REQUEST FOR PROPOSALS

SERGEANT PROMOTIONAL EXAM
RFP No. 28-17-18

DATE OF ADVERTISEMENT
FRIDAY, APRIL 20, 2018

ADDITIONAL INFORMATION & CLARIFICATION DEADLINE
WEDNESDAY, MAY 2, 2018 AT 3:30PM (LOCAL TIME)

PROPOSAL SUBMITTAL DEADLINE
WEDNESDAY, MAY 23, 2018 AT 3:30PM (LOCAL TIME)

PLEASE CHECK THE PURCHASING DEPARTMENT’S WEBSITE FOR ADDENDA AND CHANGES BEFORE SUBMITTING YOUR PROPOSAL

CITY OF NORTH MIAMI
OFFICE OF THE CITY CLERK
CITY HALL, 1ST FLOOR
776 NE 125TH STREET
NORTH MIAMI, FLORIDA 33161-4116

The responsibility for ensuring that a response to this Solicitation is received by the City of North Miami at the Office of the City Clerk on or before the Submittal deadline rests solely with the Respondent. The City of North Miami is not responsible for any delays caused by the United States Post Office, private courier services or any other means of delivery used by the Respondent for submittal of their Proposal.

Copies of this Solicitation document may be obtained by contacting DemandStar by Onvia at www.demandstar.com or by calling toll free 1-800-711-1712 and request Document No. 28-17-18

Contact Person: Heylicken Espinoza, Purchasing Agent
Email: Purchasing@northmiamifl.gov - Telephone: (305) 895-9886
The City of North Miami, Florida, hereinafter referred to as the “City”, is requesting proposals from qualified and experienced firms to develop and administer a comprehensive and objective promotional assessment exam for the evaluation and selection of the most qualified candidates for the rank of Police Sergeant at the North Miami Police Department.

Please submit one (1) original Proposal, five (5) copies of the original Proposal and one (1) digital copy on a compact disk (CD) or USB Flash Drive either by mail or hand delivery in response to this Solicitation. Proposals are to be submitted in a sealed envelope bearing the name of the individual and/or company, and the address as well as the number and title of this Solicitation by no later than the Submittal deadline specified in the Solicitation Timetable below. **All Proposals received on a timely basis shall be opened and read immediately after the Submittal deadline has passed in the City of North Miami Council Chambers, located on the Second Floor of City Hall.** Proposals received after said date and time will not be considered and no time extensions will be permitted. Proposals must be addressed to the City of North Miami, Office of the City Clerk, 776 N E 125th Street, North Miami, Florida 33161.

**Please clearly mark Proposals as follows:**

**“IMPORTANT - SOLICITATION ENCLOSED”**

**SERGEANT PROMOTIONAL EXAM**

**RFP No. 28-17-18**

The Solicitation Timetable is as follows:

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<th>Event</th>
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<tr>
<td>Advertisement Date:</td>
<td>Friday, April 20, 2018</td>
<td></td>
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<tr>
<td>Last Date for Receipt of Written Questions:</td>
<td>Wednesday, May 2, 2018</td>
<td>3:30pm</td>
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<tr>
<td>Submittal Deadline:</td>
<td>Wednesday, May 23, 2018</td>
<td>3:30pm</td>
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<tr>
<td>Evaluation Committee Interviews:</td>
<td>TBD</td>
<td></td>
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<tr>
<td>City Council Approval Date:</td>
<td>TBD</td>
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**Note:** The City reserves the right to delay or modify scheduled dates and will post notice of any changes on the Purchasing Department website.

Copies of this Solicitation may be obtained by contacting DemandStar by Onvia at [www.demandstar.com](http://www.demandstar.com) or calling toll free 1-800-711-1712 or downloaded from the City’s Purchasing Department website at:


**CONE OF SILENCE**

Please be advised that this Solicitation is issued subject to the City’s Cone of Silence Ordinance as stipulated under Sections 7-192 and Sections 7-193 of the City’s Code of Ordinances prohibiting certain
types of communication, as further described in Section 7.0 of this Solicitation, while the Cone of Silence is in effect.

We look forward to your participation in this Solicitation.

Sincerely,

Alberto Destrade
Alberto Destrade
Purchasing Director
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All of our contract forms are fill-in able and can be found on the City’s website at:

[http://northmiamifl.gov/departments/Purchasing/forms.aspx](http://northmiamifl.gov/departments/Purchasing/forms.aspx)

A-1 Public Entity Crimes Affidavit
A-2 Non-Collusive Certificate
A-3 Local Preference Affidavit
A-3(a) Statement of Intent
A-4 Questionnaire Instructions
A-5 Acknowledgement of Addenda
A-6 Disclosure of Subcontractors and Suppliers
A-7 General Insurance Requirements
A-14 References
SECTION 1.0
INSTRUCTIONS TO PROPOSERS / GENERAL TERMS AND CONDITIONS

1.1 DEFINITIONS

a) “City” means the City of North Miami.
b) “Contract” means a binding written agreement for the solicited Work and/or Services required by the City, including purchase orders, containing terms and obligations governing the relationship between the City and the Awarded Respondent.
c) “Contractor” or “Awarded Vendor” means the Proposer or Respondent that is awarded a Contract pursuant to this Solicitation.
d) “Proposal” means any and all documents submitted by a Proposer in response to this Solicitation.
e) “Proposer” or “Respondent.” Any and all individuals, companies, joint ventures or other type of business organization submitting a response to this Solicitation.
f) “Scope of Services” or “Scope of Work” means the work to be performed by the selected Respondent under this Contract.
g) “Solicitation” means this Request for Proposals (RFP) document, and all associated addenda and attachments.
h) “Subcontractors” or “Sub-consultant” shall mean any person, Respondent, entity or organization, other than the employees of the Awarded Vendor, who contracts with the Awarded vendor to furnish labor, or labor and material, in connection with the Services to the City, whether directly or indirectly, on behalf of the Awarded vendor.
i) “Work” or “Services” includes all labor, materials, equipment, supervision, expertise, maintenance, repair, and services to be provided by the Awarded Vendor to successfully perform the Services required under this Solicitation, as more specifically detailed under Section 3.0 herein.

1.2 CITY OVERVIEW

The City of North Miami, Florida (with a population of over 62,000 residents) is a diverse community, ideally located midway between Miami and Fort Lauderdale and encompasses approximately 9.5 square miles. As the sixth largest City in Miami-Dade County, North Miami is committed to growth in its business community, while also focusing on issues such as education, the arts, leisure activities and sustainability to provide a viable future for our residents and preserve the City’s rich history since its incorporation in 1926.

The City currently has over 500 employees and provides a wide range of governmental services including public safety / police services, parks and recreation, public works, water and sewer, planning, building and zoning, code enforcement, and community development to its citizens.

The City is a very large consumer of goods and services and the purchasing decisions of our employees and awarded vendors can positively or negatively affect the environment. By including environmental considerations in our procurement decisions, along with our goal of identifying the most cost effective and competitive pricing, we strive to remain fiscally responsible while promoting practices that improve public health and safety, reduce pollution, and conserve natural resources.

1.3 INVITATION

This invitation is extended to Respondents that can provide the requirement(s) specified herein. The requirements presented in this Solicitation represent the City’s anticipated needs.

1.4 PUBLIC ENTITY CRIMES AFFIDAVIT

The Public Entity Crime Affidavit, (Form “A-1”) referenced in this Solicitation, includes documentation that shall be executed by an individual authorized to bind the Respondent. If the Public Entity Crime Affidavit is not submitted
as part of the Respondent’s Proposal package, is altered in any manner or is not fully completed, the Respondent may be deemed non-responsive to the Solicitation requirements.

1.5 PUBLIC ENTITY CRIME / DISCRIMINATORY RESPONDENT LIST

Any Respondent, or any of its suppliers, subcontractors/sub-consultants, vendors, or consultants who shall perform work which is intended to benefit the City, shall not be a convicted Respondent or included on the discriminatory Respondent list. If the Respondent or any affiliate of the Respondent has been convicted of a public entity crime or has been placed on the discriminatory Respondent list, a period longer than 36 months must have passed since that person was placed on the convicted Respondent or discriminatory Respondent list. The Respondent further understands and accepts that any Contract issued as a result of this Solicitation shall be either voidable or subject to immediate termination by the City. The City in the event of such termination, shall not incur any liability to the Respondent for any work or materials furnished.

1.6. LOBBYING

All Respondents, their agents and sub-consultants or sub-contractors, are hereby placed on notice that neither the City Council Members, any Evaluation Committee member, employees of the City or employees of any other sponsoring agency shall be lobbied either individually or collectively regarding this Solicitation. Respondents and their agents, sub-consultants or sub-contractors are hereby placed on notice that they are prohibited from contacting any of these individuals for any purpose relating to this Solicitation. Any Proposal submitted by a Respondent, its agents, sub-consultants or subcontractors who violate these guidelines will not be considered for review. The Purchasing Department shall be the only point of contact for questions and/or clarifications concerning this Solicitation, the selection process and the negotiation and award procedures.

1.7. SUSPENSION OF AWARDED VENDORS FOR MATERIAL BREACH OF CITY CONTRACTS

Pursuant to Sec 7-160 of the City’s Procurement Code, the City may temporarily or permanently suspend an Awarded Vendor from doing business with the City whenever said vendor materially breaches its Contract with the City, upon recommendation by the Purchasing Director. Any Proposal submitted by a Respondent, its subcontractors, sub-consultants or vendors who are included on the City’s “Suspension List” shall not be considered for review.

In addition, the principals of any Respondent or its sub-contractors, sub-consultants or vendors who are included on the City’s “Suspension List” shall not attempt to do business with the City under a different name or form a new legal entity in order to do business with the City while they remain on said list. In the event of any intentional misrepresentation, the Respondent further understands and accepts that any Contract issued as a result of this Solicitation shall be subject to immediate termination for default and suspension procedures by the City. The City, in the event of such termination, shall not incur any liability to the Respondent for any work or material furnished.

1.8. POINTS OF CONTACT TIMETABLE FOR INQUIRES

Interested firms may contact the City’s Purchasing Department regarding any general questions. However, questions relating to technical inquiries and/or clarification of specific criteria must be submitted to the Purchasing Department in writing, preferably via e-mail, to the address indicated on the cover page.

Technical questions or inquiries regarding clarification of criteria will not be entertained beyond the cut-off date indicated on the Solicitation Timetable, in order for the City to be able to provide answers to submitted questions on a timely basis. The City shall provide answers in the form of written addenda to be posted on the City’s web site (www.northmiamifl.gov) and DemandStar by Onvia at www.demandstar.com or by calling toll free 1-800-711-1712 and requesting the corresponding document number.
1.9. **ORAL REPRESENTATION**

No oral representation made by the City staff shall be binding. The contents of this RFP and any subsequent addenda issued by the City shall govern all aspects of this Solicitation.

1.10. **ADDENDA**

If any revision to this Solicitation becomes necessary, the City will post written addenda on the City website at (http://www.northmiamifl.gov/departments/purchasing/current_bids_proposals.aspx) and on Demand Star by Onvia at www.demandstar.com at least seven (7) calendar days before the date scheduled for opening the responses. However, please be advised that the City may revise the deadline for response submittal at any time prior to the date and time scheduled for opening the responses. **It is the responsibility of each Respondent to inquire and confirm whether any addenda has been issued by the City before the Solicitation deadline by either calling or checking the City's website (www.northmiamifl.gov) and Demand Star and by Onvia at www.demandstar.com or calling toll free 1-800-711-1712 and requesting the corresponding document number, prior to submittal of their Proposal. All addenda placed on the Demand Star can be downloaded.**

1.11. **CANCELLATION OF THE SOLICITATION**

The City reserves the right to cancel this Solicitation and/or re-advertise and re-solicit the requirements at any time when determined to be in the best interest of the City.

1.12. **PROTEST**

Please see Section 7-158 of the City’s Code for information on Protest procedures.

1.13. **CONTRACT**

Proposers must understand that neither this Solicitation nor the responses submitted pursuant thereto shall not constitute a contract with the City. No contract is binding or official until responses are reviewed and accepted by appointed City staff, approved by the appropriate level of authority within the City and an official contract is duly executed by the parties. The selected Respondent shall be required to sign a Contract which the City determines to be fair, competitive and reasonable.

1.14. **PROPOSAL COST**

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submittal or presentation of a response to this Solicitation. All information in the response shall be provided at no cost to the City.

1.15. **TAX EXEMPT STATUS**

The City is exempt from Florida Sales and Federal Excise taxes on direct purchase of tangible property.

1.16. **SUBMITTAL AND OPENING OF PROPOSALS**

All responses shall be submitted in a sealed envelope by the deadline indicated on the cover page of this Solicitation. The response shall identify the Solicitation number and title specified on the cover page of this Solicitation. Reference information shall also be marked on the outside of the sealed envelope, including the Respondent’s return address. The City assumes no responsibility for responses not properly marked.

The City will not accept responses delivered after the established deadline. **If the response is delivered after the established deadline, a Respondent shall be deemed non-responsive to the Solicitation requirements.**

Receipts of a submittal issued by any City office, receptionist or personnel other than the Clerk’s Office will not constitute “delivery” as required by this Solicitation. The City will not accept or consider responses submitted via facsimile transmission. The public is welcome to attend the Solicitation opening.
1.17. **ASSIGNMENT OF RESPONSE**

A Respondent shall not transfer or assign its response to a third party following submittal of a Proposal to the City.

1.18. **WITHDRAWAL OF RESPONSE**

Respondents shall withdraw their submitted Proposal by notifying the City either in writing or in person through an authorized representative at any time prior to the submittal deadline. Individuals making the withdrawal shall provide evidence of serving as an authorized representative of the Respondent. Once Proposals are submitted, they become the property of the City and will not be returned to Respondents even when they are withdrawn from consideration.

Proposals may not be withdrawn or modified once the City has opened them after the Submittal Deadline has passed, except for any request from the City for clarifying information or request for documents during Contract negotiations.

1.19. **PUBLIC RECORDS AND EXEMPTIONS**

Please be advised that Proposals received by the City become “public records” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Respondents must invoke the exemptions to public records disclosure provided by law, if any, by citing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. All Proposals shall be available for public inspection once the City posts notice of an intended decision or thirty (30) days after the opening of Proposals, whichever is earlier.

1.20. **REJECTION OF RESPONSES**

Pursuant to Section 7-136, City Code, the City reserves the right to reject any and all Proposals for reasons including, but not limited to, the following:

a) When such rejection is in the interests of the City;

b) If such Proposal is deemed non-responsive;

c) If the Respondent is deemed non-responsible;

or

d) If the Proposal contains any materials irregularities.

Minor irregularities contained in a Proposal may be waived by the City. A minor irregularity is a variation from the Solicitation that does not affect the price of the Contract nor does it give a Respondent an advantage or benefit not enjoyed by other Respondents and does not adversely impact the City.

1.21. **REVIEW OF PROPOSALS FOR RESPONSIVENESS**

Each Proposal will be reviewed to determine if the Proposal is responsive to the submittal requirements stipulated in this Solicitation. A responsive Proposal is one which complies with the requirements of this Solicitation, includes all of the requisite documentation, is submitted in a timely manner and has the appropriate signature as required on each document. **Failure to comply with any of these requirements may result in a Proposal being deemed non-responsive.**

1.22. **PROPOSAL EVALUATION AND COMMITTEE INTERVIEWS**

An Evaluation Committee shall be established in accordance with the City’s Procurement Code. The Committee shall be convened for the purpose of reviewing and evaluating the Proposals submitted in response to this Solicitation in accordance with the criteria outlined under Section 4.0 of this Solicitation. The Committee may decide to interview one or more Respondents or instead may choose to recommend the highest ranked Respondents for award, based solely on their review and evaluation of Proposals, to the City Council without conducting interviews.
In the event that the Committee chooses to interview one or more of the Respondents, the final ranking shall be based on the Committee’s final evaluation following their interview of the selected firms. The Committee’s results and recommendation for award shall be submitted to the City Council for review by the Purchasing Department.

1.23 CITY MANAGER’S REVIEW

The Purchasing Department shall submit the results and recommendation of the Evaluation Committee to the City Manager for review. Upon receipt, the City Manager may proceed as follows:

a) Approve the Committee’s recommendation and submit to City Council for approval;

b) Reject the Committee’s recommendation and direct the Committee to re-evaluate and make further recommendation; or

c) Reject all Proposals.

1.24 CITY COUNCIL REVIEW

Upon receipt of the City Manager’s recommendation, the City Council may:

a) Approve the City Manager’s recommendation and authorize the contract or contract negotiations;

b) Reject all Proposals; or

c) Reject all Proposals and direct staff to re-issue a new Solicitation.

1.25 CONTRACT AWARD

Prior to Contract execution, the awarded Respondent(s) shall submit documentation reflecting any required insurance coverage. The Contract number shall be included on the insurance documentation submitted to the City at the time of award execution and for all subsequent updates to the insurance coverage throughout the Contract period. Failure to execute the Contract and/or to provide evidence of any required insurance coverage in a timely manner shall be just cause for termination of the award.

1.26 NON-RESPONSIVE PROPOSALS

Proposals deemed to be Non-Responsive by the City shall not be considered for this Solicitation. A Proposal may be deemed Non-Responsive for various reasons including, but not limited to, failure to comply with the requirements of this Solicitation, failure to submit or fully complete prescribed forms, conditional responses, incomplete responses, indefinite or ambiguous responses, failure to meet deadlines and improper and/or undated signatures.

Other conditions which may cause rejection of Proposals include evidence of collusion among Respondents, obvious lack of experience or expertise to perform the required Work, submittal of multiple Proposals from the same Respondent and/or its principals, failure to perform or meet financial obligations on previous contracts, employment of unauthorized aliens in violation of Section 274A (e) of the Immigration and Nationalization Act, or in the event an individual, Respondent, partnership, or corporation is on the United States Comptroller General's List of Ineligible Design-Build for Federally Financed or Assisted Projects.

Proposals will also be rejected if not delivered or received on or before the date and time specified as the submittal deadline.

1.27 CONE OF SILENCE

This Solicitation is issued pursuant to Section 7-192 of the City Code, Cone of Silence, which prohibits certain types of communication with City Council members, City staff and evaluation committee members upon issuance of said Solicitation (see Section 7.0).

Upon the Cone of Silence taking effect, the Purchasing Department shall issue public notice thereof by providing written notice to the affected City departments, the City Clerk’s Office and to each City Council member. Notwithstanding any other provision of this section, the imposition of a Cone of Silence on a particular Solicitation shall not preclude the Purchasing Department from obtaining industry comment or performing market research provided all communication related thereto with a potential Respondent,
Proposer, supplier, lobbyist or consultant are in writing or made at a duly noticed public meeting.

The Cone of Silence ordinance does not apply to communication at a Pre-Proposal conference, presentations before Selection Committees, negotiation meetings, presentations made to the City Council during any duly noticed public meeting or communications in writing at any time with any City Council member unless specifically prohibited by the applicable Solicitation documents. A copy of all written communications must be filed with the City Clerk.

1.28 SUBCONTRACTORS AND SUPPLIERS DISCLOSURE

This RFP requires that the Respondent must list any and all sub-contractors and/or sub-consultants who will perform any part of the Contract work and all suppliers who will supply equipment and/or products to the Respondent under this Contract. **Failure to comply with this requirement shall render the Proposal non-responsive.** Moreover, the selected Respondent shall not change or substitute sub-contractors, sub-consultants or suppliers from those listed in the Proposal without prior written approval of the City (see Form A-6).

1.29 BUSINESS ENTITY / RESPONDENT REGISTRATION

The City of North Miami requires companies and individuals who wish to do business with the City to complete a vendor registration application before doing business with the City. Respondents need not register with the City in order to submit a Proposal; however, the selected Respondent(s) must register prior to award of a Contract. Failure to register may result in withdrawal of recommendation to award. To register, please contact the Purchasing Department at (305) 895-9886 or you may download the vendor registration form at our website at [www.northmiamifl.gov](http://www.northmiamifl.gov).

It is the sole responsibility of the business entity to contact the City and update any changes to their vendor registration profile such as new address, telephone number, commodities, etc. as soon as they occur.

1.30 EXCEPTION TO THE RFP

Respondents may take exceptions to any of the terms of this Solicitation unless it specifically states where exceptions may not be taken. If a Respondent takes exception where none is permitted, the Proposal will be rejected as non-responsive. All exceptions taken must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank Proposals, and the cost implications of the exception (if any). Where exceptions are taken, the City shall determine the acceptability of the proposed exceptions. After completing evaluations, the City may accept or reject the exceptions. When exceptions are rejected, the City may insist that the Respondent furnish the Services or goods described herein or negotiate an acceptable alternative.

All exceptions shall be referenced by utilizing the corresponding section, paragraph and page number in this RFP. However, the City is under no obligation to accept any exceptions. If no exception is stated, the City will assume that the Respondent will accept all terms and conditions.

1.31 PROPRIETARY/CONFIDENTIAL INFORMATION

[See Section 1.19 above]

1.32 LOCAL VENDOR PREFERENCE

The evaluation of competitive Solicitations is subject to Section 7-151, City Code which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the Respondent shall submit in writing its compliance with any **two** of the following objective criteria (see Form A-3).

A local business shall be defined as:

A business located in the City with a current City business tax receipt issued prior to the City’s issuance of the solicitation for supplies or services; and/or
Has at least ten (10) percent of its total workforce residing in the City prior to the City's issuance of the solicitation for supplies or services; or

Subcontracts at least ten (10) percent of the contractual amount of a City project with subcontractors who are physically located within the City (must submit Form A-3(a) as part of the Proposal).

The local business preference is used to assign a preference of ten (10) percent of the total evaluation point, or ten (10) percent of the total price to those Respondents who qualify for this preference.

The Respondent seeking local business preference has the burden to show that it qualifies for the preference, by submitting supporting documentation, to the satisfaction of the City. Failure to do so may result in being considered ineligible for local business preference.

1.34 RULES, REGULATIONS AND LICENSING REQUIREMENTS

The Respondent shall comply with all laws; ordinances and regulations applicable to the Services contemplated herein, especially those applicable to conflict of interest and collusion. Respondents are responsible for being familiar with all Federal, State and Local laws, ordinances, codes, rules and regulations that may in any way affect the goods or Services offered.

1.35 MODIFICATION OF PROPOSAL

No unsolicited modification to the submitted Proposal will be permitted after the deadline for submittal of Proposals has passed.

1.36 TRUTH IN NEGOTIATION STATEMENT

The selected Respondent must provide a written statement stating “wage rates and other factual unit cost supporting the compensation are accurate, complete and current” prior to Contract execution.

1.37 LATE SUBMITTALS

The City will not accept Proposals received after opening time and encourages early submittal.

1.38 ATTORNEYS’ FEES

In the event of any dispute arising under or related to this Solicitation and/or the Contract issued pursuant thereto, the prevailing party shall be entitled to recover all actual attorney fees, costs and expenses incurred by it in connection with that dispute and/or the enforcement of the Contract, including all such actual attorney fees, costs and expenses at all judicial levels, including appeal, until such dispute is resolved with finality.

1.39 CONFLICTS OF INTEREST

The City’s Conflict of Interest guidelines, provided under Article XI, of the City Code, as amended, shall apply to this Solicitation and Contract. Respondents should be aware, that if awarded a Contract, no person under its employ who presently exercises any functions or responsibilities on behalf of the City in connection with this Solicitation has any personal financial interest, directly or indirectly, with awarded vendors or Respondents providing professional services on Work assigned to the selected Respondent. All Respondents are hereby placed on notice that if awarded a Contract pursuant to this Solicitation, no person having such conflicting interest shall be employed by the Respondent.

1.40 CONSTRUCTION SERVICES

Not Applicable.

1.44 THE CITY OPTIONS

The City may, at its sole and absolute discretion, reject any or all responses, re-advertise this Solicitation, postpone or cancel this Solicitation process at any time, or waive any irregularities in this Solicitation or in the responses received as a result of this Solicitation.

The determination of the criteria and process whereby responses are evaluated, the decision as to who shall receive a Contract award, or whether an award shall ever be made as a result of this Solicitation, shall be the sole and absolute discretion of the City.
In no event will any successful challenger of these determinations or decisions be automatically entitled to the award of this Solicitation.

The submittal of a Proposal will be considered by the City as constituting an offer by the Respondent to provide the Services described in this Solicitation.

END OF SECTION
SECTION 2.0
SPECIAL CONDITIONS

2.1 PURPOSE
The City of North Miami desires to partner with a qualified and experienced Vendor in order to develop and administer a comprehensive and promotional assessment process, which will allow the evaluation and selection of the most qualified candidates for the rank of Police Sergeant.

2.2 TERM OF CONTRACT
The initial term of the Contract shall be for one (1) year commencing on the date stipulated on the executed Contract. The City, at its sole discretion, reserves the right to extend this Contract for up to one hundred-eighty (180) days beyond the current Contract period to ensure continuity of Services.

2.3 OPTION TO RENEW
The City Manager or duly authorized designee reserves the sole option to renew this Contract for three (3) additional one (1) year periods. Each renewal of this Contract is contingent upon approval by the City Manager or his authorized designee and continued satisfactory performance by the Vendor in accordance with the Scope of Work stated herein.

2.4 METHOD OF AWARD
See Section 5 for method of evaluation and award.

2.5 MINIMUM QUALIFICATIONS
To be eligible to respond to this Solicitation, the Respondent must demonstrate that the consultant has sufficient capabilities, resources and experience to provide the Services under this Solicitation. Any Respondent that fails to meet all the following minimum qualification requirements may be noted as “NON-RESPONSIVE”. Those qualifications are as follows:

2.5.1 The successful vendor must be properly registered and in compliance with the State of Florida, in addition to being licensed and registered with the Department of Business and Professional Regulation to practice their profession in the State of Florida.

2.5.2 The successful vendor must have a minimum of three (3) years business experience providing similar services.

2.5.3 References: At a minimum, Respondent must provide at least three (3) references of business clients and/or governmental agencies for which it has provided similar services to those specified in this Solicitation within the last ten (10) years. If available, such references should be representatives of Florida jurisdictions to which the Respondent is currently providing, or has provided, said Services within the last ten (10) years. Only one reference may be used for services provided for the City of North Miami.

Note: Please be advised that it is the sole responsibility of each Respondent to provide accurate and up to date information regarding references. In the event that the City is unable to either verify the project information submitted or if the information is incorrect, the Respondent may be deemed Non-Responsive.

2.5.4 Joint Ventures
All proposers intending to submit a proposal as a joint venture are required to have filed proper documents with the Florida Department of Business and Professional regulation and any other state or local licensing agency prior to submitting their
2.6 INSURANCE AND INDEMNIFICATION

Respondents must submit with their responses, proof of insurance meeting or exceeding the following coverage or a letter of intent to provide the following requirements if awarded a Contract:

2.6.1 COMMERCIAL GENERAL LIABILITY

Minimum limit of $1 Million per occurrence for bodily injury and property damage; this coverage shall also include personal, advertising injury and medical expense.

2.6.2 PROFESSIONAL LIABILITY (Errors and Omissions)

Minimum limit of $1 Million covering any errors or omissions of the Contractor in the performance of professional Services; the Self Insured Retention shall not exceed $25,000. If the self-insured retention (SIR) or deductible exceeds $25,000, the City reserves the right, but not the obligation, to review and request a copy of Contractor’s most recent annual report or audited financial statement. Policies written on a “Claims-Made” basis shall include a Retroactive Date equal to or preceding the effective date of this Contract. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the life of this Contract, Contractor shall purchase a SERP with a minimum reporting period of not less than three (3) years. The requirement to purchase a SERP shall not relieve the Contractor of the obligation to provide replacement coverage. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an “occurrence” or “claims - made” form. If coverage is provided on a “claims - made” form the Certificate of Insurance must also clearly indicate the “retroactive date” of coverage.

2.6.3 COMMERCIAL AUTOMOBILE LIABILITY

Minimum limit of $1 Million, covering any auto including owned, non-owned, hired or leased. In the event Contractor owns no automobiles, the Commercial Auto Liability requirement shall be amended allowing Contractor to maintain only Hired & Non-Owned Auto Liability. If vehicles are acquired throughout the term of the contract, Contractor agrees to purchase “Owned Auto” coverage as of the date of acquisition. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or a separate Commercial Auto coverage form.

2.6.4 WORKER’S COMPENSATION

As required by the State of Florida and in accordance to F.S.440, with statutory limits, and Employer’s Liability with a minimum limit of $1,000,000 per accident for bodily injury or disease.

Both Commercial General and Automobile Liability insurance policies shall name the City of North Miami as “additional insured”. All insurance required herein shall be written as primary policies, not contributing to or in excess of any coverage that the City may carry.

Insurance policies required by Contract shall be maintained in full force and effect throughout the term period. The insurance carriers shall have a minimum of B+ rating based on the latest rating publication for Property and Casualty Insurers such as A.M. Best Company (or its equivalent). All insurers must be lawfully admitted to conduct business within the State of
Florida. Required insurance coverage must be approved by the City’s Risk Manager prior to signing of Contract. Contractor may produce any insurance under a “blanket” or “umbrella” insurance policy, provided that such policy or a certificate of such policy specify the amount(s) of the total insurance allocated to this Contract. Coverage limits shall equal or exceed the amount(s) required by this agreement and shall not be reduced for claims made on other projects undertaken by Contractor.

Contractor must submit, prior to signing of Contract, Certificates of Insurance evidencing all coverage requested in this RFP. Additional insured designation in favor of the City shall be included on the Commercial General Liability and Auto Liability Insurance. Contractor shall guarantee all required insurances (including endorsements) remain current and in effect throughout the term of Contract. Failure to maintain the required insurance shall be considered default of the Contract. The requirements contained herein, as well as the City’s review or acceptance of insurance maintained by the successful Contractor, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the successful Contractor under the Contract.

Contractor shall indemnify and hold harmless the City of North Miami and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys’ fees and costs of defense, which the City or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of an Agreement by the Contractor or its employees, agents, servants, partners principals or Subcontractors.

Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney’s fees which may ensue thereon.

Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City or its officers, employees, agents and instrumentalities as herein provided.

The Contractor must submit, no later than ten (10) days after award and prior to execution of Contract, a Certificate of Insurance evidencing all required coverage and naming the City of North Miami as additional insured where applicable.

2.7 **FAILURE TO PERFORM**

If in the opinion of the City’s representative the Consultant refuses to execute contractual obligations as outlined in the Contract, produces an unsatisfactory performance, or neglects or refuses to address the deficit to provide a suitable resolution that meets the City’s expectations, then City's representative may notify the Consultant that the City will terminate the contract.

If at any time the City's representative shall be of the opinion that service delivery is unnecessarily delayed and will not be completed within the prescribed time, then City's representative may notify the Consultant to discontinue all Work under Contract. The Consultant shall immediately respect said notice and cease said Work and shall forfeit the Contract.

The City may there-upon look to the next responsive and responsible Respondent to complete the Work or re-advertise for Proposals and let a contract for the uncompleted Work
in the same manner as was followed in the letting of the Contract and charge the cost thereof to the original Respondent under Contract. Any excess cost arising therefore over and above the original Contract Price shall be charged to the Respondent.

2.8 **FEDERAL AND STATE REGULATIONS**

The Contractor shall comply with all applicable federal, state and local rules and regulations regarding provision of Services.

2.9 **ACCEPTANCE OF SERVICES BY THE CITY**

The Services to be provided hereunder shall be in full compliance with the specifications and requirements set forth in the Contract Documents.

2.10 **LABOR, MATERIALS AND EQUIPMENT SHALL BE SUPPLIED BY THE CONTRACTOR**

Unless otherwise provided by in this Solicitation, the Consultant shall furnish all labor, materials, equipment and coordination of services as necessary for successful Contract performance.

2.11 **NO DAMAGES FOR DELAY**

The Consultant shall not be entitled to a claim for damages including, but not limited to, loss of profits, commissions, home office overhead expenses, equipment rental and similar costs, on account of delays in the progress of the service from any cause whatsoever including an act or neglect of the City, adverse weather conditions, an act of God, strike, war or national disaster or emergency, unusual delay in deliveries, unusual delay in service delivery, unavoidable problems with turnaround, or other causes beyond the Contractor’s control, or by delay authorized by the City, or by other causes which the Contractor determines may justify delay. The Consultant’s sole recovery and sole remedy for any such delay shall be a reasonable extension of time and a revision to the Service Schedule as determined by the City. However, additional costs to the Consultant or delays in the Consultant’s performance caused by improperly timed activities shall not be the basis for granting a time extension. If the Consultant wishes to make a claim for an increase in time of performance, written notice of such claim shall be made to the City within ten (10) working days after the occurrence of the event, or the first appearance of the condition giving rise to such claim. The City’s representative shall determine whether or not the Contractor is entitled to a time extension for the delay. The failure of the Consultant to give such notice shall constitute a waiver of any claim under this section.

2.12 **COUNCIL MEETING**

The Contractor must be available to attend City Council meeting when required. Consultant must be prepared to answer any questions and/or provide oral presentations (using presentation board, PowerPoint handouts) if requested by City Council and/or an authorized City representative.

2.13 **SOLICITATION CLARIFICATIONS AND INQUIRIES**

For any additional information concerning procedures for responding to this Solicitation, contact the Purchasing Department, at (305) 895-9886 or via email at purchasing@northmiamifl.gov. Such Contact is to be for procedural clarification purposes only. Any questions or requests for clarifications pertaining to the specifications or Scope of Services of this Request for Proposals must be submitted in writing by email. The Solicitation number and title must be included on all correspondence. All responses to questions or clarifications will be addressed by written addendum to the Solicitation. No questions will be received verbally or after said deadline.
2.14 ACCEPTANCE/REJECTION/MODIFICATION TO PROPOSALS
The City reserves the right to reject any and all proposals and to waive minor irregularities in the procedure.

2.15 CONDITIONS OF PROPOSALS
2.15.1 Late Proposals – Proposals received by the City Clerk after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery at the location designated for receipt of Proposals.

2.15.2 Completeness – All information required by this RFP must be supplied to constitute an acceptable Proposal.

2.15.3 Public Opening – All Proposals will be publicly opened at the time and place specified.

2.15.4 Award – The Evaluation Committee will make recommendations based upon the most responsive and responsible Respondent(s) whose qualifications conform to the RFP and is most advantageous to the City. The successful qualified Vendor shall be notified in writing of award.

2.15.5 Contract - A Contract (the “Agreement”) will be awarded in accordance with City Council approval, and Florida Statues, by the City Council. The City Manager reserves the right to execute or not execute, as applicable, a contract with the Consultant(s) that is determined to be in the City’s best interests. The City Manager reserves the right to award a contract to more than one Consultant as is in the City’s best interest.

2.16 TRADE SECRETS
The City of North Miami is subject to Chapter 119, Florida Statutes. Therefore, all documents, materials and data submitted as part of a Proposal in response to a Request for Qualifications are governed by the disclosure, exemption and confidentiality provisions relating to public records in the Florida Statutes.

Except for materials that are “trade secrets” or “confidential” as defined by Chapter 812, Florida Statute, ownership of all documents, materials and data submitted as part of Proposal in response to a Request for Proposals shall exclusively to the City.

To the extent that the Proposer desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be segregated from the portions of the Proposal that are not being declared as trade secrets. In addition, the Proposer shall cite for each trade secret being claimed, on each relevant page, the Florida Statute number which supports the designation. Furthermore, the Proposal shall contain a brief written explanation as to why the information is being claimed as trade secret fits the cited statute number. Finally, the Proposer shall submit one (1) additional hardcopy and one (1) additional digital copy that redacts all designated trade secrets.

END OF SECTION
SECTION 3.0
SCOPE OF SERVICES

3.1 Introduction
The City of North Miami is seeking to partner with a qualified Consultant in order to develop and administer a fair and valid promotional assessment process, which will allow for the evaluation and selection of the most qualified candidates for the rank of Police Sergeant.

Consultant shall provide the following services in relation to promotional testing for the rank of Police Sergeant:

- Review of job analyses
- Review of bibliographies (reading lists) currently used as the basis of job knowledge tests and recommendations for revisions
- Conduct orientation sessions
- Development of written examinations
- Development of BADGE, Interactive Exercise and In-Basket Exercise
- Administration of all exercises and tests developed
- Preparation and delivery of results
- Provision of performance feedback to candidates
- Preparation and delivery of technical report
- Provision of a report outlining the process and its results and containing ethnic and gender breakdowns across ranks in regards to candidate performance

The development of the exams will involve content validity strategy and will comply with professional standards for personnel selection as well as North Miami Police Department’s applicable Standard Operating Procedures, Civil Service Rules, Collective Bargaining Agreements, etc.

3.2 Subject Matter Experts (SMEs)
The validation process will involve the use of subject matter experts (SMEs) from the North Miami Police Department (NMPD). All SME panels will meet the following requirements:

a) SME Panel will collectively represent the demographics of the employee population with respect to gender, race, years of experience, etc.

b) SMEs must be experienced and active in the target position of Sergeant (e.g. SMEs should not be on probationary status or should not be temporarily assigned to the position). At least one (1) year of job experience in the target rank of Sergeant is required to serve as a SME.

c) SME Panel will collectively represent various functional areas and/or shifts of the target rank and include supervisors of the target rank of Sergeant.

3.3 Security
Test Security will be a fundamentally important condition for all testing programs developed and administered by the Consultant. Security will be of vital importance to the integrity of the overall system. The Consultant will therefore minimize the risk of test exposure and maintain safeguards in place to maintain the security.

3.3.1 Subject Matter Experts (SMEs) Security
Consultant shall require all SME members to signify their consent to abide by the strictest security procedures by having SMEs sign security/confidentiality agreements
which will detail security and confidentiality procedures. All SME panel meetings shall be conducted in restricted access environments; all SMEs notes shall be collected after each meeting. These test security measures will help ensure that all materials related to the assessment process will be tightly controlled and accounted for at all times and SMEs clearly understand the criticality of keeping test materials confidential.

3.3.2 **Physical Security**
During the development, administration, feedback; transport of test exercises and related materials to assessment location(s), etc. all test materials and related materials shall be secured in restricted areas. The Consultant shall be responsible for arranging, procuring and/or supplying the secure site(s) needed for the assessment process.

3.3.3 **Computer Security**
All test exercise development on computers shall be password protected and have multiple layers of security, including a firewall, to protect the computer and network.

3.3.4 **Administration Security**
Consultant shall supervise all activities related to the assessment process. Candidates will not be permitted to bring notes, books, supplies or communication devices to the testing site(s). The Consultant shall supply to candidates a standard set of supplies for testing purposes. In order to minimize the exposure to test exercises, stringent measures shall be applied to the development of test administration schedules. All test components shall have a maximum exposure time of one (1) day. Where necessary, candidates shall be sequestered to avoid the likelihood of information sharing that could compromise the test security.

3.4 **Promotional Process**

3.4.1 **Job Analysis**
Consultant shall review the current Police Sergeant Job Analysis to determine the comprehensive range of aptitudes, skills, abilities, and other traits that will identify candidates best suited to perform successfully in the target position of Sergeant. Consultant will determine if additional data collection is needed and, if so, will proceed accordingly.

3.4.2 **Written Examination**
The Consultant will develop a multiple-choice exam using previously selected source materials. Consultant shall prepare a written examination consisting of 100 items. Each item shall include an answer key and the appropriate source citation (including page number) for each

3.4.3 **Assessment Exercise Development**
Development of assessment exercises will follow a content validity approach as permitted by the *Uniform Guidelines on Employee Selection Procedures* ([https://www.gpo.gov/fdsys/pkg/CFR-2017-title29-vol4/xml/CFR-2017-title29-vol4-part1607.xml](https://www.gpo.gov/fdsys/pkg/CFR-2017-title29-vol4/xml/CFR-2017-title29-vol4-part1607.xml)). Consultant will request the participation of multiple SME panels for each exercise. SMEs will be asked about meaningful situations (critical incidents) they have experienced on the job which will provide the foundation for the exercise. The specific nature of exercise tasks will be fine-tuned over a series of SME meetings. As a final step in the exercise development process, SMEs will provide information on the scoring criteria that should be used for each exercise. Consultant professional staff members will use this information to create the rating tools and other relevant
materials to be used for scoring by assessor teams. Additionally, SMEs that are part of each exercise development panel will be asked to complete a mock exercise to be used for assessor training.

During the entire exercise development process, the highest priority will be placed on ensuring the job relatedness of the test instruments and on fostering the perception of fairness. Consultant’s process must be grounded on a content validation strategy that guaranteed job-relatedness.

The following Assessment Exercises (BADGE, Interactive Exercise, and In-Basket Exercise) will be developed for the rank of Sergeant:

a) **BADGE** – In the BADGE Exercise, job-relevant scenarios (typically 4) of an immediate and dynamic nature will be presented verbally by a test proctor. Candidates will be videotaped responding to each scenario in a free-response manner and manage their own time. Candidate videotaped responses can be evaluated by an assessor team at a later time.

b) **Interactive Exercise** – In this exercise, candidates will be placed in a live meeting situation with a professional role player. Candidates must interact with the role player for a pre-determined amount of time and his/her responses will be videotaped and evaluated by an assessor team at a later time.

c) **In-Basket Exercise** – In this exercise, candidates will be presented with administrative paperwork. The paperwork will be presented in writing and will require candidates to handle the paperwork tasks in the most appropriate manner and according to Department policy. This exercise can be administered in a group setting or individually, mainly computer based, with some paper-and-pencil versions of Departmental documents. Candidates will submit written work product to be evaluated by an assessor team at a later time.

### 3.5 Written Exam Administration

#### 3.5.1 Preparation of Announcement

The Consultant will assist the City of North Miami with the preparation of the job announcement to be posted to inform all eligible candidates of the eligibility requirements and procedure to be used in the selection process.

#### 3.5.2 Candidate Test Notification Letter

A candidate test notification letter will be prepared by the Consultant and sent to eligible candidates via the Department to notify them of the dates, times and location of all promotional process activities.

#### 3.5.3 Candidate Orientation

Several weeks prior to the administration of the exercises, candidates will be invited to attend a general orientation session. During the orientation, candidates will receive a copy of the test rules and an orientation guide containing information on the testing process as well as study information. They will also receive specific test time and location(s) information and have the opportunity to ask questions at the end of the orientation session.

#### 3.5.4 Test Administration

Prior to administering the exercises, all testing materials and venue(s) set up (supply packaged, test booklets, recording equipment set up, other materials, etc.) will be
prepared by the Consultant in a standard manner. Time frames and instructions will be standardized so that all candidates receive the same instructions and the same amount of time to complete their exercises.

3.5.5 Written Exam Item Appeals
Candidates will be given an opportunity to appeal written exam items immediately following the administration of the written exam. Candidates will be required to turn in their answer sheets and will be allowed to retain a copy of the Candidate Test Booklet containing the exam items and will also be provided with an Item Appeal Form. Those candidates who wish to complete an Item Appeal Form will be allowed to do so and all other candidates will be dismissed from the test site.

The Consultant will provide the venue(s), proctors, and materials necessary for the written test administration.

3.6 Examination Evaluation
The Written Exam will be scored by one of the Consultant's professional staff members. An item analysis will be conducted to identify potentially technically clawed items meeting criteria in terms of response distribution. Items meeting the pre-determined criteria will be reviewed by the Consultant's professional staff member to determine if the item should be eliminated from the test. The Consultant's professional staff member will also review Written Exam Item Appeals submitted by the candidates. If there are uncertainties, regarding the decision to deny or uphold the appeal, SMEs from the Department will be contacted for consultation and a final decision will be mad. Candidates will be provided with written notification of their final Written Exam score, pass/fail decision, and item appeal response if applicable.

3.6.1 Assessment Exercises Evaluation
Assessors will be sworn and certified law enforcement professionals at or above the target rank of Sergeant and preferably will be from agencies comparable in size (129 sworn officers) to the North Miami Police Department. Assessors will also be diverse in terms of gender and ethnicity. Assessors will undergo a rigorous one-day training session where they will learn to take behavioral notes and evaluate candidate performance using a standardized procedure. Assessors will evaluate a mock record as part of training and to ensure inter-rater reliability. During training and evaluation, a command staff member from the department should be available to clarify and/or answer policy questions. A team of three assessors will evaluate each candidate’s record per assessment exercise. Candidate scores for the exercises will represent the consensus agreement of all three assessors. After a candidate’s record has undergone evaluation by an assessor team, it will undergo a meticulous review process by Consultant’s professional staff members to ensure that the evaluation process conforms to the procedures set forth by the Consultant during training.

3.6.2 Final Results
The City of North Miami may provide seniority points (if applicable) for each candidate eligible to participate in the promotional process. The Consultant will calculate final results by way of combining standard scores for all components of the promotional process including seniority and provide a final rank ordered list to the City of North Miami, as well as individual candidate reports with performance candidate date to each candidate. The Consultant will utilize the weights of each component as outlined in Department Policy, Bargaining Agreements, and/or Civil Service Rules. In the absence of such stipulations, the Consultant will make recommendations to the City of North Miami regarding the weights to be applied to the components of the promotional process based on literature support and best practice in the industry.
3.7 **Results and Technical Reports**
Once all exercise are scored, Consultant will aggregate written and assessment scores for each candidate taking into account the designated weights for each component and seniority points may be added provided if in accordance with applicable Department contractual requirements.

Candidates will be ranked in descending order based on the composite score on the promotional process.

Consultant will provide a technical report describing all aspects of the process within thirty (30) working days from the submission of the results.

3.8 **Candidates**
The North Miami Police Department currently has seventy-one (71) police officers that would be eligible to participate in the Promotional Process (P.P.) for Police Sergeant. In July 2015, there were seventy-five (75) eligible candidates of which forty-six (46) candidates signed up for the promotional process, thirty-two (32) took the written exam, and fourteen (14) participated in the Assessment Exercises. All candidates must qualify on the written examination with a score of 70 or higher in order to participate in the Assessment Exercises (BADGE, Interactive and In-Basket Exercises).

END OF SECTION
SECTION 4.0
PROPOSAL FORMAT

I. PROPOSAL FORMAT

Respondents should carefully follow the format and instructions outlined throughout this section, observing format requirements where indicated. All materials are to be submitted on 8 1/2” X 11” papers, paginated and separated by tabs to identify each required section, neatly typed with normal margins and spacing. All documents and information must be fully completed and signed as required. Also, when submitting your one (1) complete scanned electronic copy on CD, DVD, or USB Flash Drive in Adobe or Word format be sure to promptly label it with your company’s name, Solicitation number and title.

Please be concise in all responses. If any category is NOT APPLICABLE, so expressly state. Proposals which do not include the required documents may be deemed NON-RESPONSIVE and may not be considered for evaluation.

A. COPIES

Please submit an original Proposal and be sure to clearly mark it as “Original”. In addition, five (5) duplicate copies of the original Proposal must also be submitted. Each copy of the Proposal is distributed to an Evaluation Committee Member. If your Proposal copies are incomplete, your Proposal may be deemed Non-Responsive. One (1) compact disk (CD) or DVD (must be clearly labeled with Company Name, Solicitation No. & Title) or USB Flash Drive containing a digital copy of your proposal is also requested with this Solicitation.

B. SUBMITTAL

Proposals are to be submitted in a sealed envelope/box bearing the name of the Respondent, company name and the address as well as the title and number of the Solicitation no later than the deadline specified in the Solicitation Timetable. Immediately after the deadline passes all Proposals received on a timely basis shall be opened and read in the City Council Chambers located on the Second Floor of City Hall.

PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED AND NO TIME EXTENSIONS WILL BE PERMITTED.

Address your Proposal to the City of North Miami, Office of the City Clerk, 776 N E 125th Street, 1st Floor, North Miami, Florida 33161 (Please clearly mark your Proposal with the name and number of this Solicitation).

II. MANDATORY SUBMITTAL REQUIREMENTS

The Proposal shall be written in sufficient detail to permit the City to conduct a meaningful evaluation. The proposal must include the following information:

A. Cover Page (Included in Section 6 of this RFP)
Include this form as the very first sheet of your Proposal. Please complete the form in its entirety. The contact person indicated should be someone the City may contact for any questions or provide any correspondence related to this RFP.

B. Table of Contents
The Table of Contents should outline, in sequential order, the major areas of the proposal.
All pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.

C. Letter of Introduction
Provide a brief introduction letter highlighting the overall experience and qualifications of the firm with respect to the services requested under this Solicitation.

D. Business Structure
Corporations, Joint Ventures, or Partnerships - Submit copy of State of Florida Department of State records indicating when corporation organized, corporation number, and date and status of most recent annual report. Provide copies of current City / County / State Occupational License(s) where applicable

Respondents submitting applications as joint ventures shall submit a copy of their joint venture agreement. Any firm(s) involved in a joint venture in its proposal will be evaluated individually, as each firm of the joint venture would have to stand on its own merits.

Give the location of the office, which will handle the City’s account and the number of professional staff personnel at the office.

E. Qualifications of the Firm (30 Points)
Provide a description and history of the firm, focusing on previous governmental experience. Provide any other documentation which demonstrates the firm’s ability to satisfy all of the minimum requirements detailed in Section 2.5 and proven track record developing law enforcement promotional assessment processes as described under Section 3.0 of this Solicitation.

Describe any other experiences related to the work or services described in the Scope of Services section of this Solicitation, any other information which may be specific to the requirements.

F. Firm’s Related Project Experience (20 Points)
Provide general information about the firm including a client list of all law enforcement agencies which it has developed assessment programs for and include the following information:
- Agency name
- Promotional rank of the exam
- Date(s) of services provided
- Contact information

Describe the types of problems your firm has encountered on similar contracts, and explain what your firm did to resolve the problems and what steps were taken to avoid such problems on future contracts.

G. Qualifications of the Project Team (20 Points)
Provide a list of personnel to be assigned to this contract. Respondents should provide staff biographies including summary of qualifications, professional experiences, degrees, certifications, accreditations, etc. Each professional staff member’s responsibilities, roles, tasks, etc. in the assessment processes should be described.

Include any technical staff. Technical staff shall be considered as those persons proposed to be associated with the provision of the services described in this Solicitation.
Respondent must clearly reflect in its proposal any Sub-Consultants to be utilized (use form A-6). The City retains the right to accept or reject any Sub-Consultants proposed.

H. Proposed Approach and Methodology (10 Points)
Describe your firm’s understanding of the services requested in this Solicitation and your firm’s strengths in performing these services.

Provide your firm’s plan to perform the Services requested in this RFP. Describe how services will be organized and managed to demonstrate how the firm’s capability of successfully managing the project from start to completion. Identify all assistance that would be requested from the City and identify and describe any anticipated/potential problems in the performance of these services and the firm’s approach to resolving them. Include additional pertinent information as applicable.

I. Price Proposal (10 Points)
Respondents must include a fully completed Price Proposal Form (see Section 6) in order to be considered for this Solicitation. Although the proposed price will not be the sole factor in determining the final ranking for this Solicitation, each Respondent should submit their best price as part of their Proposal.

Note: The City reserves the right to negotiate the final terms, conditions and pricing of the contract as may be in the best interest of the City.

J. References (10 Points)
Indicate at least three (3) clients with whom the City may speak with during the evaluation phase. (Form A-14)

The Respondent must provide references for at least three (3) clients’ verifiable projects similar to the current solicited work. Past services must have been provided within the last five (5) years from proposal submission. Respondents are expected to provide information on each reference by including Form A-14 in their response. If these forms are not utilized, the respondent must provide identical information to the City for evaluation purposes.

K. Local Business Preference
This RFP is issued in accordance with the City of North Miami Code of Ordinances Sec. 7-151, which states that preference be given to local businesses, in the form of ten percent (10%) of the total evaluation points or ten percent (10%) of the total bid price. Respondents must submit Forms A-3 and A-3(a) (if applicable) with their submittal to receive local preference. Failure to submit required documentation may render the Respondent ineligible for local preference.

L. Additional Information
Provide any additional and/or relevant information regarding the firms’ capability in regards to similar projects.

M. Litigation
Provide a listing of all lawsuits or proceedings involving the Respondent within the past ten (10) years, including case names and numbers, courts, nature of the actions and disposition or status of each case.

N. Insurance Requirements
All Respondents shall provide evidence of the ability to obtain appropriate insurance coverage. Respondents may fulfill this requirement by having their insurance agent either (1) complete and sign an insurance certificate which meets all requirements, or (2) issue a letter
on the insurance agency's stationery stating that the respondent qualifies for the required insurance coverage levels and that an insurance certificate meeting the City's requirements will be submitted before final execution or issuance of the contract. (Form A-7)

O. RFP Forms

The following forms must be submitted in the following order:

- Form A-1 Public Entity Crimes Affidavit
- Form A-2 Non-Collusive Proposal Certificate
- Form A-3 Local Preference Affidavit (if applicable)
- Form A-3(a) Statement of Intent (if applicable)
- Form A-4 Questionnaire Instructions
- Form A-5 Acknowledgement of Addenda (if applicable)
- Form A-6 Disclosure of Subcontractors & Suppliers (if applicable)
- Form A-7 Insurance Requirements (Provide copies of the required Insurance or letter of intent to provide required insurance)
- Form A-14 References

All of our forms can be found on our website at:
http://www.northmiamifl.gov/departments/purchasing/forms.aspx

Please ensure to include all applicable forms with your Proposal documents signed and notarized as required.

In regards to “Form A-5 Acknowledgement of addenda”, it is the sole responsibility of the Respondent to check the City’s website for all applicable addenda issued at:

Completed responses shall include all the above information including all required forms included with this RFP or RFP submittal may be rejected.

FAILURE TO SUBMIT ALL OF THE ABOVE REQUIRED DOCUMENTATION AND DOCUMENTED PROPERLY MAY DISQUALIFY RESPONDENT.

END OF SECTION
SECTION 5.0
EVALUATION CRITERIA/SELECTION PROCESS

5.1 REVIEW OF PROPOSALS FOR RESPONSIVENESS

Each Proposal will be reviewed to determine if the Proposal is responsive to the submission requirements outlined in the Solicitation. A responsive Proposal is one which follows the requirements of this Solicitation that includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the Proposal being deemed non-responsive. The Contract(s) will be awarded to the most responsive proposer whose Proposal best serves the interest of and represents the best values to the City in conformity with Chapter 7, Article III of the City code.

By the submittal of a proposal, each firm acknowledges and agrees to all terms and conditions set forth in this RFP and agreement by the City of North Miami.

Each firm acknowledges and agrees that due care and diligence was exercised in the preparation of its proposal and all information contained therein is believed to be correct. The respondent acknowledges, and accepts its responsibility for determining the full extent of the exposure to risk and verification by the City of all information in the proposal. Neither the City nor its representatives will be responsible for any error or omission in any proposal, or for the failure on the part of any respondent to determine the full extent of the exposure.

5.2 EVALUATION PROCESS

The City shall appoint an Evaluation Committee to review and evaluate the qualifications, prior experience, and proposed development of each Respondent.

Respondents who have met the responsiveness and responsibility conditions will be evaluated by the Committee in accordance with the criteria detailed under this Section. Evaluation Committee members will independently score the Proposals based on the merit of each Proposal, as determined by the Evaluation Committee members, to meet the requirements stated in this Solicitation. The total number of points scored by each Evaluation Committee member will be based on the maximum points available for each of the criteria described below.

Upon completion of the technical criteria evaluation, rating and ranking, the Committee may choose to conduct oral presentation(s) with the Respondent(s), which the Evaluation/Selection Committee deems to warrant further consideration based on the best-rated proposal providing the highest quality of service to the City; scores in clusters; significant breaks in scoring; and/or maintaining competition. Upon completion of the oral presentation(s), the Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

5.3 EVALUATION OF PROPOSALS

Criteria will be scored on a scale of “0” to “100” per evaluator with the maximum number of points available for each criterion as noted in this section. Scoring is based on a point total per evaluator and not a percentage. The final ranking will be based on the sum total of the Committee’s score for each Respondent, adjusted by the Local Business Preference factor.
The specific criteria that will be utilized is as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Qualifications of the Firm</td>
<td>30</td>
</tr>
<tr>
<td>2 Firm’s Related Project Experience</td>
<td>20</td>
</tr>
<tr>
<td>3 Qualifications of the Project Team</td>
<td>20</td>
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<tr>
<td>4 Proposed Approach and Methodology</td>
<td>10</td>
</tr>
<tr>
<td>5 Price Proposal</td>
<td>10</td>
</tr>
<tr>
<td>6 References</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

5.4 **ORAL PRESENTATIONS**

Respondents may be invited to provide an Oral Presentation as a part of the evaluation process for this Solicitation. The Committee will schedule interviews only with selected Respondents. Notice of assigned presentation times will be communicated in advance to the Respondent but may be given short notice of appearance. The purpose of the presentation will be to clarify the Response and ensure a mutual understanding of the Scope of Services. The oral presentation may clarify but may not modify the prior written submission. Verbal exchanges between the presenter(s) and evaluation Committee during presentations are intended only for purposes of providing clarification in response to questions from Evaluation Committee. These exchanges shall not be misconstrued as a "negotiation" of terms by either party. The City will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.).

5.5 **LOCAL BUSINESS PREFERENCE**

The evaluation of competitive solicitations is subject to Section 7-151 of the City’s Purchasing Code which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the Respondent shall submit in writing its compliance with any two of the following objective criteria (see Form A-3).

Pursuant to Section 7-151, a “Local Business” is defined as a business meeting two of the following:

a) A business located in the City with a current City business tax receipt issued prior to the City's issuance of the solicitation for supplies or services; or

b) A business that has at least ten (10) percent of its total workforce residing in the City prior to the City's issuance of the solicitation for supplies or services; or

c) A business that subcontracts at least ten (10) percent of the contractual amount of a City project with subcontractors who are physically located within the City (must submit Form A-3(a) as part of the Proposal).

The local business preference is used to assign a preference of ten (10) percent of the total evaluation point, or ten (10) percent of the total price to those Respondents who qualify for this preference.

**Note:** The Respondent seeking local business preference has the burden to show that it qualifies for the preference, to the satisfaction of the City, by submitting supporting
documentation. Failure to do so may result in being considered ineligible for local business preference.

5.6 NEGOTIATION PROCESS
If the City and said Proposer(s) cannot reach an agreement on a Contract, the City reserves the right to terminate negotiations and may, at the City Manager’s or designee’s discretion, begin negotiations with the next qualified, responsible and responsive proposer. This process may continue until a Contract acceptable to the City has been executed or all Proposals are rejected. No Proposer shall have any rights against the City arising from such negotiations or termination thereof.

END OF SECTION
Section 6.0
Proposal Forms

Price Proposal Form
Cover Page & Contact Information Form
Proposal Submittal Checklist
The prices listed below shall include the total cost to complete the Services requested in this Solicitation including, but not limited to materials, labor, equipment, bonds, insurance, etc., as necessary to ensure proper delivery of Services as requested by the City of North Miami.

RESPONDENTS MUST INCLUDE A BREAKDOWN OF THE PROPOSED ACTIVITIES (TASKS) AND RESPECTIVE COST FOR EACH OF THE LINE ITEMS LISTED BELOW AS PART OF THEIR PROPOSAL (PLEASE ATTACH TO THIS FORM).

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost (Lump Sum)</th>
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<tbody>
<tr>
<td>1 Assessment Exercise Development</td>
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<tr>
<td>2 Assessment Exercise Administration</td>
<td>$</td>
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<tr>
<td>3 Assessment Exercise Evaluation</td>
<td>$</td>
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<tr>
<td>4 Assessment Center Development</td>
<td>$</td>
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<tr>
<td>5 Assessment Center Administration and Evaluation</td>
<td>$</td>
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<tr>
<td>6 Assessment Center Feedback</td>
<td>$</td>
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<tr>
<td><strong>Total Cost</strong></td>
<td><strong>$</strong></td>
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</tbody>
</table>

1. Respondent, individual, partnership, corporation or association responding to this Solicitation certifies that all statements made in this document are true and correct to the best of their knowledge. Also the Respondent agrees to hold this offer open for a period of ninety (90) days from the deadline for receipt of Response.

2. Respondent understands and agrees to be bound by the conditions contained in this Solicitation and shall conform to all the requirements.

Company Name

Authorized Company Representative (Print Name)          Title

Signature                                                  Date
COVER PAGE & CONTACT INFORMATION

RFP No. 28-17-18
SERGEANT PROMOTIONAL EXAM

This form should be included as the very first page of your Proposal. Please complete the form in its entirety and have it signed by an authorized officer and/or principal of the Respondent. The “Contact Person” listed below should be an authorized designee of the Respondent whom the City may contact for any questions and/or to forward any correspondence related to this Solicitation.

<table>
<thead>
<tr>
<th>Legal Name of Proposer(s):</th>
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<tbody>
<tr>
<td>Federal Employee Identification (FEIN) Number:</td>
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<tr>
<td>Mailing Address:</td>
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<tr>
<td>City, State, Zip Code:</td>
<td></td>
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<tr>
<td>Contact Person:</td>
<td></td>
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<tr>
<td>Title:</td>
<td></td>
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<tr>
<td>Email Address:</td>
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<td>Telephone Number:</td>
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<td>Fax Number:</td>
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</table>
I hereby certify that I am authorized to act on behalf of the Respondent, individual, partnership, corporation or association making this Proposal and that all statements made in this document are true and correct to the best of my knowledge.

By submitting a Proposal, the Respondent certifies that it has fully read and understands this Solicitation and that it has full knowledge of the scope, nature, and quality of Work to be performed.

The Respondent, individual, partnership, corporation or association responding to this Solicitation certifies that all statements made in this document are true and correct to the best of their knowledge. Moreover, the Respondent agrees to hold this offer open for a period of ninety (90) days from the deadline for receipt of Response.

Respondent understands and agrees to be bound by the conditions contained in this Solicitation and shall conform to all the requirements outlined herein.

Name of Company: ______________________________________________________

Authorized Signature: ___________________________________________________

Title of Officer: _________________________________________________________
RESPONSE SUBMITTAL CHECKLIST
SERGEANT PROMOTIONAL EXAM
RFP No. 28-17-18

This checklist is provided for Proposer’s convenience only and identifies the sections of this submittal document to be completed and submitted with each response. Any Bid received without any one or more of these sections may be rejected as being non-responsive. Please be advised that this checklist may not necessarily complete include all of the requirements listed throughout this Solicitation. It sets guidelines for consideration, and may be added to as the need arises.

Company Name: ____________________________________________________________

<table>
<thead>
<tr>
<th>Tab/Page No.</th>
<th>Appendix Forms</th>
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<td>Price Proposal Form</td>
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<tr>
<td></td>
<td>Cover Page/Information Sheet</td>
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<td>Response Submittal Checklist</td>
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<td>Cover Letter</td>
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<td>Proposed Approach and Methodology</td>
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<td>References</td>
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<td>A-1 Public Entity Crimes Affidavit</td>
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<td></td>
<td>A-2 Non- Collusive Bid Certificate</td>
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<td></td>
<td>A-3 Local Preference Affidavit (if applicable)</td>
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<td>A-3(a) Statement of Intent (if applicable)</td>
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<td>A-4 Questionnaire Instructions</td>
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<td>A-5 Acknowledgement of Addenda (if applicable)</td>
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<td>A-6 Disclosure of Subcontractors &amp; Suppliers (if applicable)</td>
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<td>A-7 Insurance Requirements</td>
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Section 7.0
Cone of Silence Ordinance
Cone of Silence Notification

Sergeant Promotional Exam
RFP No. 28-17-18

DIVISION 8. CONE OF SILENCE

Sec. 7-192. Cone of Silence.

(a) Purpose and intent. The requirements of section 2-11.1, Cone of Silence Ordinances of the Code of Miami-Dade County, Florida, as amended, shall be applicable to the city. It is the intent of this code to prevent potential bidders, offerors or service providers from communicating with city department heads, their staff or selection and evaluation committee members during the period of time in which the cone of silence is imposed.

(b) Cone of silence is defined to mean a PROHIBITION on:

(1) Any communication regarding a particular RFP, RFQ or IFB between a potential offeror, service provider, bidder, lobbyist, or consultant and the city's professional staff including, but not limited to, the city manager and his or her staff;

(2) Any communication regarding a particular RFP, RFQ or IFB between the mayor, city council or their respective staffs and any member of the city's professional staff including, but not limited to, the city manager and his or her staff;

(3) Any communication regarding a particular RFP, RFQ or IFB between a potential offeror, service provider, bidder, lobbyist, or consultant and any member of the selection committee or evaluation committee;

(4) Any communication regarding a particular RFP, RFQ or IFB between the mayor, city council or their respective staffs and any member of the selection committee or evaluation committee; and

(5) Any communication regarding a particular RFP, RFQ or IFB between a potential offeror, service provider, bidder, lobbyist, or consultant and the mayor, City Council and their respective staffs.

(c) The city manager and the chairperson of the selection committee may communicate about a particular selection committee recommendation, but only after the committee has submitted an award recommendation to the city manager and provided that should any change occur in the committee recommendation, the content of the communication and of the corresponding change shall be described in writing and filed by the city manager.

(d) Notwithstanding the foregoing, the cone of silence shall not apply to:

(1) Competitive processes for the award of CDBG, HOME, and SHIP funds and community-based organization (CBO) competitive grant processes, administered by the city;

(2) Communications with the city attorney and his or her staff;
(3) Duly noticed site visits to determine the competency of bidders regarding a particular bid during the time period between the opening of bids and the time the city manager makes a written recommendation;

(4) Emergency procurements of goods or services pursuant to section 7-144;

(5) Communications regarding a particular RFP, RFQ or IFB between any person and the director of the purchasing department or designee, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document; and

(6) Communications regarding a particular proposal, quotation or bid between the director of the purchasing department or designee and a member of the selection committee or evaluation committee provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document.

Sec. 7-193. Procedure.

(a) A cone of silence shall be imposed upon each RFP, RFQ and IFB after the advertisement of said RFP, RFQ or IFB. At the time of imposition of the cone of silence, the director of the purchasing department or designee shall provide for public notice of the cone of silence. The director of the purchasing department shall issue a written notice thereof to the affected departments, file a copy of such notice with the city clerk, with a copy thereof to each city council member, and shall include in any public solicitation for supplies or services a statement disclosing the requirements of this ordinance. Notwithstanding any other provision of this section, the imposition of a cone of silence on a particular RFP, RFQ or IFB shall not preclude procurement staff from obtaining industry comment or performing market research provided all communications related thereto with a potential offeror, service provider, bidder, lobbyist, or consultant are in writing or are made at a duly noticed public meeting.

(b) The cone of silence shall terminate at the time the city manager makes his or her written recommendation of award; provided, however, that if the city manager refers the recommendation back to the director of the purchasing department for further review, the cone of silence shall be re-imposed until such time as the city manager makes a subsequent written recommendation of award. If the city manager rejects all bids or proposals submitted in response to an RFP or IFB and concurrently requests the re-issuance of an RFP or IFB, the rejected bids or proposals shall remain under the cone of silence until such time the city manager issues a written recommendation of award or until the city manager withdraws the re-issued RFP or IFB.

(c) Exceptions. The provisions of this code shall not apply to oral communications at pre-bid conferences, oral presentations before selection committees or evaluation committees, contract negotiations during any duly noticed public meeting, public presentations made to the city council during any duly noticed public meeting or communications in writing at any time with any city employee, official or member of the city council unless specifically prohibited by the applicable RFP, RFQ or IFB documents. The offeror or bidder shall file a copy of any written communication with the city clerk. The cone of silence shall not apply to small purchases or emergency purchases, pursuant to this code.