COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government

FINANCE DEPARTMENT
PURCHASING DIVISION

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November 20, 2026

ADDENDUM No. 1
PROMOTIONAL PROCEDURE ADMINISTRATION SERVICES FOR THE COLUMBUS DEPARTMENT OF FIRE & EMERGENCY MEDICAL SERVICES (ANNUAL CONTRACT); RFP NO. 27-0012

Use the form provided in the solicitation to acknowledge receipt of this addendum. Failure to do so may result in your submittal being deemed non-responsive and not receiving further consideration for award.

Vendors are informed that the above subject solicitation is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

I. QUESTION(S)/ RESPONSES

Question 1: May the designated Senior Program Advisor or Project Director perform oversight and supervisory responsibilities remotely?

Response: No. The Department requires an on-site representative to provide oversight and supervision.

Question 2: May authorized, qualified members of the prime contractor's project team fulfill all mandatory on-site vendor-presence requirements?

Response: Yes. Qualified, knowledgeable members of the prime contractor's project team may fulfill the on-site requirements, except for events requiring the Project Director's personal attendance, as outlined below.

Question 3: Are there any specific meetings, testing events, or administrative functions that require the named Project Director to attend in person in Columbus?

Response: Yes. The Project Director must attend all testing events in person, including the written test, pump test, and assessment centers. The Project Director must also attend both in-person orientation days, which will cover all ranks.

Question 4: May the prime contractor use its own staff and disclosed subcontractors under a centralized remote supervision model?

Response: No. A centralized remote supervision model is not acceptable.

Question 5: Promotional cycle frequency: How many complete promotional assessment cycles does the Department anticipate conducting annually?

Response: The Department anticipates conducting one complete promotional assessment cycle every other year, during odd-numbered years beginning in 2027 (2027, 2029, etc.).

Question 6: Historical expenditures: Can the City provide historical annual expenditures or the current contract's pricing schedule?

Response: Historical expenditures are as follows:

FY 2026: $132,893.63
FY 2024: $125,749.30
FY 2022: $ 93,818.00
FY 2020: $ 97,160.00
FY 2019: $ 16,140.00
FY 2018: $ 115,084.57

Question 7: Teaming arrangements: May a prime contractor utilize a specialized assessment and testing subcontractor to fulfill the technical requirements, including the use of the subcontractor's qualified personnel and relevant project experience?

Response: Yes. A prime contractor may utilize a specialized assessment and testing subcontractor, including the subcontractor's qualified personnel and relevant project experience.

Question 8: Client references: May the five required similar-work references include engagements performed by a named technical subcontractor?

Response: Yes. The five required references may include similar work performed by a named technical subcontractor.

Question 9: Assessment-center staffing: What is the anticipated number of assessors required per promotional cycle, and does the Department have minimum qualifications or experience requirements for these assessors?

Response: The Department requires a minimum of three assessors per exercise. The awarded contractor may provide additional assessors as needed. Each assessor must have held the rank being assessed, or a higher rank, for a minimum of two years.

Question 10: Pump operator testing: Please clarify the respective responsibilities of the Department's Training Division and the contractor for administering and evaluating the sergeant-level pump and driving examinations.

Response: The Training Division will provide and set up all required equipment. The contractor will administer and evaluate the pump examination.

Question 11: Pricing structure: Does the City prefer a fixed price per promotional cycle, separate pricing by rank, or itemized pricing by individual service?

Response: The City prefers itemized pricing by individual service.

Question 12: Current contract: Can the City provide the current scope and pricing for RFP No. 17-0011 to support competitive proposal development?

Response: For Scope and Pricing please see attached.

Question 13: How much did the City pay for the last contract for all of the services requested in the RFP?

Response: Please see response to Question #6 above.

Question 14: If the services in the RFP were paid separately, and not as a lump sum, how much did the City pay for the most recent promotional process for each rank?

Response: Paid in lump sum.

Question 15: How many questions will the written exam consist of?

Response: They typically have between 104-112.

Question 16: If awarded the contract, will we need original wet signatures on all required forms, or are digital signatures accepted?

Response: **Award of this contract will be made in the best interest of the City. "After award of the contract by Columbus Council, awarded vendor will be notified to provide one identical hard copy of submitted proposal with original signatures. The awarded vendor will receive a digital copy of the executed contract."**

Question 17: Does the written exam function as a hurdle, in that only those that pass continue on to the next portion of the testing process?

Response: Yes, candidates must pass the exam to be eligible to continue.

Question 18: Who was the last company to provide the City with the services proposed in the RFP?

Response: Industrial Organizational Solutions, Inc.

Question 19: Is there a protest period/item review that candidates are allowed to participate in for the written exam?

Response: Yes.

Question 20: Over how many days was the previous assessment center conducted for each rank?

Response: 3 days for Sergeant, 2 days for Lieutenant, 2 days for Captain, 1 day for Battalion Chief.

Question 21: Is the City open to having assessors meet virtually to evaluate candidate videos or would the City prefer the assessors come in person to evaluate the videos?

Response: In person.

Question 22: What were the actual numbers of candidates who sat the written exam and attended the assessment center for each rank in each of the last two cycles?

Response: Sgt = 50, Lt = 35, Capt = 21, but that number changes every cycle depending on who is eligible.

Question 23: How many Battalion Chief candidates are expected?

Response: We normally have around 10, but more than that are eligible. We do not know how many will put in until we put out the signup memo.

Question 24: Feedback (B.12). Is a written feedback report mandatory, or may a vendor provide immediate, no-cost, one-on-one verbal feedback to every candidate instead?

Response: One-on-one verbal feedback is acceptable.

Question 25: What constitutes the "final recommendation" in 40 copies (B.7)? Are printed copies required?

Response: This can be removed. We accept digital copies of the final scores for the candidates.

Question 26: What is the expected first promotional cycle and timeline under this contract?

Response: In our ordinance we have to put out the position announcement in writing at least 45 days prior to the administration of the promotion procedures. So, this process will start around May 15, 2027.

Question 27: What was the last contract value and to whom was it awarded?

Response: See response to question #6 regarding contract value. The current service provider is Industrial Organizational Solutions, Inc.

II. ADDITIONAL INFORMATION:

A copy of the current executed contract for Administration of the Columbus Fire & Emergency Services Promotional Procedure (Annual Contract), RFP No. 17-0011, has been added to the City's Bid Opportunities web page: https://columbusga.gov/finance/bid-opportunities.

All addenda are included in Contract Exhibit B, pages 6 – 10 of the pdf file.
The specifications are included in Exhibit C, pages 11 – 37 of the pdf file.
The response from the awarded vendor, I/O Solutions, Inc., is included in the Contract Document, Exhibit C, beginning on page 41 of the pdf file.

Payment Summary by fiscal year, 2017 to present is addressed in response to Question #6 above.

III. ACKNOWLEDGEMENT

Indicate that your company has received this Addendum e the appropriate areas and include with

electronic response. **Failure to acknowledge receipt of this addendum may render your Bid "Incomplete".**

Andrea J. McCorvey
Purchasing Manager

REQUEST FOR PROPOSAL SPECIFICATION FOR ADMINISTRATION OF THE COLUMBUS FIRE AND EMERGENCY MEDICAL SERVICES PROMOTIONAL PROCEDURE

RFP No. 17-0011

I. INTRODUCTION

The Columbus Department of Fire and Emergency Medical Services is internationally accredited and performance driven. The department is results oriented, focuses on customer service, continuous improvement, and the safety and welfare of our customers and employees.

The Columbus Department of Fire and Emergency Medical Services is dedicated to the protection of life, property, and the environment by providing professional and courteous services of exceptional quality in the areas of Fire Prevention, Fire Safety Education, Fire Suppression, Advanced Life Support, Basic Life Support, Hazardous Materials Response, Homeland Security/Emergency Management, Fire/Cause and Origin Determination, Investigation, and Rescue at an acceptable cost to the community. The established goals of the Columbus Department of Fire and Emergency Medical Services are as follows:

a. To increase the effectiveness of emergency services deliverables by providing training opportunities and resources to all personnel.
b. To meet or exceed the Commission on Fire Accreditation International, Inc. requirements for accreditation.
c. To meet the Department's standard of cover by providing adequate facilities, staffing, appropriate equipment, and reliable apparatus.
d. To provide safe, effective and efficient response, quality patient care, mitigation, and limited remediation of all emergency situations.
e. To provide safe and quality training to all department members that will meet or exceed all levels of required training for Insurance Services Office and Federal, State, and Local government standards and to create an environment that will encourage members to maintain a positive attitude.
f. To recruit, employ, and retain a professional and diverse workforce.
g. To prevent the loss of life and minimize injuries through pro-active approaches to public education and awareness, code enforcement and fire scene investigation.
h. To expand upon the "All Hazards All Emergency" concept in prevention, planning, preparation, response, and recovery from any event that threatens life, property, and the environment.

II. OBJECTIVE

The Columbus Consolidated Government (the City) desires to select a qualified firm to conduct a promotional procedure for the Department of Fire and Emergency Medical Services. The promotional procedure shall comply with Columbus, Georgia - Code of Ordinances PART II - CODE OF ORDINANCES Chapter 11 - FIRE PROTECTION ARTICLE II. - FIRE DEPARTMENT DIVISION 2. - PROMOTIONAL PROCEDURES.

The offeror will administer a promotional process that will accomplish the Fire and Emergency Medical Services' mission.

III. OVERVIEW OF THE DEPARTMENT:

The Department of Fire and Emergency Medical Services is a fully paid department with five divisions: Operations, Fire prevention, Training, Logistics and Emergency Management, with a total of 3 84 authorized personnel. The City has 14 stations, which respond to incidents of fire, rescue, hazardous materials, unsafe conditions, and requests for emergency medical care. The department also conducts non-emergency functions such as community risk reduction, fire prevention code enforcement, fire origin and cause investigation and public education.

PRICING FOR RFP No. 17-0011

Service	Sergeant	Lieutenant	Captain	Battalion Chief
Job-task analysis	$4,035	$4,035	$4,035	$4,035
Written examination	$6,985	$6,775	$6,775	Not applicable
Practical assessment/assessment center development and related services	$9,195	$15,730	$15,730	$15,730
Candidate orientation	$555	$555	$555	$555
Project expenses	$5,025	$5,725	$5,725	$4,825
Total by rank	**$25,795**	**$32,820**	**$32,820**	**$25,145**

The combined proposed cost for all four ranks was **$116,580**. Project expenses included consultant travel and administrative costs such as shipping, freight, and printing.

The proposal was based on estimated candidate pools of 100 for Sergeant, 30 for Lieutenant, 25 for Captain, and 15 for Battalion Chief. Assessment center administration estimates were 20 candidates for Lieutenant, 15 for Captain, and 15 for Battalion Chief.

The City was responsible for providing suitable testing facilities, administering the Sergeant practical assessment, and paying assessor costs and applicable actor costs separately.

Additional Services and Payment Terms

The proposal identified the following hourly rates for calculating additional costs resulting from changes in scope or increased candidate numbers:

- Consultant/Industrial Psychologist: $185 per hour
- Consulting Associate: $75 per hour
- Technical Writer: $70 per hour
- Administrative Assistant: $35 per hour

Additional project costs were to be submitted to the City through a change order before the additional work began. Proposed fees were fixed unless the scope changed, with payments scheduled in thirds: upon contract execution, upon development of the written examination, and upon project completion.

For litigation support related to the contractor's selection processes, the proposal listed $250 per hour for expert counsel, deposition, or testimony provided by a doctoral-level Industrial/Organizational Psychologist and $25 per hour for related administrative services.

Historical Expenditures

As previously provided, actual expenditures were:

- **FY 2026: $132,893.63**
- **FY 2024: $125,749.30**
- **FY 2022: $ 93,818.00**
- **FY 2020: $ 97,160.00**
- **FY 2019: $ 16,140.00**
- **FY 2018: $115,084.57**

The itemized pricing above reflects the original 2017 proposal and should not be interpreted as confirmation of current rates. Any subsequent pricing amendments or adjustments would need to be verified separately.