



REQUEST FOR PROPOSALS

RETURN PROPOSALS TO:

City of Portsmouth, Virginia
Purchasing Office
801 Crawford Street, 5th Floor
Portsmouth, Virginia 23704
Phone: 757-393-8858
Fax: 757-393-5475

QUESTIONS CONTACT:

Michael Ammons
757-393-8858, X6298

PROPOSAL NUMBER

P44-11-MA

NOTE: Offeror is required to complete the enclosed W-9 form and return with proposal response. Proposals not inclusive of a completed W-9 may not be considered. Proposals must be returned in a sealed envelope to include company, proposal# and closing date.

DATE	CLOSING DATE
April 5, 2011	Monday, April 18, 2011 at 2:00PM
PLEASE SUBMIT YOUR PROPOSAL ON THE FOLLOWING	
The City of Portsmouth is seeking proposals from qualified Consultants to provide administrative assistance for the Police Department's internal assessment process for promotions.	

- I. Every contract in excess of Ten Thousand Dollars (\$10,000.00) shall include the following provisions:
 - A. During the performance of this contract, the contractor agrees:
 1. That the contractor will not discriminate against any employee or applicant for employment because of **race, religion, faith-based organization, color, sex, national origin, age, disability** or any other basis prohibited by State law. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 2. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 - B. The contractor will include the provision on the foregoing paragraphs in every subcontract or purchase order over Ten Thousand Dollars (\$10,000.00) so that the provisions will be binding upon each subcontractor or vendor.
- II. **AWARD OF PROPOSAL** – Selection of proposals will be made in accordance with the City Code Section 12-276, non professional services or 12-278, professional services.
- III. Is your firm a certified minority business with the Virginia Department of Minority Business Enterprises?
Yes ☐ No ☐ Type _____

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2	Name (as reported on your income tax return)	
	Business name, if different from above	
	Check appropriate box ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶	☐ Exempt from backup withholding
	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code	
	List account number(s) here (optional)	
	Requester's name and address (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
OR								
Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign
Here**

Signature of
U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding,
- or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- an individual who is a citizen or resident of the United States,
- a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- any estate (other than a foreign estate) or trust. See Regulation section 301.7701-6(a) for additional information.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

CITY OF PORTSMOUTH

**REQUEST FOR PROPOSALS
(SEALED PROPOSALS)**

PROPOSAL NUMBER

P44-11-MA

FOR

**CONSULTANT TO PROVIDE ADMINSTRATIVE ASSISTANCE
FOR INTERNAL ASSESSMENT PROCESS
FOR PROMOTIONS**

CLOSING DATE/TIME

**Monday, April 18, 2011
2:00 PM**

**CITY OF PORTSMOUTH
Purchasing Office
801 Crawford St, 5th Floor
PORTSMOUTH, VA 23704**

A handwritten signature in black ink, appearing to read 'Michael Ammons', is written over a horizontal line.

**Michael Ammons
(757) 393-8858, ext. 6298
ammonsm@portsmouthva.gov**

CITY OF PORTSMOUTH

Request For Proposals

RFP Number: P44-11-MA

Issue Date: April 5, 2011

Title: Consultant Services for Promotional Internal Assessment Process

Issuing Agency: City of Portsmouth
Purchasing Office
801 Crawford Street, 5th Floor
Portsmouth, VA 23704

Sealed Proposals will be received until: Monday, April 18, 2011 at 2:00PM

Proposals being mailed or hand delivered should utilize the issuing agency address shown above. All inquiries for information should be directed to Michael Ammons, Purchasing Office, 801 Crawford Street, Portsmouth, VA 23704, Telephone: (757) 393-8858, email: ammons@portsmouthva.gov.

In compliance with this Request for Proposals (RFP) and subject to all conditions imposed therein, and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described in accordance with the attached proposal or as mutually agreed upon by subsequent negotiation.

Name and address of firm:	Date: _____
_____	By: _____
_____	Signature (In Ink)
_____	Name (Typed or Printed)
_____	Title: _____
Telephone No.: _____	_____
	Federal Identification Number

Virginia State Corporation Commission registration number: _____

TABLE OF CONTENTS

SECTION	PAGE
I. Purpose	1
II. Background	1
III. Statement of Needs	1
IV. Proposal Preparation and Submission	3
V. Evaluation and Award	5
VI. Instructions to Offerors	6
 ATTACHMENTS	
A. City of Portsmouth Police Department Promotion Policy	A-1

I. PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified sources to establish a contract through competitive negotiations with one Consultant to conduct a comprehensive implementation of a Pilot Internal Promotional Assessment Process for promotions for various positions within the City of Portsmouth Police Department, hereinafter referred to as “the City.

II. BACKGROUND

Every two years, the Civil Service Commission gives a promotional test for the ranks of Police Sergeant, Police Lieutenant and Police Captain. Those individuals achieving a passing score on the Commission promotional test are then permitted to participate in the internal assessment process. The combined scores of the Civil Service Promotional Test and the Internal Promotional Assessment Process provide a total score for candidates who may be eligible for future promotion depending upon their being placed on the Eligibility List, which is provided by the Civil Service Commission. This Request for Proposals is a pilot assessment program that is scheduled to be conducted in May / June 2011. Currently some of the surrounding cities use these same types of consultant services during their internal promotional processes.

III. STATEMENT OF NEEDS

- A. The Consultant shall be responsible for the development and administration of the internal promotional assessment process in accordance with the City of Portsmouth’s Police Departmental policy, included as Attachment A, for the ranks of Sergeant, Lieutenant and Captain, respectively, to include the selection and training of qualified external assessors for the grading of each component.
- B. The Consultant is required to provide evidence of previous experience and expertise in developing a promotional internal assessment process by submitting sample questions, as it applies to each component, for the ranks of Police Sergeant, Police Lieutenant and Police Captain, respectively, with their proposal.
- C. Components to include:
 - 1. Interview Panel Component - The development of a cadre of assessors and to provide the necessary training and lodging during the panel interview process. In conducting the Panel Interview, the Consultant will obtain three (3) qualified assessors for each rank, from external law enforcement agencies outside of a 100-mile radius of the City of Portsmouth. Each assessor must have knowledge of Virginia criminal laws and statutes, police procedures and modern policing practices. The Consultant will be responsible for lodging and other expenses of assessors, if any, to provide appropriate training and facilitate the panel process.
 - 2. Written Operational Exercise Component – The Consultant shall create

and administer a specific street situation/scenario related to and commensurate with the rank. External assessors will perform the function of applying dimension graded criteria to the responses. The Consultant will develop and present three (3) separate scenarios for each rank of which one (1) will be selected and administered. All individuals participating in the assessment process for a particular rank will be given the same scenario.

3. Written Personnel Management Exercise Component – The Consultant shall create and administer a specific personnel problem/issue related to and commensurate with the rank. External assessors will perform the function of applying dimension graded criteria to the responses. The Consultant will develop and present three (3) separate scenarios for each rank of which one (1) will be selected and administered. All individuals participating in assessment process for a particular rank will be given the same scenario.
4. Assistance and on site administration of the following; interview panel component, written operational exercise component, written personnel management component.
5. The Consultant shall provide a minimum of four (4) orientation sessions for potential candidates. Completion of all sessions shall occur not less than fifteen (15) days prior to the administering of the assessment process.
6. The Consultant shall provide a comprehensive evaluation and debriefing of the assessment process results with a written report.
7. All calculations of all graded dimensions scoring shall be in accordance with policy and the Consultant shall submit the scores, for each rank, to the Portsmouth Police Department.
8. The Consultant shall provide an appeals process. It shall be the Consultant's responsibility to handle every aspect of the candidate's appeal in a legally defensible manner.
9. The Consultant shall offer legal assistance to consist of an expert witness if and when there is a legal challenge, including a grievance or EEOC charge filed by employees. The witness shall be expected to give justification of process and decisions.
10. The Consultant shall provide validation of the interview questions and written exercises to ensure that they are job related, consistent with business necessary and non discriminatory. If a legal challenge is made to the Consultant's process for validation of same, the Consultant shall hold harmless, indemnify, and defend the City from such suit or claim.

D. The City will provide the following to the Consultant:

1. Access to in-house contact persons to discuss procedures, policies, concerns and recommendations. Access to the Police and Human Resource Departments shall be during normal business hours, unless special arrangements are made.
2. Reproduction equipment, facsimile machines, and Internet access.

IV. **PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS**

A. General Instructions:

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) original and five (5) copies of each proposal must be submitted to the issuing agency. Each copy of the proposal should be bound in a single volume. Include all information requested and any other information thought to be relevant to completely address the Request for Proposals requirements. **Should the Offeror fail to respond to all requirements of the RFP, or fail to provide adequate or complete documentation, as determined by the evaluation committee, the Offeror's proposal may be eliminated from further consideration.**
2. All proposals submitted under this RFP shall become the property of the City of Portsmouth and will be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the Offeror must invoke the protections of Section § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method, such as highlighting or underlining, and must indicate only the specific words, figures or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

B. Specific Proposal Instructions:

1. Offerors must submit a complete response to this RFP in order to be considered for selection. Proposals should be organized in the order in which the requirements are presented in the RFP.

2. The proposal package shall include as a minimum:
 - a. The Request for Proposal document with any addenda acknowledgements filled out and signed as required.
 - b. A description of the types of related services the Offeror has provided and the duration of the services.
 - c. Experience and References: The Offeror shall provide a concise description of their work experiences as it relates to the scope of work outlined herein. The Offeror shall also provide a list of clients similar to the City either under contract or where services have been provided in the past. The Offeror shall provide a minimum of three (3) clients, including contact information such as name and telephone number, the years the services were provided and the value of the contracts.
 - d. Capability and Skill: The Offeror shall provide a description of the qualifications and skills of the organization and personnel that shall be responsible for performance of the service. Such description shall, at a minimum, include:
 - 1) A company profile providing the following information:
 - (a) Firm's name and business address, including telephone and facsimile numbers;
 - (b) Year established (include former firm names and year established, if applicable);
 - (c) The name, title, address, and telephone number of the Offeror's authorized administrator. The person cited shall be empowered to make binding commitments for the firm, if applicable.
 - f. The Offeror shall submit a pricing schedule of all costs for this contract.
 - g. Any other relevant information the Offeror deems necessary to provide the services needed to successfully complete the Statement of Needs.

3. All general inquiries or any specific questions concerning this RFP should be directed to:

Michael Ammons
City of Portsmouth – Purchasing Office
801 Crawford Street
Portsmouth, VA. 23704
ammonsm@portsmouthva.gov

4. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the City. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The City will schedule the time and location of these presentations. Oral presentations are an option of the City and may or may not be conducted.
5. Proposals will be addressed to:

City of Portsmouth
Attn: Purchasing Office
801 Crawford Street, 5th Floor
Portsmouth, VA 23704

Specific proposal responses must be received not later than 2:00 PM on Monday April 18, 2011. Proposals received after that time will not be considered.

V. **EVALUATION AND AWARD CRITERIA:**

A. Evaluation Criteria:

Each proposal will be evaluated for full compliance with the RFP instructions to the Offeror and the mandatory terms and conditions set forth within the RFP. The objective of the evaluation will be to recommend the firm who is most responsive to the needs of the City. The following areas will be evaluated:

1. Completeness of the proposal - Understanding of the requirement, familiarity with the area and content of the proposal, and the quality of the response.
2. Experience and Qualifications – Prior experience in providing services to an organization similar to the City, including client references from previous projects similar in nature.
3. Resources - Staff capabilities to provide required services.

4. Cost - Amount of compensation required by the Consultant for providing the services described herein. Efficiency and economy are very important to the City. Costs will not necessarily be the deciding factor in the selection process.

B. Award of Contract:

Selection shall be made of two (2) or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the request for proposal, including price if so stated in the request for proposal. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the purchasing agent shall select the Offeror which, in his opinion, has made the best proposal, and shall award the contract to that Offeror. Should the City determine in writing and in its sole discretion that only one (1) Offeror is fully qualified, or that one (1) Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing Offerors or of any information derived from proposals submitted by competing Offerors. All other requirements in this request for proposal will be addressed according to City Code Section 12-276.

VI. INSTRUCTION TO OFFERORS:

- A. COOPERATIVE AGREEMENT: This procurement is being conducted under the provisions of Section 12-177 of the Portsmouth City Code and Section 2.2-4304 of the Virginia Public Procurement Act "Cooperative Procurement", as stated, a public body may purchase from another public body's contract even if it did not participate in the Request for Proposals, if the Request for Proposals specified that the procurement was being conducted on behalf of other public bodies. If authorized by the Consultant, the resultant agreement may be extended to any jurisdiction within the Commonwealth of Virginia to purchase at agreement prices in accordance with contract terms. Any jurisdiction using such agreements shall place its own orders directly with the successful Consultant. The City of Portsmouth acts only as the Contracting Agent and is not responsible of orders, payment or discrepancies of the participating jurisdictions. Offerors desiring to offer to other jurisdictions under the clause shall indicate in their response.
- B. PROPOSAL FORM: Proposals shall be submitted on the designated form, with blank spaces properly filled in. Proposals shall be signed in longhand on the form below the typed name of the person authorized to bind the Offeror to an agreement. The proposal must be signed in order to be considered responsive. If the Offeror is a corporation, the proposal must be signed with the legal name of

the corporation and the signature of a person authorized to bind a corporation to a contract.

- C. QUESTIONS: Any questions about specifications must be addressed to the proposal writer or contact person indicated on the RFP cover sheet, not less than 48 hours prior to RFP due date, by telephone or in writing. Necessary replies will be sent to all Offerors of record as an addendum which becomes part of the proposal package.
- D. NON-APPROPRIATION: Agreements are made subject to the appropriation of funds by the City Council of the City of Portsmouth, Virginia, and are null and void in the event of nonappropriation by the City Council. Nonappropriation shall not be deemed a cancellation and shall terminate an agreement without recourse and with no liability on the part of the City.
- E. HOLD HARMLESS AND INDEMNIFICATION CLAUSE: For any agreement resulting from this solicitation, the Consultant agrees to indemnify and hold harmless the City of Portsmouth and to protect and defend it against all claims and suits arising from actions of omission or commission of its employees, agents or subcontractors, whether for alleged tort or breach of contract, made by any party, including but not limited to its employees, subcontractors, material men, workmen, neighboring property owners, invitees, guests, and agents or employees of the City of Portsmouth, in the performance of the Consultant's work, from and against any and all claims, losses or expenses, including but not limited to attorney's fees, which either or both of them may suffer, pay or incur as a result of claims or suits due to, arising out of or in connection with any and all such damage, real or alleged. The Consultant shall, upon written demand by the City, insure and defend at the Consultant's sole expense any and all suits or defense of claims, including grievances or EEOC charges filed by employees.
- F. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their proposals, Offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- G. INSURANCE: The establishment of minimum limits of insurance by the City does not in any way reduce or limit the liability responsibilities of the Consultant.

The Consultant shall maintain in full force and affect during the life of this agreement such insurance as will protect it from claims for damages or personal injury including death, which may arise from its operations under this contract. Comprehensive General Liability Insurance, property damage and bodily injury, shall be maintained by the Consultant to protect the owner, its employees and agents, and must provide proof of Comprehensive General Liability Insurance as stated below.

The Comprehensive General Liability Insurance must carry a contractual liability endorsement covering the hold harmless agreements contained in the City's standard contract, and the certificate filed with the City must show that the contractual liability coverage has been obtained. **The City of Portsmouth shall be an additional insured in all such policies.** Insurance coverage for personal injury and property damage, including insurance on vehicles and equipment, shall be in the same company.

CERTIFICATION OF INSURANCE

The Consultant shall carry the required amounts of insurance specified below throughout the contract period and submit a Certificate of Insurance certifying this and naming the City of Portsmouth as an additional insured:

Such certificates shall provide that the Insurance will not be canceled or reduced without prior notice to the City of Portsmouth and shall name the City of Portsmouth as an additional insured.

1. Commercial General Liability - \$1,000,000/\$2,000,000 Combined Single Limit Bodily Injury and Property Damage Aggregate.
2. Workers Compensation – Statutory requirements and benefits.
3. Automobile Liability - \$1,000,000 - Combined Single Limit
4. Professional Liability - \$3,000,000

- H. **LAWS AND REGULATIONS:** For any agreement resulting from this solicitation, the Offeror agrees that all applicable federal and state laws, municipal ordinances, and rules and regulations of the authority having jurisdiction over the agreement shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though written in full herein. Article V of the Portsmouth City Code, entitled "Public Procurement," is the local governing procurement ordinance.
- I. **ETHICS:** By submitting their signed proposals, all Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, Supplier, Manufacturer or Subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- J. **NON-DISCRIMINATION:** It is the policy of the City of Portsmouth not to discriminate on the basis of race, sex, age, ethnicity, religion, or handicap in

employment of the provision of goods and services. All agreement documents shall include the following provisions:

1. During the performance of this agreement, the Consultant agrees:
 - a. That the Consultant will not discriminate against any employee or applicant for employment because of race, religion, faith based organization, color, sex, national origin, age, disability or any other basis prohibited by State law. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
 - b. The Consultant, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, will state that such Consultant is an equal opportunity employer.
 - c. Notices, advertisements and solicitations place in accordance with Federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 2. The Consultant will include the provision on the foregoing paragraphs in every subcontract or purchase so that the provisions will be binding upon each Subcontractor or Vendor.
- K. PROPOSAL DOCUMENTS: These terms and conditions shall also become part of the contract documents and shall be binding upon the Offeror to whom award is made.
- L. PROPOSAL ADDENDUMS: All addendums issued by the City must be signed by a person authorized to bind the Consultant and returned. By doing so, the Offeror acknowledges receipt of the addendum and assures full compliance with the addendum. The addendum becomes a part of the proposal package and supercedes original specifications that are changed by the addendum.
- M. CANCELLATION OF PROPOSALS: The City reserves the right to cancel the Request for Proposals, and to reject any or all proposals in whole or in part whenever the Purchasing Administrator or designee determines that such action is in the best interest of the City.
- N. PROPOSAL ACCEPTANCE PERIOD: Any proposal in response to this solicitation shall be valid for ninety (90) days. At the end of the ninety (90) days the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.

- O. STANDARDS OF CONDUCT: The Consultant shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and assuring that they are not engaging in any destructive or criminal activity.
- P. REQUIRED COMPLIANCE WITH STATE LAW; FOREIGN AND DOMESTIC BUSINESSES AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH: By submitting their proposals, Offerors certify that in accordance with Code of Virginia § 2.2-4311.2., the Offeror warrants that it is authorized to transact business in the Commonwealth as a domestic or foreign business entity and will provide the City with its Virginia State Corporation Commission registration number.
- Q. REGISTERED AGENT: The Offeror will provide the City with the name and address of a registered agent in Virginia authorized to receive notice on behalf of the Offeror.

ATTACHMENT A

CITY OF PORTSMOUTH POLICE DEPARTMENT PROMOTION POLICY



Portsmouth, Virginia Police Department General Orders Manual

Promotion Procedures for Sworn Personnel		ADM	18
Effective:	02.15.11	4	pages
Supersedes:	ADM-18 (07.01.07)		
	CALEA 34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6, 34.1.7		
	APPROVED: Edward G. Hargis, Chief of Police		

PURPOSE: To ensure an objective and comprehensive selection process for all candidates being considered for promotion to the ranks of Sergeant, Lieutenant, and Captain.

GUIDELINES: The Portsmouth Police Department will identify and promote the best qualified candidates according to the guidelines set forth by the Civil Service Commission, all applicable City of Portsmouth Administrative Policies, and the procedures established in this policy. The Chief of Police is responsible for the Department's role in the promotion process.

PROCEDURES: The Portsmouth Police Department will contract with a vendor to design and implement an internal assessment process to coincide with the Civil Service Commission's testing cycle. Candidates will be ranked in order, highest to lowest, by a cumulative score. **The Department will only use the names of candidates from the eligibility list in accordance with Civil Service Commission Rule #24 to fill promotional vacancies based upon their internal assessment rankings.** The Chief of Police retains authority for final recommendations of all departmental sworn personnel promotions.

The Department will post and distribute written information regarding the testing date(s) for officers wishing to participate in the competitive promotional examination process.

Officers wishing to participate in the promotional process will submit their applications before the deadline indicated in the announcement. Candidates meeting the minimum eligibility requirements will be scheduled to take the Civil Service Promotional Exam.

I. Eligibility

- A. Eligibility to participate in the promotional process shall be based on, and in accordance with, Rules 22, 23 and 24 of the City of Portsmouth's *Rules and Policies of the Civil Service Commission*.
- B. Any candidate may request that the Commission remove his or her name from the eligibility list. To be effective, such a request shall be in writing, directed to the Commission, certify that the request is voluntary and that the candidate understands that upon acceptance and approval of the request he or she will under no circumstances be eligible to have his or her name again placed on the eligibility list until the candidate passes a subsequent promotional examination.

ATTACHMENT A

CITY OF PORTSMOUTH POLICE DEPARTMENT PROMOTION POLICY

II. Civil Service Exam

The Civil Service Commission will establish a passing score for the written exam. The department will receive a list of passing scores from the Civil Service Commission. Those candidates receiving a passing score on the Civil Service Commission promotional exam will be scheduled to participate in the internal assessment process.

III. Seniority Points

Seniority Points will be added to the written exam raw score in accordance with Rule # 23 of the Civil Service Commission. The raw score plus seniority points will become the total written exam score.

IV. Interview Panel

- A. The Department will schedule an oral interview panel and give the eligible candidates sufficient notification to participate. The notification will list the date, time, location, and any other relevant information. There will be no deviation from the schedule except under exigent circumstances. The Chief of Police will render the final decision on the nature of such circumstances.
- B. The contracted vendor will train the interview panel members in the administration and evaluation of the interviews to ensure objectivity and consistency in the scoring process.
- C. The Chief of Police may deem it necessary, under exigent circumstances, to convene a panel to conduct promotional interviews at any time. Whenever possible, the same panel members will conduct any subsequent interviews, however, the Chief or designee may appoint an alternate member or members to conduct the interviews as circumstances dictate.
- D. The panel will be composed of three (3) sworn officers, as determined by the vendor conducting the promotion process. The panel will be composed of individuals from outside of the Portsmouth Police Department.
- E. The vendor will develop, and the Chief of Police will approve, the interview questions and the prescribed answers. The questions and answers will be kept confidential and will be released only to the panel members on the day the panel is convened. The panel will interview and score each candidate.
- F. Interview questions shall be relevant to police work and the rank for which the officer is being assessed. The vendor will establish measurable grading criteria.

V. Written Exercise

The notification to participate in the exercise will list the date, time, location, grading criteria, and any other relevant information. The Department will give sufficient notification to the candidates. There will be no deviation from the schedule, except under exigent circumstances. The Chief of Police will render the final decision on the nature of such circumstances.

ATTACHMENT A

CITY OF PORTSMOUTH POLICE DEPARTMENT PROMOTION POLICY

- A. Candidates will complete the exercise within a specified time limit.
- B. The vendor will identify the evaluators/graders and they will be individuals from outside of the Portsmouth Police Department.
- C. Evaluators will grade the written exercise based upon criteria established by the contracted vendor.
- D. Exercises will be graded anonymously. Each candidate will be assigned a control number, so the identity of the candidate will be unknown to the person(s) grading the exercise(s).

VI. Practical Exercise

Candidates will participate in a work-related practical exercise developed by the vendor that is applicable to the position for which they are competing. The practical exercise will afford the candidate the opportunity to demonstrate knowledge, skills and abilities pertinent to the position.

The vendor will select the individuals grading the practical exercise and they will grade the exercise based upon established criteria. The vendor may video the practical exercises for use in grading.

VII. Preliminary Internal Assessment Scoring

Component	Sergeant Maximum Points	Lieutenant Maximum Points	Captain Maximum Points
Civil Service Exam plus Seniority Points	108	108	108
Panel Interview	200	150	150
Written Exercise	100	100	100
Practical Exercise	200	150	150
Chief's Interview	N/A*	200	300
Preliminary Total	608	708	808

* Nothing shall prevent the Chief of Police from conducting interviews of Sergeant candidates prior to selection for promotion.

VIII. Promotional Vacancies

Whenever the Chief of Police determines that a promotion is to be made, he or she will request the names of eligible candidates in accordance with Civil Service Commission Rule # 24. The Chief or designee will add Quality Points to candidates' scores as applicable. Quality Points will be added if the candidate has no disciplinary actions (within the 12 months prior to the time the eligibility list is received from the Civil Service Commission), and/or the candidate has obtained an Associate's, Bachelor's or Master's degree. Candidates from the eligibility list have the opportunity to advance in the rankings throughout the two-year period.

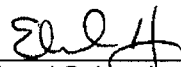
ATTACHMENT A
CITY OF PORTSMOUTH POLICE DEPARTMENT
PROMOTION POLICY

Quality points will be added as follows:

Quality Points	
No Supervisor's Memoranda	2
No Notices of Disciplinary Action	5
Associate's Degree	2
Bachelor's Degree	4
Master's Degree	6
Maximum	13

Note: Candidates will only receive educational points for the highest-level degree attained. To qualify for points, the degree must be from an accredited college or university.

The Chief of Police will facilitate the promotion(s) from among the candidates referred on the Civil Service Commission eligibility list who had the highest total cumulative score, including Quality Points.

Approved: 
Edward G. Hargis, Chief of Police