



CITY OF MEMPHIS

REQUEST FOR QUALIFICATIONS

#52011

**Entry-Level Testing Services for Police Recruit
and Police Services Technician**

Addendum #1

Questions & Answers

Except to remove vendor names and addresses, questions are provided exactly as submitted.

#		Section	Question / Answer
1	Q	Introduction/ Purpose	How long is your application period typically open?
1	A		<i>We accept applications for Police Recruit on a continuous basis. PR - During COVID-19, our application period is roughly about six months. This is due to social distancing guidelines. Pre-COVID our application period is three months. PST – Typically the entire testing process, starting with application, is three-months.</i>
2	Q	Introduction/ Purpose	Which testing vendor was used during the City’s last entry-level police officer screening process?
2	A		We do not currently utilize a testing vendor. The last testing vendor used for entry-level police screening and selection was Morris & McDaniel, Inc. in 2010.
3	Q	Introduction/ Purpose	What was the total project cost of the last test/test administration?
3	A		We currently test in-house using in-house resources. The last test, administered by an outside testing vendor, had an initial contract cost of \$500,000 with additional costs per recruit class.
4	Q	Introduction/ Purpose	Do you currently offer a physical agility test as part of the application process? If yes, at what point do you test candidates?
4	A		Yes. Candidates complete our battery of test after submitting application and successfully completing the recruiter screening process. Candidates are tested twice a month. We will test more than twice a month if needed
5	Q	Introduction/ Purpose	What physical agility test was used during the last recruitment/screening process?
5	A		Our battery of test includes a 1.5 mile run, physical abilities test (obstacle course) and written exam.
6	Q	2.1.7	The RFQ asks for 48 hour scoring turnaround time if proposer is scoring the test(s), would two (2) business days suffice?
6	A		Yes.
7	Q	Introduction/ Purpose	Have you historically used the same written exam for Recruit and PST?
7	A		We have been using the current written exam since 2017.
8	Q	Introduction/ Purpose	How is the City currently navigating testing through COVID?

8	A		We have reconfigured our in-person physical agility testing to accommodate a safe environment for candidates and employees. All testing follows the social distancing guidelines that have been outlined by the City of Memphis Workplace Safety Team
9	Q	Exhibit 2	Can the Cyber Liability coverage be lowered to \$2,000,000 for each claim/aggregate?
9	A		The vendor would be required to submit a formal written request to the City's Law Division (City Attorney and Risk Management) with an explanation for the waiver of the cyber liability coverage level. Each request is reviewed and considered on a case-by-case basis.
10	Q	Introduction/ Purpose	Can you provide information regarding the volume and frequency of testing for previous years for each position?
10	A		PR-In 2019, we tested 824 candidates. We tested candidates at minimum 3-4 times a month. PST-In 2019/2020, we tested 49 candidates between the months of November and June. This number will increase in years following as we introduce a fall PST class.
11	Q	Introduction/ Purpose	How many candidates do you anticipate testing each year in order to achieve the hiring goals identified in the RFQ?
11	A		800-1000 candidates per year.
12	Q	Introduction/ Purpose	At present, is the same testing process used for both Police Recruit and Police Services Technician (PST)?
12	A		Yes.
13	Q	2.1.4 Scope of Services	What are your expectations with respect to the schedule of administration (i.e., frequency of administration and volume for each administration)?
13	A		Hosting of a written exam and oral exam as often as 2 times per month with as many as 50 candidates (PRs and PSTs) and as few as 5 during any given test.