

**Addendum 1**  
**Management Assessment and Related Services RFP**  
**Questions from Prospective Consulting Firms (Final 05.26.16)**

The City of Minneapolis (herein the "City") received questions from a number of organizations in response to the Request for Proposals (RFP) for Management Assessment and Related Services (RFP2016-71). The RFP was issued on May 2, 2016. Where questions requested similar or identical information, only one of the prospective questions is included in this document.

Listed below are the questions and answers that the City received from four organizations.

**1. In 2012, you sent out a similar request, did you ever act on it? Do you have a budget in place?**

The RFP that was sent out in 2012 resulted in the City entering into agreements with two different organizations. We anticipate that the current RFP will result in one or more contracts that exceed \$100,000. Services are paid for by individual departments who access and utilize the services. There is no centralized budget dedicated for these services.

**2. What is the City willing to pay for its assessments?**

The price the City is willing to pay will be determined in part by the type of position (e.g. Department Head, Deputy Director, Manager, etc.) that is being filled, the actual assessment battery, and the length of the assessment conducted. Although no specific price point has been established, the City needs to balance the need to ensure that candidates are assessed appropriately while balancing the need to expend public dollars prudently.

**3. The number of management assessments the City has been doing on an annual basis. Looking for a rough approximation only e.g., 10 vs 100?**

The City expects to conduct approximately 20 management assessments per year which includes full and half-day assessments. The actual number will be impacted by the amount of employee turnover that occurs in the positions where management assessments are typically utilized.

**4. Under this new contract what does the City wish to improve or expand on over services it is currently getting under the current contract?**

Based on your experience working with different organizations, the City is interested in suggestions on how to improve current practices. The City is looking for leadership and management assessments that are predictive and developmental in nature. The City expects Consultants to utilize best practices while using cutting edge job related assessment tools.

**5. Can you provide job descriptions for the positions that you wish to hire for?**

Since the beginning of 2016, the City has used management assessments for Chief Finance Officer, Director of Regulatory Services and Communications Director. You can click on the three links below to see the position profile for each respective position:

- a. [Chief Finance Officer](#)
- b. [Director of Regulatory Services](#)
- c. [Communications Director](#)

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**6. Are you open to the use of online assessments?**

Yes. The providers the City currently uses, and have used in the past, have used online assessments.

**7. Does the feedback need to be provided in person or would phone/web based feedback be possible?**

Feedback to the hiring authority can be done via face to face meetings, teleconferences or video conferencing. Feedback to individual candidates can be provided using the same methods.

**8. Do you have a competency model in place that you are looking to measure against?**

The City has used a number of competency models over the years including internally developed, Lominger, SkillScape, etc. Information about the competencies/knowledge, skills and abilities to be assessed will be discussed with the Consultant conducting the assessment before the assessment process begins.