BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS

Item Description: **(#29679) Written Police Promotional Examination and an Oral Interview Process for the Rank of Captain**

Date to be opened: **October 13, 2020**

Issuing Department: **Police Department**

QUESTIONS

- Please direct questions relative to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to Purchasing Agent Patti Jordan.
  - Phone: (401) 680-5264
  - Email: pjordan@providenceri.gov
    - Please use the subject line "**RFP Question**"
- Please direct questions relative to the Minority and Women's Business Enterprise Program and the corresponding forms (Pages 9-13) to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz
  - Phone: (401) 680-5766
  - Email: gdiaz@providenceri.gov
    - Please use subject line "**MBE WBE Forms**"
- Please direct questions relative to the specifications outlined (beginning on page 14) to the issuing department's subject matter expert:
  - **Captain Julie Pryde, Human Resources**
  - **401-243-6118**
  - **jpryde@providenceri.gov**

Pre-bid Conference
No Pre-bid Conference.

BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

INSTRUCTIONS FOR SUBMISSION

Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk. Room 311, City Hall. 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3rd floor of City Hall.

- Bidders must submit **2 copies** of their bid in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the RFP and bid are related**. (On page 1)
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have "**NOT A BID**" written on the envelope or wrapper.
- Only use form versions and templates included in this RFP. If you have an old version of a form do not recycle it for use in this bid.
- The bid envelope and information relative to the bid must be addressed to:

Board of Contract and Supply
Department of the City Clerk – City Hall, Room 311
25 Dorrance Street
Providence, RI 02903

****PLEASE NOTE: This bid may include details regarding information that you will need to provide (such as proof of licenses) to the issuing department before the formalization of an award.**

This information is NOT requested to be provided in your initial bid by design.

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city's Open Meetings Portal and made available as a public record. The City has made a conscious effort to avoid the posting of sensitive information on the City's Open Meetings Portal, by requesting that such sensitive information be submitted to the issuing department only at their request.

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BID PACKAGE CHECKLIST

Digital forms are available in the City of Providence Purchasing Department Office or online at **http://www.providenceri.gov/purchasing/how-to-submit-a-bid/**

The bid package **MUST** include the following, in this order:

- Bid Form 1: Bidder's Blank as the cover page/ 1st page (*see page **6** of this document*)
- Bid Form 2: Certification of Bidder as 2nd page (*see page **7** of this document*)
- Certificate Regarding Public Records (*see page **8** of this document)*
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. *See forms and instructions enclosed (pages **9-13**) or on: https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/*

***Please note: MBE/WBE forms must be completed for EVERY bid submitted and must be inclusive of ALL required signatures. Forms without all required signatures will be considered incomplete.**

- Bidder's Proposal/Packet: Formal response to the specifications outlined in this RFP, including pricing information and details related to the good(s) or service(s) being provided. Please be mindful of formatting responses as requested to ensure clarity.
- Financial Assurance, *if requested* (*as indicated on page 5 of this document under "Bid Terms")*

All of the above listed documents are REQUIRED. (With the exception of financial assurances, which are only required if specified on page 5.)

******Failure to meet specified deadlines, follow specific submission instructions, or enclose all required documents with all applicable signatures will result in disqualification, or in an inability to appropriately evaluate bids.***

BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

NOTICE TO VENDORS

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. Bids may be submitted on an "equal in quality" basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
7. The Board of Contract and Supply reserves the right to reject any and all bids.
8. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City's Open Meetings Portal.
9. As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
10. In case of error in the extension of prices quoted, the unit price will govern.
11. The contractor will **NOT** be permitted to: a) assign or underlet the contract, or b) assign either legally or equitably any monies or any claim thereto without the previous written consent of the City Purchasing Director.
12. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
13. A certificate of insurance will normally be required of a successful vendor.
14. For many contracts involving construction, alteration and/or repair work, State law provisions concerning payment of prevailing wage rates apply (RIGL Sec. 37-13-1 et seq.)
15. No goods should be delivered or work started without a Purchase Order.
16. **Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
17. Bidder must certify that it does not unlawfully discriminate on the basis of race, color, national origin, gender, gender identity or expression, sexual orientation and/or religion in its business and hiring practices and that all of its employees are lawfully employed under all applicable federal, state and local laws, rules and regulations. (See Bid Form 2.)

BOARD OF CONTRACT AND SUPPLY
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BID TERMS

1. Financial assurances may be required in order to be a successful bidder for Commodity or Construction and Service contracts. If either of the first two checkboxes below is checked, the specified assurance **must accompany** a bid, or the bid will not be considered by the Board of Contract and Supply. The third checkbox indicates the lowest responsible bidder will be contacted and required to post a bond to be awarded the contract.

   a) ☐ A certified check for $_____ must be deposited with the City Clerk as a guarantee that the Contract will be signed and delivered by the bidder.

   b) ☐ A bid bond in the amount of _____ per centum (%) of the proposed total price, must be deposited with the City Clerk as a guarantee that the contract will be signed and delivered by the bidder; and the amount of such bid bond shall be retained for the use of the City as liquidated damages in case of default.

   c) ☐ A performance and payment bond with a satisfactory surety company will be posted by the bidder in a sum equal to one hundred per centum (100%) of the awarded contract.

   d) ☒ No financial assurance is necessary for this item.

2. Awards will be made within **sixty (60) days of bid opening**. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.

The following entry applies only for COMMODITY BID TERMS:

4. Payment for partial delivery will not be allowed except when provided for in blanket or term contracts.

The following entries apply only for CONSTRUCTION AND SERVICE BID TERMS:

5. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
6. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with the provisions of the Rhode Island Worker's Compensation Act, RIGL 28-29-1, et seq. If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
7. Prior to commencing performance under the contract, the successful bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to the City.

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BID FORM 1: Bidders Blank

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids **SHOULD BE TOTALED** so that the final cost is clearly stated (unless submitting a unit price bid), however **each item should be priced individually**. Do not group items. Awards may be made on the basis of ***total*** bid or by ***individual items***.
5. All bids **MUST BE SIGNED IN INK.**

Name of Bidder (Firm or Individual): _____

Contact Name: _____

Business Address: _____

Business Phone #: _____

Agrees to bid on (Items(s) to be bid): _____

If the bidder's company is based in a state *other than Rhode Island*, list name and contact information for a local agent for service of process that ***is located within Rhode Island*** _____

Please visit http://www.naics.com/search/ and identify the NAICS Code(s) for items being bid on. Enter the NAICS code(s) here or in parentheses next to each item listed immediately above: _____

Delivery Date (if applicable): _____

Name of Surety Company (if applicable): _____

Total Amount in Writing*: _____

Total Amount in Figures*: _____

**** If you are submitting a unite price bid, please insert "Unit Price Bid"***

Use additional pages if necessary for additional bidding details.

_____

Signature of Representation

_____

Title

BOARD OF CONTRACT AND SUPPLY
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BID FORM 2: Certification of Bidder
(Non-Discrimination/Hiring)

Upon behalf of_____ (Firm or Individual Bidding),

I,_____(Name of Person Making Certification),

being its_____(Title or "Self"), hereby certify that:

1. Bidder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this_____day of_____20____.

_____

Signature of Representation

_____

Printed Name

BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

Certificate Regarding Public Records

Upon behalf of_____ (Firm or Individual Bidding),

I,_____(Name of Person Making Certification),

being its_____(Title or "Self"), hereby certify an

understanding that:

1. All bids submitted in response to Requests for Proposals (RFP's) and Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public record upon receipt by the City Clerk's office and opening at the corresponding Board of Contract and Supply (BOCS) meeting.
2. The Purchasing Department and the issuing department for this RFP/RFQ have made a conscious effort to request that sensitive/personal information be submitted directly to the issuing department and only at request if verification of specific details is critical the evaluation of a vendor's bid.
3. The requested supplemental information may be crucial to evaluating bids. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate bids.
4. If sensitive information that has not been requested is enclosed or if a bidder opts to enclose the defined supplemental information prior to the issuing department's request in the bidding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent bidding process. Information required in the bidding packet may not be submitted directly to the issuing department at the discretion of the bidder in order to protect other information, such as pricing terms, from becoming public. Bidders who make such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this_____day of_____20____.

_____

Signature of Representation

_____

Printed Name

BOARD OF CONTRACT AND SUPPLY
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WBE/MBE Form Instructions

The City of Providence actively seeks Minority and Women business enterprises to participate in bids to meet the City's procurement needs. Pursuant to the City of Providence Code of Ordinances, Chapter 21, Article II, Sec. 21-52 (Minority and Women's Business Enterprise) and Rhode Island General Laws (as amended), Chapter 31-14, et seq. (Minority Business Enterprise), Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) participation goals apply to contracts.

The goal for Minority Business Enterprise (MBE) participation is **10%** of the total bid value.
The goal for Women's Business Enterprise (WBE) participation is **10%** of the total bid value.
The goal for combined MBE/WBE participation is **20%** of the total bid value.

Only businesses certified with the State of Rhode Island as minority and/or women business enterprises are counted towards the City's goals. Eligible minority or women-owned businesses are encouraged to seek certification from the State of Rhode Island Minority Business Enterprise Compliance Office at: http://odeo.ri.gov/offices/mbeco/

Note: MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.

Bid Requirements:

All Bidders: All bidders must complete and submit the ***MBE/WBE Participation Affidavit*** indicating whether or not they are a state-certified MBE/WBE and acknowledging the City's participation goals. Submission of this form is required with **every bid**. Your bid will not be accepted without an affidavit.

Bidders who will be subcontracting: Bidders who will be subcontracting must submit the ***Subcontractor Disclosure Form*** as part of their bid submission. All subcontractors, regardless of MBE/WBE status, must be listed on this form. Business NAICS codes can be found at https://www.naics.com/search/. Awarded bidders are required to submit ***Subcontractor Utilization and Payment Reports*** with each invoice.

Waiver Requests:

If the percentage of the total amount of the bid being awarded to MBE or WBE vendors is less than 20% (Box F on the Subcontractor Disclosure Form) and the prime contractor is not a Rhode Island State-certified MBE or WBE, the Bidder must complete the *MBE/WBE Waiver Request Form* for review. Waivers will be considered on a case by case basis.

No waiver will be granted unless the waiver request includes documentation that demonstrates that the Bidder has made good faith efforts to achieve the City's stated participation goals. Waivers must be reviewed and signed by the City of Providence's MBE/WBE Outreach Director, Grace Diaz, or her designee. Department Directors cannot recommend a bidder for award if this form is applicable and absent. If the bid does not meet the participation goals of the City of Providence and a waiver is not filed with the signature of the MBE/WBE Outreach Director or her designee, the bid will not be accepted.

Verifying MBE/WBE Certification

It is the responsibility of the bidder to confirm that every MBE/WBE named in a proposal and included in a contract is certified by the Rhode Island Minority Business Enterprise Compliance office. The current MBE/WBE directory is available at the State of RI MBE Office, One Capitol Hill, 2nd Floor, Providence, RI, or online at http://odeo.ri.gov/offices/mbeco/mbe-wbe.php. You can also call (401) 574-8670 to verify certification, expiration dates, and services that the MBE/WBE is certified to provide. Note: MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.

Form Instructions:

Access all bid forms from http://www.providenceri.gov/oeo/ or http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/. **Download** the forms as blank PDFs. Once saved on your computer, fill them out using the Adobe program. The fillable PDFs must be completed in Adobe in order to be saved property. Google Chrome and similar

platforms do not allow for the forms to be saved as filled PDFs. Therefore, please download the blank forms to your computer, then fill them out and save.

Assistance with Form Requirements

Examples of completed forms can be found on the City of Providence website at http://www.providenceri.gov/oeo/ or http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/.

Contract Requirements:

Prime contractors engaging subcontractors must submit the ***Subcontractor Utilization and Payment Report*** to the City Department's Fiscal Agent with every invoice and with request for final payment. This form is not submitted as a part of the initial bid package.

For contracts with duration of less than 3 months, this form must be submitted along with the contractor's request for final payment. The form must include all subcontractors utilized on the contract, both MBE/WBE and non- MBE/WBE, the total amount paid to each subcontractor for the given period and to date. During the term of the contract, any unjustified failure to comply with the MBE/WBE participation requirements is a material breach of contract.

Questions?

For more information or for assistance with MBE/WBE Forms, contact the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.com or (401) 680-5766.

BOARD OF CONTRACT AND SUPPLY
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MBE/WBE PARTICIPATION AFFIDAVIT
Item Discussion (as seen on RFP):

_____

_____

_____

Prime Bidder: _____
Prime Bidder (Company) Phone Number: _____
Prime Bidder (Company) Zip Code: _____

Which one of the following describes your business' status in terms of Minority and/or Woman-Owned Business Enterprise certification with the State of Rhode Island? _____MBE _____WBE _____Neither MBE nor WBE

By initialing the following sections and signing the bottom of this document in my capacity as the contractor or an authorized representative of contractor, I make this Affidavit:
It is the policy of the City of Providence that minority business enterprises (MBEs) and women business enterprises (WBEs) should have the maximum opportunity to participate in procurements and projects as prime contractors and vendors. Pursuant to Sec. 21-52 of the Providence Code of Ordinances and Chapter 31-14 *et seq.* of the Rhode Island General Laws (as amended), MBE and WBE participation goals apply to contracts.

The goal for Minority Business Enterprise (MBE) participation is 10% of the total bid value.
The goal for Women's Business Enterprise (WBE) participation is 10% of the total bid value.
The goal for combined MBE/WBE participation is 20% of the total bid value.

I acknowledge the City of Providence's goals of supporting MBE/WBE certified businesses. Initial _____
If awarded the contract, I understand that my company must submit to the Minority and Women's Business Coordinator at the City of Providence (MBE/WBE Office), copies of all executed agreements with the subcontractor(s) being utilized to achieve the participation goals and other requirements of the RI General Laws. **I understand that these documents must be submitted prior to the issuance of a notice to proceed.** Initial _____

I understand that, if awarded the contract, my firm must submit to the MBE/WBE Office canceled checks and reports required by the MBE/WBE Office on a quarterly basis verifying payments to the subcontractors(s) utilized on the contract. Initial _____

If I am awarded this contract and find that I am unable to utilize the subcontractor(s) identified in my Statement of Intent, I understand that I must substitute another certified MBE and WBE firm(s) to meet the participation goals. **I understand that I may not make a substitution until I have obtained the written approval of the MBE/WBE Office.**
Initial _____
If awarded this contract, I understand that authorized representatives of the City of Providence may examine the books, records and files of my firm from time to time, to the extent that such material is relevant to a determination of whether my firm is complying with the City's MBE/WBE participation requirements.
Initial _____
I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing Affidavit are true and correct to the best of my knowledge, information and belief.

_____ _____
Signature of Bidder Printed Name

_____ _____
Company Name Date

BOARD OF CONTRACT AND SUPPLY
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SUBCONTRACTOR DISCLOSURE FORM

Fill out this form only if you WILL SUBCONTRACT with other parties. If you will not subcontract any portion of the proposed bid, do not fill out this form.

Prime Bidder: _____ Primary NAICS _____

Code: _____

Item Description (as seen on RFP): _____

_____

Please list all Subcontractors below. Include the total dollar value that you propose to share with each subcontractor and the dollar amount to be subcontracted. Please check off MBE and WBE where applicable. The directory of all state-certified MBE/WBE firms is located at www.mbe.ri.gov. Business NAICS codes can be found at https://www.naics.com/search/

Proposed Subcontractor	**MBE**	**WBE**	**Primary NAICS Code**	**Date of Mobilization**	**$ Value of Subcontract**
					$
					$
					$
					$
					$
					$
A. MBE SUBCONTRACTED AMOUNT:					$
B. WBE SUBCONTRACTED AMOUNT:					$
C. NON MBE WBE SUBCONTRACTED AMOUNT:					$
D. DOLLAR AMOUNT OF WORK DONE BY THE PRIME CONTRACTOR:					$
E. TOTAL AMOUNT OF BID (SUM OF A, B, C, & D):					$
F. PERCENTAGE OF BID SUBCONTRACTED TO MBEs AND WBEs. (Divide A by E and multiply result by 100).					%

Please read and initial the following statement acknowledging you understand. If the percentage of the total amount of the bid being awarded to MBE or WBE vendors is less than 20% (Box F) and the prime contractor is NOT a Rhode Island State-certified MBE or WBE, **you must fill out the MBE/WBE WAIVER REQUEST FORM for consideration by City of Providence MBE/WBE Outreach Director**. Initial _____

_____ Signature of Bidder

_____ Printed Name

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MBe/WBE Waiver Request Form
Fill out this form only if you are subcontracting and did not meet the 20% MBE/WBE participation goal.
State-certified MBE or WBE Prime Bidders are NOT REQUIRED to fill out this form.

Submit this form to the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.gov, for review **prior to bid submission.** This waiver applies only to the current bid which you are submitting to the City of Providence and does not apply to other bids your company may submit in the future.

Prime Bidder: _____
Company Trade: _____
Item Discussion (as seen on RFP):
_____
_____

To receive a waiver, you must list the certified MBE and/or WBE companies you contacted, the name of the primary individual with whom you interacted, and the reason the MBE/WBE company could not participate on this project.

MBE/WBE Company Name	Individual's Name	Company Trade	Why did you choose not to work with this company?

I acknowledge the City of Providence's goal of a combined MBE/WBE participation is 20% of the total bid value. I am requesting a waiver of _____ % MBE/WBE (20% minus the value of **Box F** on the Subcontractor Disclosure Form). If an opportunity is identified to subcontract any task associated with the fulfillment of this contract, a good faith effort will be made to select MBE/WBE certified businesses as partners.

_____ _____ _____
Signature of Prime Contractor | Printed Name | Date Signed

_____ _____ _____
Signature of City of Providence MBE/WBE Outreach Director | Printed Name of City of Providence MBE/WBE Outreach Director | Date Signed

BOARD OF CONTRACT AND SUPPLY
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BID PACKAGE SPECIFICATIONS

Please see the attached:

Proposals for
WRITTEN POLICE PROMOTIONAL EXAMINATION AND AN ORAL INTERVIEW PROCESS FOR THE RANK OF
CAPTAIN

Bid Specifications

SEALED PROPOSALS ARE HEREBY INVITED by the Board of Contract and Supply for furnishing and delivering to the City of Providence, Department of Public Safety, POLICE DEPARTMENT, the following:

1. Written police promotional examination for the ***Rank of Captain*** in accordance with the following specifications:

2. The development of an oral interview process for the ***Rank of Captain*** in accordance with the following specifications:

A. General Information for Written Examination

The Providence Police Department is administering a promotional process for the rank of Captain. The process involves a written examination and an oral interview/oral examination. The promotional process for the rank of Captain is governed by the collective bargaining agreement by and between the City of Providence and the Providence Lodge No. 3 Fraternal Order of Police. The mandates enumerated in the collective bargaining agreement are provided for informational purposes and guidance. **This bid is for the development of both the written examination and the oral interview process.**

The entire promotional process for the rank of Captain, including the delivery and administration of the written examination and the development and administration of the oral interview must be completed at a date and time to be determined by the City.

1. Written promotional examination to be **developed, scored and defended** on a rental basis for administration to no more than **ten (10)** Lieutenants, who are seeking, on a competitive basis, promotion to a limited number of positions within the Providence Police Department. Said examination is to be specifically designed to address the needs of the Providence Police Department, taking cognizance of its commitment to community and problem-oriented policing concepts in the delivery of police services to a culturally diverse urban community.

2. A local college or university decided on by the City will be the test administrator for the examination and will administer the test on the date of the examination. The exam developer must have the capability to develop and administer the exam in a

computerized format in lieu of, or in addition to, a paper examination, should the department so decide. At the conclusion of the examination, the test administrator will attain a raw score for each candidate. Each candidate will be made aware of their initial raw score by the test administrator immediately following the examination. In the case of a traditional written (paper) examination, the answer sheets will be sent by the test administrator to the test developer at the conclusion of the examination. The test developer will be responsible for correcting and scoring the tests once received from the test administrator. This includes reviewing each answer sheet and identifying any and all errors to include erasure errors not identified by the test administrator when establishing the initial raw score provided by the test administrator to the candidate on the examination date.

The test maker will provide a comprehensive confidential report of the scores attained by each candidate to the Chief of the Providence Police Department or his/her designee within seven (7) days of the examination administration date.

3. Interested examination providers must demonstrate experience and staff expertise; award of this contract will be made to the most responsible bidder. Factors which will be considered in selecting the most responsible bidder will include, but are not limited to:

   a. Cost
   b. Experience and capabilities of management and staff
   c. Adequacy of examination
   d. Prior experience with City of Providence Police Department (if applicable)

4. The examination developer shall submit a proposed timetable for the development and/or availability of the examination upon bid submission, and said timetable shall become an integral part of the bidder's bid submission. Failure to provide the same may be deemed sufficient cause to disqualify the bidder from further consideration.

5. The examination developer shall work with representatives of the test administrator with regard to the delivery and administration of the written examination, whether the test is given in a traditional (paper) format or via computer. The examination developer must also provide correction and review services for the examination.

6. In accordance with the Collective Bargaining Agreement between the City of Providence and the Fraternal Order of Police, Lodge #3, it states, "The information for the written examination shall come from four (4) sources:

   a. Titles 11 and 12 of the Rhode Island General Laws
   b. Titles 3 and 31 of the Rhode Island General Laws
   c. Rules and Regulations, General Orders of the Providence Police Department and Ordinances of the City of Providence and,
   d. An outside source to be determined by the City

The bargaining agreement further states: "Said promotional examination shall consist of a written examination comprised of one hundred (100) multiple choice questions. In formulating the test, **an equal number (25) of questions shall come from each of the four (4) sources." There will be no True or False questions on the exam.**

The Providence Police department will furnish to the examination developer sources (a), (b), and (c) from which 75 questions will be derived. The department will also provide to the examination developer the name of the outside source or textbook from which the remaining 25 questions shall be derived. The department may consult with the examination developer to seek recommendations for the outside source or text to be used.

7. The examination developer must furnish question booklets, answer sheets and test administration instructions to be used by the test administrator on the examination administration date. In the case of a computerized examination, the test developer must provide access to a secure website to be utilized by test candidates. The examination developer shall work with representatives of the test administrator with regard to the delivery and administration of the examination.

B. Examination Content and/or Development

1. Examination to consist of questions of an objective nature, designed to assess candidates' knowledge, comprehension, application, analysis, synthesis and evaluation of contemporary issues, techniques and practices associated with urban law enforcement, including the issues of community policing concepts, problem-oriented policing, community relations, search and seizure issues, civil liability, management and supervision principles, ethics, human relations, police administration, police tactics and operations, rules and regulations of the Providence Police Department and court procedure.

2. Items on the examination are to be well-written, unambiguous and factually correct. Items shall be drawn solely from references cited in the four sources identified above (A-6). Test vendors are expected to develop questions with only one "best" answer for each question.

3. **The test maker is solely responsible for developing the one hundred (100) questions to be utilized on the written examination, without consultation or input from any member (including subject matter experts) of the Providence Police Department. Under no circumstances are potential questions (including sample questions) to be discussed or delivered to the Providence Police Department or any of its members prior to the date of the written examination.**

C. Defending the Examination

Examination developer to be capable of providing documentation to support the ***best answer*** and to render assistance in defense of the item challenges during **candidate review and appeal process.** Candidate review and appeal process is to be completed within five (5) business days of the delivery of the test results to the Chief of Police. Each candidate disputing item/s is required to fill out a Providence Police Department Examination Appeal Form providing documentation in support of their answer. Said documentation shall come from the sources identified above. (A 6)

D. Appeals

Upon submission of all candidate appeals, examination developer will be responsible for rescoring all candidate tests to reflect the granting of any successful candidate appeals. This process must be completed within five (5) business days of the delivery of the candidate challenges to the test developer.

Oral interview process for the *Rank of Captain* in accordance with the following specifications:

A. General Information for the Oral Interview Process

The Providence Police Department is administering a promotional process for the rank of Captain. The process involves a written examination, specified above and an oral examination or interview. The promotional process for the rank of Captain is governed by the collective bargaining agreement by and between the City of Providence and Providence Lodge No. 3 Fraternal Order of Police. The mandates enumerated in the collective bargaining agreement are provided for informational purposes and guidance.

The written examination shall account for 35% of the candidate's total score. Subsequent to said written examination, **candidates shall be evaluated by an oral evaluation board comprised of three Providence Police Officers selected by the Chief of Police.** Said oral examination shall constitute 50% of the candidate's total score. The remaining 15% of the candidate's final score is derived from a combination of seniority, educational and discretionary service points.

The oral evaluation board, all participating candidates for promotion, and the oral evaluation process shall be videotaped, in their entirety, by an independent, licensed court reporting service.

Any disputes between the parties which may arise from the oral interview examination process shall be resolved through an expedited grievance procedure set forth in the

collective bargaining agreement between the City of Providence and the Providence Lodge No. 3 Fraternal Order of Police.

The current promotional process for the rank of Captain for which bids are sought will examine no more than **ten (10)** eligible lieutenants. Upon completion of the entire promotional process, the three candidates with the highest combined overall scores will be eligible for promotion to the rank of Captain.

B. Examination Content and/or Development

1. The oral examination developer must work with Providence Police Department subject matter experts (SME) in the development of up to ten (10) well-crafted interview questions to be used during the oral interview of up to **ten (10)** lieutenants who are eligible for promotion to the rank of Captain.

2. Said examination is to be specifically designed to address the needs of the Providence Police Department, taking cognizance of its commitment to community- and problem-oriented policing concepts in the delivery of police services to a culturally diverse urban community.

3. Examination questions may be designed to assess a candidates' knowledge, comprehension, application, analysis, synthesis and evaluation of contemporary issues, techniques and practices associated with urban law enforcement, including the issues of community policing concepts, problem-oriented policing, community relations, search and seizure issues, civil liability, management and supervision principles, ethics, human relations, police administration, police tactics and operations.

4. The examination developer must develop and provide to the Providence Police Department's subject matter experts, (SME's) a structured rating criteria, to be used in the scoring of individual questions.

5. The examination developer must provide training to department SMEs with respect to all aspects of the oral interview process including but not limited to the proper methodology for the rating/scoring of individual questions. Said training may be administered through web-based training or teleconference communications.

6. Interested examination providers must demonstrate experience and staff expertise; award of this contract will be made to the most responsible bidder. Factors which will be considered in selecting the most responsible bidder will include, but are not limited to:

    a. Cost
    b. Experience and capabilities of management and staff
    c. Adequacy of examination

d. Prior experience with the City of Providence Police Department (if applicable)

7. Examination developer shall submit a proposed timetable for the development and/or availability of the examination upon bid submission, and said timetable shall become an integral part of the bidder's bid submission. Failure to provide the same may be deemed sufficient cause to disqualify the bidder from further consideration.

E. Confidentiality

Examination developer shall be solely responsible for ensuring confidentiality and security of test materials before, during and after examination administration. The designated representative of the City of Providence and the examination developer/administrator shall execute a "security agreement," in accordance with the collective bargaining agreement, to implement this provision of the bid specifications for the protection of all parties.

F. Notes to all Bidders

1. The specifications and terms set forth within are those for the furnishing of a written police promotional examination and the development of an oral interview process for the ***Rank of Captain.*** Where the vendor would provide additional materials, benefits or services under the terms of their standard agreements with other governmental agencies, said materials, benefits or services are incorporated by reference into these specifications. The contract terms will be considered in effect upon the approval of the Board of Contract and Supply of the City of Providence, in awarding the bid to the vendor and the issuance of a purchase order by the City of Providence.

2. The City of Providence Police Department reserves the right to reject any or all proposals, or any parts thereof, to waive any informality in any proposal, or any part thereof, and to make such award or awards as it shall deem to be in its best interest.

3. The City of Providence Police Department reserves the right to cancel any contract entered into as a result of this proposal with a minimum thirty (30) days' notice.

4. Bids which are incomplete, vague, contrary to the Collective Bargaining Agreement or which require additional costs shall be disqualified from the bidding process at the discretion of the department.

5. Pricing: Bids should include pricing for two options:

   Option 1: Pricing for a traditional (paper) written exam. Pricing must include all costs associated with the exam, including, but not limited to, delivery and scoring of the exam booklets, score sheets, etc.

Option 2: Pricing for an electronic (computer based) exam. Pricing should include total costs, including, but not limited to, setup up, delivery, and scoring of the exams.

Bids which require additional costs not specified in the proposal will be disqualified.

6. The City of Providence requires that the prices and terms quoted by the bidder for written police promotional examination for the ***Rank of Captain*** shall remain firm for the duration of the contract.

7. In evaluating the bids, the **unit price** quoted in the proposal must be multiplied by the estimated quantity for each item. The sum of the resultant figures will constitute the basis for determining the overall lowest bid for the written police promotional examination for the ***Rank of Captain*** contained herein. *The actual quantities purchased may be more or less than the estimated quantities shown. The estimated quantities are not guaranteed in any way.*

8. All bids must be submitted on blank forms furnished by the Purchasing Department of the City of Providence, City Hall, 25 Dorrance Street, Providence, RI 02903.

BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

SUPPLEMENTAL INFORMATION

If the issuing department for this RFP determines that your firm's bid is best suited to accommodate their need, you will be asked to provide proof of the following prior to formalizing an award.

An inability to provide the outlined items at the request of the department may lead to the disqualification of your bid.

This information is NOT requested to be provided in your initial bid that you will submit to the City Clerk's office by the "date to be opened" noted on page 1. This list only serves as a list of items that your firm should be ready to provide on request.

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city's Open Meetings Portal and made available as a public record.

You must be able to provide:

- Business Tax ID will be requested after an award is approved by the Board of Contract and Supply.