



# The City of **WORCESTER**

Administration & Finance – Purchasing Division  
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December 8, 2023

To All Proposers:

Subject: **RFP #: CR-8107-W4, Assessment Center Services / HR**

## **ADDENDUM NO. 1**

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 exercises does the City wish to have included in the assessment center for each rank? **The City not yet determined how many exercises will be conducted for each rank. The vendor should base its proposal on what it believes is appropriate and provides for most advantageous proposal to the City.**
2. What is the City's budget for (a) each of the six assessment centers and (b) the six 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 post budget information with requests for proposals.**
3. Is it the City's intention to make one award to a single firm for all six positions or may the City make multiple awards for fewer than six positions each? **The City not yet determined how many assessment centers will be conducted for each rank. Assessment centers will be scheduled on an as needed basis. The City seeks a vendor who will be available to conduct any/all of its assessment centers within these ranks for the following three years.**
4. By what date does the City expect to post all addenda with answers to vendors' questions? **There is no set date. City posts responses as soon as it can.**
5. Who are the members of the City's Selection Committee, as mentioned in paragraphs 39, 40 and 41, by position classification, not name? **This information is to be determined by the City at a later date**



6. Regarding paragraph k. on page 2 under Key Information, will the City accept a list of 10 jobs performed in the past two (2) years? Where RMA has performed more than 50 jobs in the last two (2) years, providing a complete list would be extraordinarily onerous and not add significant marginal value for the City. **The City's request is for a complete list. This information is considered important to the City's evaluation team.**
7. Regarding the criteria for (1) Fire Chief, Deputy Fire Chief, Police Chief, and Deputy Police Chief Experience and (2) Lead Person Experience on page 8, will the City agree to also have this include Fire Captain and Police Captain since these are part of the six (6) ranks included in the scope of the RFP? **No. The vendor must demonstrate that it is capable of conducting assessment centers at the highest ranks to be considered for this contract.**
8. Regarding Section 5.c., may the City act as its own reference? **Yes, departments of the City may be consulted for reference information on a vendor that has worked for the City.**
9. Regarding Section 6, Comparative Evaluative Criteria, on page 6, did the City intend for the block at the bottom of this page 6 to be blank as it now appears in the pdf, or did the City intend to have another criterion and related information here? **The referenced section is intentionally blank.**
10. Regarding the two (2) Comparative Evaluative Criteria on page 8 concerning (1) Fire Chief, Deputy Fire Chief, Police Chief, and Deputy Police Chief Experience and (2) Lead Person Experience, will the City agree to count assessment centers for these same ranks in other states on the East Coast? We ask since, with the well established national standards established for decades by the Commission on Accreditation for Law enforcement Agencies ("CALEA") and the Commission on Fire Accreditation International ("CFAI"), there is respectfully no such thing as Massachusetts policing or fire service. Agencies in Massachusetts and across the country follow CALEA and CFAI as bearers of these national standards. **No. The City seeks vendors with experience working in communities within Massachusetts.**

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