



**The Maryland-National Capital Park & Planning Commission**  
Department of Finance - Purchasing Division

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January 14, 2020

Project: PARK POLICE PROMOTIONAL EXAMINATION DEVELOPMENT AND ADMINISTRATION

Proposal No.: P40-117

SUBJECT: Addendum Number Three

The following changes and/or clarifications to the above referenced project are being provided to all prospective Bidders:

**Responses to Proponents Inquires**

1. Regarding Section III.B.1.a., Written Examination - Park Police Sergeant, what number or percentage of items in the written examination for Park Police Sergeant are to come from subsection 4) "...two contemporary comprehensive documents on general police administration" versus the three other sources cited before this in that same paragraph?  
***There is no set % for each resource used. There should be a good mix of questions from each of the different sources on the respective reading list.***
2. Regarding Section III.B.1.a., Written Examination - Park Police Sergeant, will the Commission provide to the consultant in electronic format (pdf or MS Word) all of the documents specified in subsections 1), 2) and 3)?  
***Our agency provides copies of our Merit System Rules, FOP Contract and divisional directives. Other items are not on hand and required for purchase by all those who are interested in sitting for the exam as well as the vendor. In most cases, the vendor has had all of these items on hand except for our internal documents. Vendor has also advised on most recent edition for all other resources except internal documents.***
3. Regarding Section III.B.2.a., Written Examination - Park Police Lieutenant, what number or percentage of items in the written examination for Park Police Lieutenant are to come from subsection 3) "...contemporary comprehensive documents on Police Administration, Human Relations, Patrol, and Supervision..." versus the two other sources cited before this in that same paragraph?

***There is no set % for each resource used. There should be a good mix of questions from each of the different sources on the respective reading list.***

4. Regarding Section III.B.2.a., Written Examination - Park Police Lieutenant, will the Commission provide to the consultant in electronic format (pdf or MS Word) all of the documents specified in subsections 1) and 2)?

***Our agency provides copies of our Merit System Rules, FOP Contract and divisional directives. Other items are not on hand and required for purchase by all those who are interested in sitting for the exam as well as the vendor. In most cases, the vendor has had all of these items on hand except for our internal documents. Vendor has also advised on most recent edition for all other resources except internal documents.***

5. Regarding Section III.B.3.a., Written Exercise - Park Police Captain, would the Commission please clarify in detail the nature and scope of the written exercise?

***The Captain's exercise is normally situational based. Ex. The Chief is out of town, and there is a community issue (detailed) that needs to be addressed. Given the situation and are tasked with preparing a memo and presentation to present to the Chief upon his return. This presentation is normally done during the actual assessment center.***

6. Regarding Section III.B.3.a., Written Exercise - Park Police Captain, how many hours does the Commission expect the candidates for Park Police Captain to spend completing this exercise, and what number of pages is the limit for this exercise?

***The written exam is a 3-hour time period beginning at 9 am and ending at 12 noon.***

7. Would the Commission please clarify the timetable for this engagement?

***This answer also segways into the below question. The Promotional Process for our Park Police is done every 18 months and is a 3 months process. For example, our current Assessment Center is scheduled for June 2020. Orientations will be held in April, the written exam in May and the Assessment Center in June. There are three orientation sessions held to accommodate both Divisions. One in Montgomery County, one in Prince George's County and one at a neutral location at our Bi-County building. The written exams are normally held at South Rec Tech in Fort Washington, MD as it is a technology-based facility and we need IT staff on hand to assist with any potential computer issues.***

8. Regarding Section III.D.1., what is the total number of exercises which the Commission wishes to have included in the assessment center for Park Police Sergeant, excluding the written examination?

***There is not a set number specified, however in the past the Assessment Center for Sgt., Lt., and Capt. have included but have not been limited to group discussion, role play, written report or analysis, in-basket exercise and/or oral presentation. Previous Assessment Centers have included a structured interview, Analysis/presentation and an In-basket exercise.***

9. Regarding Section III.D.1., what is the total number of exercises which the Commission wishes to have included in the assessment center for Park Police Lieutenant, excluding the written examination?

***There is not a set number specified, however in the past the Assessment Center for Sgt., Lt., and Capt. have included but have not been limited to group discussion, role play, written report or analysis, in-basket exercise and/or oral presentation. Previous Assessment Centers have included a structured interview, Analysis/presentation and an In-basket exercise.***

10. Regarding Section III.D.1., what is the total number of exercises which the Commission wishes to have included in the assessment center for Park Police Captain, excluding the written exercise?

***There is not a set number specified, however in the past the Assessment Center for Sgt., Lt., and Capt. have included but have not been limited to group discussion, role play, written report or analysis, in-basket exercise and/or oral presentation. Previous Assessment Centers have included a structured interview, Analysis/presentation and an In-basket exercise.***

11. Will the Commission accept the participation of minority, female or disadvantaged ("MFD") assessors or graduate students in a related field such as Criminal Justice or Public Administration as counting toward the ten per cent (10%) MFD level of participation?

***Yes, just as long as your subcontractor declare themselves as an MFD firm.***

12. Which firms have provided these or related services to the Commission since January 1, 2015?

***International Association of Chiefs of Police***

13. What is the Commission's appropriation for this engagement? While this is sometimes viewed as sensitive information, it is public record and a matter of significant interest to the consulting community.

***\$45k***

14. Does the Commission wish to have the written examination for Sergeant and Lieutenant, respectively, scored on site?

***Written Examinations have not been scored on site. Sergeants and Lieutenants are offered an opportunity to come back and review their answers against the correct answers and submit challenges for review.***

15. Who are the members of the evaluation committee by position classification only, not name?

***This information cannot be disclosed.***

16. Where the RFP states in the first paragraph at the top of page 17 that it will provide computers and printers for the electronic in-basket, is it correct to assume that these same computers and printers will be available for use concurrently by the candidates for Captain for the written report or analysis, including full access to the Internet and the Microsoft Office suite?

***Yes. Any computers/printers that are necessary for the electronic portion (whether the written exam or Assessment Center) will be provided by our agency. Internet access will most likely be eliminated as this creates the potential for an unequitable process. Internet should not be required for any of the exercises. We disable internet during the written exams for the Captains.***

17. Regarding the last bullet on page 24 which asks for "Fee Schedule (with hourly rates by job classification," how should the consultant present this information? We ask since the Pricing Schedule on page 30 asks only for lump sums, not hourly rates.  
**Please provide a lump sum, however, feel free to itemize it so that an account can be made for each item.**
18. Related to the preceding item 16, may travel be considered separately or should the cost of travel be incorporated on a fully loaded basis with the hourly rates?  
**Per the price proposal the quoted fee must be itemized and include all incidental costs including but not limited to, travel, priority mail, binding, photocopying, etc. Please see page 21, Volume Two Price Proposal.**
19. Is it acceptable to the Commission to have the consultant video-record the performance of each candidate in the various exercises included in the assessment center?  
**We would prefer to not permit the use of video-record.**
20. Is it acceptable to the Commission for the consultant to use the video-recordings to provide individual feedback to each candidate on site at the Commission's offices rather than by telephone?  
**We would prefer to not permit the use of video recordings.**
21. Page 14; Requirement, E. - states all written examination and assessment center exercises must be completed no later than sixty days after commencement of the process – Does this mean 60 days from the day the first orientation is held, or from the announcement of the orientation date?  
**60 days from the orientation. This is a 3-month process. For instance, the orientation is held in April, Written Exams in May and Assessment Center in June.**
22. Page 15; Assessors – This section does not specifically state whether the agency or consultant is ultimately responsible for attaining assessors. Which party is it?  
**The agency is responsible for attaining assessors.**
23. Page 16; Officer Feedback – can you clarify when the officer feedback must be completed, 5 days from what? From the completion of the assessment center administration, or from the completion of the assessment center scoring?  
**Completion of the assessment center scoring. This is flexible pending discussion with the agency.**
24. Page 17; Summary Activities – Scores from all assessors completed and available to HR Division within 3 days – can you clarify? – Is this just the raw data of all scores collected through the assessment center?  
**Yes, this is the raw data.**

All other terms and conditions of the bid document apply.

Bidders **must** acknowledge receipt of this Addendum by signing and returning with their bid.

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Richard Colbert  
Principal Corporate Procurement Specialist

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Acknowledge Receipt by  
Authorized Representative

\_\_\_\_\_  
Name of Firm Submitting Bid

\_\_\_\_\_  
Typed Name/Title

\_\_\_\_\_  
Date