

**ADDENDUM NO. 3
WINDSOR POLICE SERVICE – EMPLOYEE ASSESSMENT INITIATIVES CONSULTANT
RFP NO. 43-21**

April 6, 2021

This addendum amends and forms part of the Proposal Documents. The Proponent shall insert the addendum behind the cover page of the Proposal Documents.

See the following questions and answers;

1. What is the time for completion of the work for the successful vendor?

Answer: Although it would be preferred that it is completed for use for the 2022 promotional process (i.e. by August 2021), it is recognized that this is unlikely and we are cognizant that implementation may not occur prior to the 2023 promotional year (August 2022).

2. What is the estimated budget range? What is the relevance of the yellow highlighted areas in the Competency Dictionary in the RFP requirements?

Answer: There is no estimated budget; we are expecting competitive bids based on the deliverables.

The yellow highlighted portions in the Competency Dictionary represent the expected level of the competency that would be met by someone at that rank. For example, the expectation is that a Staff Sergeant should exhibit behaviours at Level 4 of the Coaching competency.

3. There currently is no breakdown of expectations, how should a vendor approach making estimates of costs related to, IE number of training sessions, number people to train, assessments?

Answer: The vendor should provide its recommendation as to what it believes is required in order to implement the promotional process.

Training may include:

- Director HR regarding necessary processes / procedures
- Information sessions for members and/or electronic information session that can be recorded and replayed by members;
- Proposed training for promotional panel members that be used to train individuals in the future.

4. What is the best approach to arrive at the lump sum requirement without a breakdown of expectation?

Answer: The question is not well understood. The expectation is that there is a robust promotional process put into place. The vendor may parse out costs to different phases / work, but should provide an ultimate cost that reflects creation and implementation of the promotion process.

Except for the contents of this addendum, all other terms and conditions of this proposal remain the same.

END OF ADDENDUM NO. 3

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

Elaine Castellan
Purchasing Supervisor

EC/kr

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April 6, 2021

I hereby acknowledge receipt of Addendum No. 3 to the RFP No. 43-21 (3 pages).

The information contained therein is hereby noted and account of same will be taken in our proposal cost.

This information was received on the _____ day of _____, 20____.

Signature

Name (Printed)

Company Name

***NOTE: You are required to acknowledge this addendum with your proposal submission.**

**PLEASE FAX BACK TO (519) 255-9891 OR E-MAIL @ purchasing@citywindsor.ca SIGNED
ACKNOWLEDGEMENT SHEET ASAP**

Attn: Purchasing Department