

Francis M. Gomez  
Purchasing Agent



Frank J. Picozzi  
Mayor

**City of Warwick**  
Purchasing Division  
(Mailing Address)  
3275 Post Road  
Warwick, Rhode Island 02886  
Tel (401) 738-2013  
Fax (401) 737-2364

The following notice is to appear on the City of Warwick's website Monday, June 19, 2023.  
The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK  
BIDS REQUESTED FOR**

**Bid2024-085 Police Promotional Testing**

**Specifications**

Specifications are available in the Purchasing Division, located at 65 Centerville Road, Monday through Friday, 8:30 AM until 4:30 PM on or after Monday, June 19, 2023.

**Submissions**

Sealed bids will be received by the Purchasing Division no later than 11:00 AM, Monday, July 10, 2023. The bids will be opened publicly commencing at 11:00 AM on the same day at 65 Centerville Road, Meeting Room 2.

**Delivery**

All bids must be sealed. If delivering in person or sent by delivery service (FedEx/UPS/DHL etc...) use physical address 65 Centerville Road, Warwick, RI 02886, Suite D. If sent via United States Postage Service use mailing address 3275 Post Road Warwick, Rhode Island 02886.

**Awards**

Awards will be made on the basis of the lowest evaluated or responsive bid price. Please note that no bids can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2013 at least 48 hours in advance of the bid opening date.

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**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID**

**Acknowledgement of Addendum (if applicable)**

<b>Addendum Number</b>	<b>Signature of Bidder</b>
_____	_____
_____	_____

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

BIDDER'S SIGNATURE: \_\_\_\_\_

BIDDER'S NAME (PRINT): \_\_\_\_\_

TITLE: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\*

\*Please include your email address. Future bids will be emailed, unless otherwise noted.

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**II. AWARD AND CONTRACT:**

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor, accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: \_\_\_\_\_

Bid2024-085

\_\_\_\_\_

Purchasing Agent

**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID**

**CERTIFICATION & WARRANT FORM\***

**This form must be completed and submitted with sealed bid.  
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statutes, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**\*This form cannot be altered in any way**

**CITY OF WARWICK  
NOTICE TO BIDDERS**

**Bid2024-085 Police Promotional Testing**

If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your bid to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids will be accepted via facsimile or email.

The opening of bids will be in the order established by the posted agenda and the agenda will continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid will be deemed late.

The City of Warwick, in addition to soliciting bids in response to this bid, may consult, consider, and make an award for any and all open bid offers for a comparable unit as sought herein at the following websites:

RI State MPA: <https://www.ridop.ri.gov/contract-portal/>

NASPO: <https://www.naspo.org/>

NJPA (National Joint Powers Alliance): [https://www.njpacoop.org/cooperative purchasing](https://www.njpacoop.org/cooperative-purchasing)

MHEC (Massachusetts Higher Education Consortium): <https://www.mhec.net/>

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids should be submitted with one (1) original and two (2) copies in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as “Bid2024-085 Police Promotional Testing”

All proposals submitted become the property of the City and will not be returned. If the company intends to submit **confidential or proprietary information** as part of the proposal, **any limits on the use or distribution of that material should be clearly delineated in writing. This information should be submitted in a sealed envelope, clearly labeled confidential** and where it should be submitted in the response. Please be advised of the Freedom of Information Act as it may pertain to your submittal.

Should you have any questions, please contact Deputy Chief Michael Lima, Warwick Police Department, at 401-468-4222.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder should initial the change.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is open.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder will indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

The IRS Form W-9 available on [www.warwickri.gov](http://www.warwickri.gov) should be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

For a bid to be awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity may be required to provide to the Purchasing Agent a **Certificate of Good Standing** dated no more than thirty (30) days prior to the date upon which the bid approval was made.

The successful bidder will provide said **Certificate of Good Standing** (if required) within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices to be held firm 9/27/2023 through 9/26/2025. Term contracts may be extended for one (1) additional term upon mutual agreement unless otherwise stated.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The successful bidder must comply with all Rhode Island Laws applicable the public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City will incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor will be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit will be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick will be the sole responsibility of and will be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick will be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement will cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to bid specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

## **Police Promotional Examinations: Bid Specifications**

The City of Warwick Police Department is hereby soliciting bids for promotional written testing examinations for the ranks of Captain, Lieutenant, Sergeant, and Detective.

### **A. Background:**

1. The Warwick Police Department is accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA).
2. The department is currently comprised of 175 officers and 49 civilian employees and serves a community of approximately 85,000.00 residents.
3. The department is currently staffed for 7 Captains, 8 Lieutenants, 29 Sergeants and 26 Detectives.

### **B. Contractual Requirements:**

1. Promotional testing procedures are implemented for the above mentioned ranks and a promotional list shall remain in effect for a 2-year period unless first exhausted.
2. In order to be eligible for promotional consideration, a candidate for Detective must have a minimum of 3 years of service; for the rank of Sergeant, a minimum of 5 years; for the rank of Lieutenant, 2 years of service as a Sergeant; and for the rank of Captain, 1 year of service as a Lieutenant.
3. Promotional testing consists of an oral interview process that accounts for 20 overall points in the process and a written examination accounting for 80 points.
4. All study materials provided by the department and the selected reading text title and publishing information shall be distributed to all eligible candidates a minimum of 90 days prior to the administration of the examination unless time is of the essence and, in the view of the Chief, it is necessary to hold the promotional examination in a shorter period of time. If no eligibility list is in effect, one must be created by use of a written test and oral interview, within sixty days.
5. Written Examination Results “Review Period” – The department shall permit a written examination “review period” after the preliminary results of the examination have been provided to the members who took the examination, but before any promotional list has been finalized and posted. If, after the 14-day review period, a member disputes the correction and/or answer of a promotional examination question(s), said member shall submit a written appeal and explanation of said dispute, to the Chief or his designee, within one (1) week from the end of the review period. The department shall submit the written appeal and explanation to the developer of the written examination within three (3) business days from the date of the receipt of the appeal from the member. The developer of the examination shall issue a written decision within four (4) business days from the date of the receipt of the appeal from the department.

C. Testing Format:

1. Each examination shall be comprised of one-hundred (100) multiple-choice questions. True or False or Essay type Questions are not to be included.
2. Questions will be selected from each of the following sources to comprise the one-hundred question test:
  - a) Rhode Island General Laws; Titles 11, 12, 31, and 3. (45 questions)
  - b) Policies and Rules and Regulations of the department. (40 questions)
  - c) Ordinances of the City of Warwick; police related. (15 questions)
3. The department reserves the right to modify the number of questions allotted from each source however the total number of questions will remain 100.
4. All reference materials listed in 2 a-c above will be furnished by the department to the successful bidder and will not be released under any request without written authorization from this department.
5. The department shall furnish to the successful bidder the essential job functions and duties and responsibilities of each tested rank as applicable.

D. Testing Protocol:

1. The successful bidder will supply the department's authorized agent with all exam sources, answer sheets, and a scoring overlay to allow for manual scoring of each exam by the department as specified in E below. Scoring overlays to allow the department to conduct manual scoring should be supplied in the following format:
  - a) 1-15 tests (2 overlays)
  - b) 16 or more tests (4 overlays)
2. Answers to each question shall be verified as to which source, page, line, etc is used in determining the correct answer.
3. Questions will be formatted for each individual testing process for single use in that specific process. Questions will not be used in duplicate or repopulated in other testing processes. For example; none of the 100 questions formatted for a Detectives test, will be used in a Sergeants test or any other exam. Each test formatted will have 100 new questions, defined by the parameters listed in Section C.2. of this bid. This includes multiple tests in the same rank that may fall into this two year period.
4. Requests for tests will be made anytime during the specified bid period, but at least 60-90 days prior to an actual test, or as agreed upon between this department and the company awarded the bid.

E. Delivery:



1. The written examination shall be delivered to the Police Department via a secure online electronic transmittal service in a secure password protected digital format.

F. Evaluation Factors to be considered:

1. Demonstrated prior experience in successfully developing police promotional written testing examinations and ability to provide tests in the time periods required. (*Weight: 60 points maximum*)
2. References from at least three (3) departments with contacts and phone numbers used within the past five (5) years that have used the bidder's services. (*Weight: 20 points maximum*)
3. A summary list of any litigation within the past five (5) years resulting from any tests developed by the bidder to include dispositions and/or status and issues raised in any such action(s). (*Weight: 5 points maximum*)
4. Bid price provided. (*Weight: 15 points maximum*)

*Note: The lowest evaluated price shall be determined by, but not necessarily limited to experience, reference, and cost.*

Point of Contact: Deputy Chief Michael Lima 401-468-4222  
Email: [Michael.lima@warwickri.gov](mailto:Michael.lima@warwickri.gov)

**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID**

**(PRICING SHEET MAY NOT BE CONFIDENTIAL)**

**CITY OF WARWICK**

**BID AND CONTRACT FORM**

**TITLE OF SPECIFICATION:** Bid2024-085 Police Promotional Testing

**I. BID:**

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price.

This offer will remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance by the CITY OF WARWICK will transform the bid into a contract. This bid and contract will be secured by Bonds, if required by the specifications.

Price per 100 Question Test:      \$ \_\_\_\_\_

Price per Question:                      \$ \_\_\_\_\_

List All other Additional Prices and other Requirements Below:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

List all dates when testing services will be unavailable to the Police Department

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