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**POLICE LIEUTENANT AND POLICE SERGEANT  
PROMOTIONAL ASSESSMENT SERVICES**

RFP 21-11

**ADDENDUM NO. 1**

May 12, 2021

Request for Proposal No.: RFP 21-11  
Opening Date and Time: 2:00 PM, May 17, 2021

The following changes, clarifications, and or additions are hereby made to the Police Lieutenant and Police Sergeant Promotional Assessment Services, RFP 21-11.

**Questions and Answers:**

**1. How often is the promotional process conducted?**

When needed, we currently have openings for a Sergeant and Lieutenant positions. We create a list that lasts 1 year from creation.

**2. How many candidates have historically participated in each component (i.e., written examination, assessment center) for each rank?**

It can range anywhere from 1 to 10 candidates, depending on the situation. It is estimated that 10 would be the max for going through the assessment center.

**3. Are candidates required to pass the written examination to proceed to the assessment center? If so, is there a pre-established pass point?**

This will be determined at a later date.

4. **Will the City of Fairbanks/Fairbanks Police Department be responsible for recruiting assessors, or will the vendor take this responsibility?**

It is the hope that both the City and Vendor would be collaborative with recruitment. A vast part of the assessment center model is that the assessors have no connection to the candidates.

5. **Is there a geographical preference that should be considered when recruiting assessors?**

We would like to see assessors from the Alaska and Washington regions if possible.

6. **Will the Fairbanks Police Department be responsible for paying assessor expenses, or will the vendor?**

Travel can be arranged through the city. Other expenses will be determined and negotiated at a later date.

7. **What company has provided these or similar services to the Fairbanks Police Department in the past?**

In the past 16 years it is confirmed that this process has not been in place.

8. **Are you okay with us submitting a proposal for the assessment portion only and not the written examination?**

The City will be awarding this proposal as a whole.

9. **Is the City open to a *virtual* leadership assessment process whereby a battery of leadership assessments is emailed to each candidate. Candidates have the ability to take the assessments in the comfort of their homes or at scheduled times at the FPD.**

It is the hope of Fairbanks Police Department that the assessment center be in person but the prep prior to the assessment center can be virtual.

10. **Similarly, is the City open to *virtual* interview, orientation, and post-assessment meetings?**

Again, the assessment center must be in person but other items may be virtual.

This amendment must be acknowledged by manually signing this amendment sheet and submitting it with the sealed bid documents.

All other terms, conditions, and specifications of the original Request for Proposal remain unchanged.

CITY OF FAIRBANKS

*Christina Rowlett*

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Christina Rowlett  
Risk Manager/Purchasing Agent

ACKNOWLEDGEMENT

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Signature

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Date