



LAKE COUNTY FLORIDA

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ADDENDUM NO. 1

Date: February 14, 2014
Request for Proposal 14-0016
LIEUTENANT PROMOTION PROGRAM

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid response. Acknowledgement may be confirmed either by inclusion of a signed copy of this addendum with the initial bid response, or by completion and return of the addendum acknowledgement section of the solicitation. Failure to acknowledge each addendum may prevent the bid from being considered for award.

This addendum does not change the date for receipt of bids or proposals.

The purpose of this addendum is to provide responses to the following questions initiated by various vendors:

Question 1: Do they already have (what is age?) of Job Analysis?

Answer 1: We had a job analysis completed in 2012.

Question 2: Name of vendor who did the prior promotional work for testing this rank?

Answer 2: CPS HR Consulting

Question 3: How much was paid for the prior testing of this rank?

Answer 3: \$19,500

Question 4: Are local officers to be used as assessors?

Answer 4: Local assessors will be used. Also see response to question 7 below.

Question 5: Who pays for the assessors expenses (travel, housing, food)?

Answer 5: The County

Question 6: Will county provide facility for assessor training and scoring activities?

Answer 6: Yes

Question 7: On page 11 of the RFP under section 2.4, the third bullet states; “Provide sufficient qualified assessors for the day of the Assessment Testing.” We would like clarification of this provision. There are two ways of accomplishing this aspect of the proposed work. They are as follows:

1. The JTS Association has worked with numerous departments and fire officers in developing an extensive listing of trained and certified assessors. We have over 700 fire officers throughout the State of Florida so trained and certified. We typically assist the client department, in this case the Lake County Fire Rescue Service, in obtaining the assessors, however the client actually extends the invitation, public agency to public agency. In this manner there is no cost for the qualified assessors except for providing lunch and snacks and possibly housing one or two if they travel for over one hour to reach the assessment site.

2. The JTS Association is responsible for obtaining the assessors without assistance from Lake County Fire Rescue. While the client has the right of review and refusal of the assessors solicited by JTS, the cost of hosting the assessors, feeding the assessors, and if necessary housing the assessors is completely the responsibility of the contractor (JTS). This approach requires that the assessors be reimbursed for travel and paid an honorarium since they are being requested to respond and serve a private organization, in this case JTS.

Obviously, option 2, as described above is more costly when inviting an expected nine qualified fire officers to serve as assessors. Please advise, can the exchange of assessors between public agencies be facilitated by the contractor or must the contractor obtain and reimburse the assessors.

Answer 7: The County currently intends to operate on the basis of option 1 above

Acknowledgement of receipt and review of addendum:

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Typed/Printed Name: _ _____