

CITY OF BOULDER, COLORADO  
FIRE-RESCUE DEPARTMENT  
RFP #17-2010

NOTICE OF CALL FOR PROPOSALS

The City of Boulder is seeking proposals from qualified firms for development, administration and monitoring of an assessment center for the ranks of Fire Captain and Fire Lieutenant.

Sealed proposals will be received by the City of Boulder, Colorado, at the City of Boulder Fire Rescue Department, 1805 33<sup>rd</sup> Street, Boulder, Colorado 80301, until 5:00 p.m., July 8, 2010, for services for developing, administering, and monitoring an assessment center for the ranks of Captain and Lieutenant. Between four and ten candidates are expected for each assessment center.

Proposals shall be in a sealed envelope, plainly marked "RFP No. 8-2006, Assessment Center, July 8, 2010," and addressed to:

Training Chief Mark Johnson  
City of Boulder  
Fire-Rescue Department  
1805 33<sup>rd</sup> Street  
Boulder, Colorado 80301

No hand carried proposals shall be accepted. All proposals must be sent by method confirming receipt by the City of Boulder Fire-Rescue no later than July 8, 2010 at 5:00 pm. Late proposals will not be considered.

A Pre-proposal Conference will be held June 16, 2010, from 2:00 p.m. to 4:00 p.m at which time the selection committee will be available for telephone conference at (303) 441-4178, or in the Fire Department conference room at 1805 33rd, Boulder.

City of Boulder, Colorado  
A Municipal Corporation

By: \_\_\_\_\_  
For the Director of Finance and Record  
Ex-officio City Clerk

CITY OF BOULDER, COLORADO  
FIRE-RESCUE DEPARTMENT  
RFP #17-2010

REQUEST FOR PROPOSAL FOR ASSESSMENT CENTER SELECTION

**Proposals must include cost estimate, methodology and samples for the following:**

1. Review the critical dimensions derived from job task analyses.
2. Develop, administer, and monitor an assessment center for the ranks of Fire Captain and Fire Lieutenant. The content and administration of assessment centers must comply with: a) the standards provided in the "Guidelines and Ethical Consideration for Assessment Center Operations", endorsed by the 28th International Congress on Assessment Center Method, May 4, 2000, San Francisco, CA; b) the standards contained in the Uniform Selection Guidelines; and c) City of Boulder Personnel policies and practices; d) the terms of the Promotion Addendum to the Collective Bargaining Agreement, Appendix Page 1 et seq. All assessment center exercises must be related to job skills, knowledge, and/or abilities.

**Development, administration and monitoring assessment center shall include:**

- a. Providing an informational study guide for assessment center participants. The guide should provide adequate information for a first time participant.
- b. Providing detailed assessor training including simulation of each event. An assessor should be assigned as the leader of each team. (As an option: Procurement of assessors)
- c. Meeting with candidates prior to the assessment center for briefing and answering questions. This meeting must be held a minimum of one month prior to the assessment center.
- d. Providing all training and testing materials.
- e. Evaluating the candidates who participate in the assessment center, including:
  1. Ranked scores for each candidate at the conclusion of the assessment center;
  2. Candidate feedback immediately following the assessment center to include a discussion of strengths, weaknesses, and overall perceptions;

3. Department feedback (written) reviewing the overall strengths and weaknesses of candidates as a group; and,
4. Individual written feedback to each candidate detailing their performance, strengths and weaknesses.
3. Providing expert testimony in the event of subsequent litigation (specify rate of pay). Arrangements for payment of expert testimony will be made separate from this agreement.
4. Estimated travel and other expenses.
5. The Principal of the consultant firm or a designee agreed on by both the Principal and the City of Boulder is required to be present in Boulder throughout the services provided.

**In addition to the above, the proposal should also include the following information:**

1. Professional background of the principal and any staff assisting in the consulting services.
2. List of assessment centers conducted in the last 24 months for Fire Departments. Include contact person, phone number and date assessment center was conducted.
3. Experience as an expert witness in relevant litigation.
4. Availability to conduct assessment center in the month of October, 2010. The best dates for the assessment centers will be the week of October 25, or as close to this week as possible.
5. Experience with videotaping assessment centers, including assessor final evaluation of candidates.

**The City of Boulder will provide:**

- Procurement of assessors; (as an option)
- Facilities for training and testing;
- Information and materials regarding department policies and procedures;
- Cost to mail materials to candidates;

- Supplies or equipment required by Consultant (multiple copies of material or handouts, easel, pencils, pens, pads, etc.);
- Subject matter experts to advise and review exercises; and,
- Video equipment and operator.

### **Proposal Award Considerations:**

1. The City will base its award of contracts on the contractors that best meet the specifications and objectives of this RFP. In addition, the City acting through its duly authorized representatives shall have the right to reject any and all proposers and to waive any informality or irregularities contained in said proposals. The City reserves the right to make multiple awards if it is in the best interests of the City to do so and to negotiate additional options with the successful proposers.
2. The preparation of the response to this RFP is prepared at the contractor's expense and all material submitted regarding this RFP becomes the property of the City and therefore a public record.
3. In determining acceptance of a proposal, the City shall determine whether the contractor:
  - a. Possesses adequate technical and financial resources to perform the work or the ability to obtain the resources required.
  - b. Possesses necessary experience, organization, and technical skill in the work they are bidding.
  - c. Proposes a reasonable approach to achieve the objectives of the work.
  - d. Has a satisfactory record of performance in the areas of services they are bidding on.
  - e. Will perform the service at a low cost.
4. After the City has selected the contractors it most prefers to work with, on the basis of both cost and quality of service, it will negotiate with those contractors. If negotiations prove unsuccessful, the contractor will be notified that the negotiations are terminated and negotiations may then be commenced with the other contractors and may be continued until mutually satisfactory arrangements are made.
5. The successful proposers will be required to enter into contracts with the City containing the customary provisions, including but not limited to proof of required insurances. Copies of the consulting contract may be obtained upon request.
6. Center Administrator for this RFP is:

Training Chief Mark Johnson  
City of Boulder,

Fire-Rescue Department  
1805 33<sup>rd</sup> Street  
Boulder Colorado 80301  
OFFICE: (303) 448-1132  
FAX: (303) 441-4350  
E-MAIL: [johnsonm@bouldercolorado.gov](mailto:johnsonm@bouldercolorado.gov)

7. Questions concerning this RFP should be directed to the Center Administrator.
8. The City of Boulder Fire-Rescue Department may require information to determine if proposers have financial stability, quality control in work, qualified professional staff, facilities and business organization to conduct proper business with the City of Boulder, Colorado.
9. All prices shall be quoted F.O.B. destination, Boulder, Colorado. All bid prices shall be exclusive of any Federal, State or local taxes from which the City of Boulder is exempt by law.
10. Liability and Property Insurance. The contractor and all subcontractors shall obtain the insurance and provide certificates to the City:
  - a. Minimum Amounts
  - b. The Consultant shall carry the following minimum amounts of insurance:
    1. Workers' compensation in statutory limits.
    2. Comprehensive general and automobile liability policy with minimum limits at least equal to the liability limits set forth in the Colorado Governmental Immunity Act, Section 24-10-101, et seq., C.R.S., which are currently set at:
      - Bodily Injury  
\$150,000 each person, including death  
\$600,000 each occurrence
      - Property Damage  
\$600,000 each occurrence
    3. Professional liability with coverage limits to be negotiated
  - c. Valuable Papers

Furthermore, the Consultant shall carry valuable papers insurance in an amount sufficient to assure the restoration of any plans, drawings, field notes, or other similar data related to the services covered by this Agreement in the event of their loss or destruction until such time as the final submission by the Consultant has been made and accepted by the City.
  - d. Coverage

This insurance shall be primary insurance, supplemental and “excess” to the City’s insurance. All policies of insurance under this Agreement shall be provided by a reputable insurance company or companies qualified to conduct business in Colorado. The City reserves the right, but shall not have the duty, to reject any insurer which it finds to be unsatisfactory and insist that the Consultant substitutes another insurer that is reasonably satisfactory to the City. This insurance shall be maintained in full force and effect during the term of this Agreement and for the additional periods set forth herein and shall protect the Consultant, its agents, subcontractors, employees and representatives, from claims for damages for personal injury and wrongful death and for damages to property arising in any manner from negligent or wrongful acts or omissions of the Consultant, its agents, subcontractors, employees, and representatives in the performance of the services covered herein.

e. Additional Insureds

The City and its officers, agents, and employees shall be named as additional insureds on all insurance policies provided by the Consultant under this Agreement.

f. Automobile Coverage

Automobile insurance shall, without limitation, cover all automobiles used in performing any services under this Agreement.

11. Indemnification. The following is the indemnification language from the City’s Consulting Agreement that contractor would be required to sign: “The Consultant shall be responsible for all damages to persons or property caused by him, its agents, subcontractors, employees or representatives which may arise from its negligent or wrongful performance of this Agreement, and shall indemnify, hold harmless, and defend the City and its officers, agents and employees from any claim or action brought by reason thereof. As part of this obligation, the Consultant shall compensate the City for the time, if any, spent by its counsel in connection with such claims or actions at the rates generally prevailing among private practitioners in the City of Boulder for similar services. The Consultant’s obligation to indemnify the City as set forth in this Agreement shall survive the termination or expiration of this Agreement.”
12. Compliance. The Contractor shall perform all work and conduct his business while on this project in compliance with all Federal, Colorado State, Boulder County and City of Boulder regulations and ordinances.
13. Licenses and Permits. The contractor shall obtain all necessary permits and licenses.

14. Amendments. In the event it should be necessary to revise any portion of this RFP, addenda will be provided to all proposers who received the original RFP. If you received this RFP by means other than mail or fax directly from the City of Boulder, you must furnish your name, address and telephone number to the Project Manager identified in paragraph 7 above in order to receive any addendum to this RFP.
15. Conflicts of Interest. By submission of a proposal, proposer agrees that, at the time of contracting, the contractor has no interest, direct or indirect, that would conflict in any manner or degree with the performance of the contractor's services. The contractor shall further covenant that, in the performance of the contract, the contractor shall not employ any person having any such known interest.
16. Schedule of Activities.

<b>ACTIVITIES:</b>	<b>DATE:</b>
1. RFP published	
2. Vender Pre-proposal Conference (no questions accepted after this date)	June 16, 2010
3. Response to proposer questions	June 18, 2010
4. Proposal submission deadline	July 8, 2010, 5:00 p.m.
5. Consultant selection (estimate)	July 18, 2010
6. Desired date of assessment center	October 25-29, 2010

### **Pre-proposal Conference**

The selection committee will be available June 16, 2010, from 2:00 p.m. to 4:00 p.m. at (303) 441-4178 for telephone conference, or in the Fire Department conference room at 1805 33rd, Boulder, to answer any questions raised by bidders. Any significant issues will be addressed with an Amendment to this document, which will be sent to all bidders by June 18, 2010. Questions should be reserved for this conference.

### **Proposal Submittal**

Five copies of the proposal must be received by the City of Boulder by 5:00 p.m. MST, Thursday, July 8, 2010. Proposals shall be in a sealed envelope marked:

RFP No. 8-2006  
Fire Department Assessment Center Selection Committee,

c/o Mark Johnson  
Fire Department Headquarters  
1805 33rd Street  
Boulder, CO 80301-2576

No proposals will be considered which are received after the above date and time. Bids received after the proposal deadline will be returned to the proposer unopened.

The City of Boulder may require that no proposer may withdraw a proposal for period of up to forty-five (45) days after the date of submitting proposals, but that a proposal may be withdrawn up to twenty-four (24) hours prior to the expiration of the deadline for submitting proposals. The selection committee may negotiate with the first preference. If negotiations are unsuccessful, the bidding consultant will be notified that negotiations are terminated. Negotiations may then be commenced with the next preference. Negotiations may be continued until mutually satisfactory arrangements are concluded