



City of Seattle

Edward B. Murray, Mayor

Seattle Department of Human Resources

Date: October 25, 2016

Purpose: Additional Information as of 10/24/2016

These are notes and clarifications based on the pre-submittal conference call on October 24, 2016 and recent email questions from some of the consultants and stakeholders.

1. Why is the City starting with equity at entry-level when there is known to be more inequity at upper levels of employment?

This particular project is focused on reducing barriers to entering City employment with the Police and Fire departments because of the directive from the Mayor to advance equity in the hiring processes for each department.

2. Will the tight timeline for this project be negotiable?

This project is subject to political visibility and current hiring pressures for both departments. Seattle Fire needs to test for their next recruit class Fall of 2017. Negotiation on the timeline for the consultant's delivery of services is possible but not in a way that jeopardizes missing critical milestones that will enable the recommendations from this project to inform the time-sensitive next steps of Fire and Police hiring for 2017.

3. The RFP mentions Mayor Murray's Executive Order and the other work that is being undertaken for the Executive Order. Could you provide more visibility into this other work?

Yes. The City's Workforce Equity Strategic Plan can be found at the below link, detailing the other work that is underway, including implicit bias training for any employee involved in hiring processes. <http://murray.seattle.gov/wp-content/uploads/2016/07/Workforce-Equity-Strategic-Plan-July-2016.pdf>

4. Minimum qualifications clarification:

- The City is not concerned with how long the consultant has been in operation but does want to see that the consultant has consulted for, or worked with, an organization that has been around for at least 5 years. Example: The consultant could have been in business for 1 year, but in a previous role, they managed the equity analysis for a firm founded in 1982. This consultant would meet the minimum qualifications.
- The City of Seattle is about 11,000 employees. The Seattle Police and Fire Departments, combined, are around 3,000 employees. This size requirement is because the City aims to hire a consultant who can demonstrate they can navigate and manage a project of this scale. Alternative means of meeting this minimum qualification are welcome but must be clearly identified so the City can evaluate them.

5. Change to the RFP in the underlined language below:

Procurement schedule, page 1:

A second pre-submittal conference call has been added for November 1 at 11am. The call-in information is pending and will be posted by COB October 31, 2016.

Section 5, page 4:

At the selection (entry-level civil-service testing, oral boards and pre-employment screening and selection practices) phases of employment for new hires at the Seattle Fire Department and Police Department, the successful consultant will:

1. Review and map the distinct Fire and Police Department entry-level hiring practices including written, oral and physical evaluation components. This mapping would include identification of required evaluation components and non-required components by Federal, State and Municipal law as well as the Public Safety Civil Service Commission rules, institutionalized evaluation components and those that may adapt or change more readily.