

**CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT
purchasing@newtonma.gov
Fax (617) 796-1227**

August 3, 2020

**ADDENDUM #1
INVITATION FOR BID #21-02**

POLICE CHIEF EXECUTIVE RECRUITMENT PROCESS AND EVALUATIONS

THIS ADDENDUM IS TO: ANSWER THE QUESTIONS BELOW:

Q1. Do you anticipate extending the bid due date?

A1. No, the bid due date remains the same.

Q2. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

A2. None

Q3. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?

A3. No.

Q4. Other than your own website, where was this bid posted?

A4. Q4. The Newton TAB, CommBUYS, the Massachusetts Goods & Services Bulletin and outside the Newton Purchasing Department Office, 1000 Commonwealth Avenue, Room 201, Newton, Massachusetts.

Q5. How many copies of the Technical Proposal does the City wish to receive? We ask since there appears to be conflicting information about this in the RFP. Page 3 requires "...one ORIGINAL and five (5) COPIES" where Part IV.A. near the bottom of page 5 requires "...one (1) original and one (1) digital copy of the Technical Proposal...."

A5. The seventh paragraph at p. 3 of the Request For Proposals (RFP) is deleted. The first sentence of the last full paragraph at p. 5 of the RFP is deleted and the following is substituted therefor: "Proposals shall consist of two parts: (i) a Technical Proposal, which shall consist of all information responsive to this RFP except price and (ii) a Price Proposal. Proposers shall submit one (1) original and five (5) paper copies of the Technical Proposal and one (1) paper copy of the Price Proposal. (In addition, a digital version of the Technical Proposal is requested, but not required.)"

Q6. Will the City accept a thumb drive rather than a CD, as stated on page 3, as the electronic copy of the Technical Proposal?

A6. See A5 above.

Q7. For how many candidates does the City wish to have the consultant conduct a comprehensive background check per Part I and Part II.C. on page 5 and Part VI.G. on page 8?

A7. Up to three.

Q8. Does the comprehensive background check require that the consultant meet with the candidate's (a) current supervisor and (b) current subordinates at the candidate's current place of employment and, likewise, canvass the candidate's current neighborhood, or are telephone calls to supervisors and subordinates as well as the electronic checks of the records and databases specified in Part VI.G. all that is required?

A8. No.

Q9. Will the City agree to have the Committee's activities in Part VI.F. take place after the assessment center? We have found from experience over the decades that having the information from the assessment center is invaluable to the Committee's deliberations regarding the candidates.

A9. We will make this determination with the consultant, based on their recommendations and input from the executive team. It is likely we will follow the lead of the consultant and be agreeable to this but providing a definitive answer at this time is no possible.

Q10. Exactly how many exercises does the City wish to have the consultant include in the assessment center? For a chief of police, this typically includes five or six exercises.

A10. If the consultant we choose recommends an assessment center, I would expect that we would follow the recommendations of the consultant as it relates to the number of exercises. That said, in my experience, six exercises is sufficient.

Q11. Who are the members, by position classification not name, of the Evaluation Committee which will be reviewing proposals received in response to the RFP?

A11. That has yet to be determined but at this time, it is estimated to likely include the Director of Human Resources, the Human Resources Business Partner to the Newton Police Department, the Chief Financial Officer and the Mayor.

Q12. Will the City agree to amend Part XI.C.3., Minimum Evaluation Criteria, to require the Certificate of Foreign Corporation only after notice of award of contract? The language of the RFP here as now stated contradicts the policy of the Secretary of State of the Commonwealth as stated on his web site: "A foreign corporation must file a certificate of registration within 10 days after it starts to transact business in the commonwealth." Please see <https://www.sec.state.ma.us/cor/corpweb/corfor/forinf.htm>

A12. Section XI(C) provides as follows:

In addition, the proposer must provide the following additional Minimum Criteria documents (copies attached), duly completed and signed:

- 1. Bidder's Qualifications And References Form**
- 2. Certificate of Tax Compliance**
- 3. Certificate of Non-Collusion**
- 4. Debarment Letter**
- 5. IRS Form W-9**

Q13. Regarding Attachment F, paragraph 4 on page 19, where our firm currently has on hand more than 20 contracts, making a response to this item unduly burdensome, will the City agree to accept a listing of five current contracts in line with the space provided on this form?

A13. Yes.

Q14. Will the City agree to waive Attachment F, paragraph 8 on page 19? Vehicles/Equipment are not relevant to his engagement.

A14. Yes.

All other terms and conditions of this bid remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA ON YOUR
BID FORM. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD
RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.**

Thank you.

A handwritten signature in black ink that reads "Nicholas Read". The signature is written in a cursive, slightly slanted style.

Nicholas Read
Chief Procurement Officer