



TOWN OF GREENWICH

Purchasing Department (203) 622-7881 Fax: (203) 622-7776
Town Hall • 101 Field Point Road • Greenwich, CT 06830

October 18, 2016

**** ADDENDUM #1 ****

TOWN OF GREENWICH, CT

REQUEST FOR PROPOSAL #7282 DEADLINE: 10/28/16 AT 3:00 PM

POLICE DEPARTMENT ORGANIZATIONAL ASSESSMENT

Question #1: What specifically has motivated the Town to undertake this project at this time?

Answer #1: The Town was motivated to undertake this assessment due to a recent lawsuit alleging harassment and a hostile work environment by a member of the GPD. The alleged examples of the conduct do not reflect the values and mission of the GPD. One of the goals of the assessment is to assist GPD in creating and maintaining a positive work environment for all members of GPD.

Question #2: Is any bond required with this proposal?

Answer #2: No

Question #3: What is the Town's budget for this project? While we understand that this is sometimes viewed as sensitive information, it is public record and provides important guidance to the consulting community.

Answer #3: There is no set budget for the project. As noted in the Evaluation Criteria, "Proposed cost to perform the work" is 20 percent of the overall criteria. Lastly, the Town of Greenwich reserves the right to withdraw the RFP at any time based on available funding.

Question #4: Where the second bullet in the Scope of Work on page 4 of the RFP addresses "Survey of all GPD employees," (1) what is the total number of employees to be surveyed; (2) how many of these employees are sworn or civilian; and (3) does the Town agree to have one survey instrument used for all employees?

Answer #4: There are 183 budgeted positions in GPD. Including command staff there are 154 sworn officers, 17 civilian dispatchers, and 12 civilians in General Services. The Town is open to a vendors' proposed approach to accomplish the work required.

Question #5: Exactly what does the Town mean by the fourth bullet on page 4, "Opportunity for interview self-referral," and how many such self-referrals does the Town anticipate?

Answer #5: "Opportunity for interview self-referral" refers to the proceeding bullet "Interviews with appropriate random sample of GPD employees". The Town envisions that some GPD employees who are not included in the random sample may have desire to be interviewed. The Town cannot provide a reliable number of anticipated self-referral. Lastly, the Town is open to a vendors' proposed approach to accomplish the work required.

Question #6: Regarding the Schedule on page 6, what is the Town's expected date of completion of this project?

Answer #6: The Town anticipates the initial observations and findings be presented in an informal report which makes preliminary findings within 2-4 months after contract is approved. Further courses of action would be determined based on results of the assessment. However, the Town is open to a vendors' proposed approach to accomplish the work required.

Question #7: Has this type of organizational assessment been performed before? If so, can you tell us approximately when?

Answer #7: No.

Question #8: How many employees comprise the GPD?

Answer #8: There are 183 budgeted positions in GPD.

Question #9: Are you at liberty to share an estimated budget for this initiative?

Answer #9: See response to Question #3.

Question #10: How many community agencies and partners do you anticipate being included in the assessment and review?

Answer #10: The Town cannot provide a reliable number of anticipated neighborhood associations, schools, and/or other community partners to be included in the assessment and review. The Town is open to a vendors' proposed approach to accomplish the work required.

ALL OTHER TERMS, SPECIFICATIONS, AND CONDITIONS OF THIS RFP SHALL REMAIN THE SAME.

A handwritten signature in black ink, appearing to read "Renata Michalski". The signature is written in a cursive style with a large initial "R".

Renata Michalski, Buyer II

RM:am