

PURCHASING DEPARTMENT

The bid listed below has had addenda issued. Documents are available over the Internet at <http://www.bid.ci.norwalk.ct.us>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. A link to the Adobe site is provided on the internet bid page. This service is also available via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. The document number to request will be the same as the project number indicated above.

Project #	Addendum #	# of pages	Original Issue Date	Request Doc #
2957	1	3	May 19, 2010	1001 - see text below

Date	June 2, 2010		
Project Number	2957		
Addenda Number	1		
DEADLINE	2:00 PM	June 8, 2010	
Project Title	PROMOTIONAL EXAMS – FIRE DEPARTMENT (Lieutenant, Captain, Deputy Chief, Inspector)		

This Addendum is a contract document modifying previously issued documents, which remain in full force except as specifically modified below.

Quotations appearing on the Proposal are to reflect the provisions of this Addendum. Failure to acknowledge receipt of this Addendum in the space provided on the response sheet may subject candidate to disqualification.

Responses to Questions:

1. **Question:** We recommend that a job analysis for each position be conducted to ensure content validity of the examinations. The RFP does not provide for a job analysis. Is there a reason?

Answer: Job analyses for the positions are not required for this project.

2. **Question:** In order to be able to submit a reasonably accurate price quote we will need to know the approximate number of people to be tested for each position.

Answer:

Lieutenant	Captain	Deputy Chief	Inspector
35	15	5	15

3. **Question:** How many people were tested for each position the last time (how many written and how many oral)?

Answer:

WRITTEN

Lieutenant	Captain	Deputy Chief	Inspector
33	13	6	18

ORAL

Lieutenant	Captain	Deputy Chief	Inspector
18	13	4	18

4. **Question:** Who conducted the last promotional examination?

Answer: McCann Associates.

5. **Question:** Is there any reason to believe that the City would not want to use the same vendor again?

Answer: No.

6. **Question:** Section 1.2.7.b., requires raw scores for each candidate be submitted for each examination subdivision. Can you please clarify the meaning of this phrase?

Answer: Examination scores shall be provided to the Norwalk Fire Department by the awarded contractor for categorized subdivisions/subjects such as (but not limited to) supervisory skills, pre-fire planning, and strategy & tactics.

7. **Question:** Is the contractor expected to administer the oral examination?

Answer: Yes, the awarded contractor shall administer the oral examination for the Norwalk Fire Department.

8. **Question:** Who is expected to select the persons to serve on the oral boards and who is expected to compensate them?

Answer: The Norwalk Fire Department shall select the persons to serve on the oral boards and compensate the board members as well.

9. **Question:** Have questions from local materials (e.g., standard operating procedures, rules and regulations, etc.) been on the written examination in the past and, if so, is it anticipated that local items will be used on these examinations?

Answer: No.

10. **Question:** If it is expected that local items will be used on the written examinations, approximately how many will be required?

Answer: Not Applicable.

END OF ADDENDUM #1