



## Finance Department

### Purchasing Services

210 Martin Luther King Jr. Blvd., Rm. 407

Madison, WI 53703-3346

Phone (608) 266-4521

[www.cityofmadison.com](http://www.cityofmadison.com)

**DATE:** July 18, 2016

**RE: Addendum 1  
RFP 8504-0-2016-BP  
Madison Police Department Policy and Procedure Review**

Notice to All Bidders:

Please note the following responses to the questions received in regards to the above RFP. The answers to these questions constitute an Addendum to the RFP:

1) Is there an evaluation criteria for the proposal? If so, how is each component of the proposal evaluated and scored? Specifically, how is the "Local Vendor Preference" calculated?

A) The RFP requirements form the criteria for evaluation. Proposals will be evaluated based upon the quality of answers to technical questions in the RFP. The Madison Police Department Policy and Procedure Review Ad Hoc Committee will act as the evaluators. Each technical question will be scored on a scale of 1-10. Each question will be assigned a relative weight. The total score from the technical questions will form 55% of the total score, as shown in this table. However, the score after this stage of the evaluation does not necessarily determine the outcome. The Committee will be expected to come to a consensus after reviewing these scores, plus interviews, if any. The Committee's final choice will be recommended to the Common Council, who has the ultimate authority to approve the final vendor selection.

RFP Section	Percentage Weight	Evaluator
Technical Questionnaire	55	Committee
References	10	Staff
Cost	30	Staff
Local Vendor Preference	5	Staff

The Local Vendor Preference is calculated as follows: if a vendor qualifies as a local vendor, 5 percentage points are given as shown above. If not local, 0 points are given. Local Vendor status is explained in the following link. To receive credit as a local vendor, a vendor must fill out the online form linked below, and the online application must be approved by the Purchasing Supervisor:

<http://www.cityofmadison.com/business/localPurchasing/signup.cfm>

2) On page 4 of the RFP, in section 1.13, titled "Local Vendor Preference," it states that there is a "scoring preference to local suppliers." Does that scoring preference only apply if the actual vendor submitting the RFP is a local supplier? What if one or more team members are registered as local suppliers?

A) The primary contractor must be registered as a local vendor to be awarded the points. If a sub-contractor is registered, points are not awarded.

3) On page 1 of the RFP, in section 1.3, titled "Format," it states that bidders should mail a package proposal that contains one copy of the cost proposal (Form D), and 20 copies of the Technical Proposal. Should Form A, Form B, Form C and Form E also be submitted with the proposal package? If so, how many copies of each should be included?

A) Yes, Form A, Form B, Form C, and Form E are all part of the proposal package and should be included in each of the twenty copies of the Technical Proposal.

4) On pages 12 of the RFP, in section 3.3(1C), it states “how will you accomplish the above questions A) and B) while fulfilling the methodology requirements listed in Section 2.5.3?” In each of the previous two questions (3.3(1A) and 3.3(1B)), the RFP asks bidders to “use the numbering system of section 2.5.(1 or 2), and respond to each numbered subsection,” however, there is no such requirement listed in 3.3(1C). In answering 1C, should bidders use the numbering system of section 2.5.3 and respond to each numbered section? Alternatively, should bidders respond to 1C by using the numbering system of sections 2.5.1 and 2.5.2 and respond separately to each section?

A) When answering question 3.3.(1C), bidders should use the numbering system of section 2.5.3 and respond to each numbered section therein, but it is not necessary to also use the numbering system of sections 2.5.1 and 2.5.2. Be sure to format your answer to fully address the question.

In order to facilitate this, section 2.5.3.1 has been renumbered as follows:

2.5.3.1. (A) The comprehensive review should include a thorough analysis of police data, including: records of police deployments, contacts (including traffic stops), diversions, citations, arrests (including arrests for Department of Corrections community supervision violations), use of force, civilian injuries, and fatalities, and investigation methods including interrogations, identification procedures, and the like.

2.5.3.1. (B) This should include analysis of officer initiated activities or contacts and civilian calls for service.

2.5.3.1. (C) Training records and records of complaints and discipline should be analyzed.

2.5.3.1. (D) Data on officer involved shootings should be analyzed, examining frequency over time, circumstances, rounds fired, and any other relevant variables.

2.5.3.1. (E) Disparities with respect to race, ethnicity, age, gender, sexuality, sexual orientation, gender identity, economic and housing status, and mental health status in police contacts, diversions, citations, arrests (including arrests for Department of Corrections community supervision violations), use of force, injuries, fatalities, complaints, and discipline should be analyzed.

2.5.3.1. (F) Additional information for analysis of MPD culture and practices should be gathered from MPD officers and staff using interviews, surveys, field observations, and any other means needed.

2.5.3.1. (G) Analyze any data relevant to the evaluation of MPD components listed in section 2.5.2, given the objectives listed in section 2.5.1.

The numbering in the original RFP for sections 2.5.3.2, 2.5.3.3., 2.5.3.4., and 2.5.3.5. remains the same.

5) On page 12 of the RFP, in section 3.3(1D), it states “describe your plan for completing the Deliverables in Section 2.5.4.” In this section, should bidders respond separately to each numbered subsection of 2.5.4, or should bidders respond to all subsections with one complete answer?

A) Please respond separately to sections 2.5.4.1 and 2.5.4.2., and affirm compliance with the remainder of section 2.5.4.

6) Section 2.5.4.3. Status updates to the Madison Police Department Policy and Procedure Review Ad Hoc Committee. How often does the committee meet?

A) The Madison Police Department Policy and Procedure Review Ad Hoc Committee Committee meets on a monthly or twice-a-month basis, and may decide to meet more frequently as needed at the pleasure of the Committee. The Committee will require monthly status reports which may be provided by telephone, videoconferencing or in writing at the Committee's discretion, but for purposes of your response please anticipate a minimum of four (4) in-person presentations to the Committee. These four meetings do not include the meetings and presentations required in sec. 2.5.4.4.

Bidders must acknowledge receipt of this addendum accordingly on RFP Form B, Receipt Forms and Submittal Checklist. The answers to these questions constitute an addendum to the original RFP.

Please direct any other questions to the Purchasing contact person below.

Brian Pittelli  
City of Madison Purchasing  
Tel: 608-267-4969  
[bpittelli@cityofmadison.com](mailto:bpittelli@cityofmadison.com)