departments since January 1, 2017? **The City has issued contracts for assessment Centers to two firms: MMA Consulting Group and Resource Management Associates since 1/1/17**
5. What is the City's budget for (a) each of the three assessment centers and (b) the three assessment centers all together? While we realize that this is sometimes viewed as sensitive information, it is public record and of significant interest to the consulting community. **The City does not disclose budget information for a request for proposals such as this.**



6. When does the City wish to have each of the three assessment centers occur? **The City wishes to have the assessment centers occur as soon as they can be scheduled.**

7. Will the City of Worcester consider alternative approaches to conducting the independent Deputy Chief and Fire Chief Assessment Centers? **Yes. The City will consider alternative approaches.**

8.a. Do you want the cost of several training sessions included in the price, or, should these sessions be priced separately? **The City's expectation with the sessions is that they familiarize the applicants with Assessment Center procedures. Accordingly, a consultant's orientation sessions and preparation materials will meet the City's requirements if they achieve this objective.**

8.b. Or, will the consultant's orientation sessions and preparation materials meet the City's requirements? **The City cannot determine whether a consultant's orientation sessions and preparation materials meet the City's requirements until it has had an opportunity to review them.**

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro
Purchasing Director