

ADDENDUM NO. 1
WINDSOR POLICE SERVICE – EMPLOYEE ASSESSMENT INITIATIVES CONSULTANT
RFP NO. 43-21

March 26, 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. Does WPD plan to develop and administer the knowledge test or is the vendor expected to develop this assessment along with additional competency-based assessments?

Answer: Any knowledge-based testing will be developed by the Windsor Police Service and/or the Ontario Police College.

2. Can you clarify further as to what is meant by - ‘preferably in the public sector and specific to policing’. Does that mean you get some points for public sector and more for policing?

Answer: The statement is meant to reflect that the committee will consider experience directly related to policing an asset. Submissions may be rated higher if they have direct experience working with policing promotional processes, but experience in the public sector is also recognized as being an asset.

3. You’ve indicated a training component – (which is good however what does the WPD think that would entail?)

Answer: This will depend on the submission. If the current competencies are changed or altered, all members of the Windsor Police Service will need to receive information about the competencies and how they relate to the promotional process. Ideally, training would include information sessions regarding the promotional process that is proposed, the competencies used, and how candidates can expect that they will be rated in the process. Training regarding Competency Evaluators, Oral Interview Boards and Appeal Board members should be provided, as may be necessary.

Training may include in-person sessions performed by the bidder, materials provided to the WPS to be performed in-house, e-learning, etc.

4. In terms of the coaching component, is the expectation is the vendor would provide training WPD to deliver coaching or if this would be done by the vendor?

Answer: It is expected that coaching of WPS members would be done by the WPS following the promotional process and/or through the current Performance Management Process.

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

END OF ADDENDUM NO. 1

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

Elaine Castellan
Purchasing Supervisor

EC/kr

**ADDENDUM NO. 1
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RFP NO. 43-21**

March 26, 2021

I hereby acknowledge receipt of Addendum No. 1 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