



RFP No. 26-34-26101
Police Promotional Assessment Testing Services

Addendum No. 01
Release Date: September 21, 2026

THE FOLLOWING ITEMS ARE MADE AND HEREBY BECOME A PART OF THIS SOLICITATION AS PREPARED BY PROCUREMENT:

REVISED: Exhibit D – Reference Questionnaire:

See attached revised Exhibit D for use. JAA will accept original and revised Exhibit D – Reference Questionnaire.

QUESTIONS & ANSWERS

- Q1. Please provide the number of eligible candidates for the testing ranks. If the number eligible to test is not available, please provide the number of candidates who tested for each rank during the most recent test administration and the year of this testing.
- R1. 20.**
- Q2. Please provide the name of the consultant/vendor who conducted the most recent testing services.
- R2. First Idea, Inc. d/b/a Booth Research Group.**
- Q3. Please provide the dollar amount of the most recent contract for these services.
- R3. \$35,485.76.**
- Q4. Who will be responsible for recruiting assessors.
- R4. The successful Respondent.**
- Q5. Who will be responsible for assessor cost.
- R5. JAA should be billed at cost separately for assessor cost. Actual receipts must be submitted with invoice to support payment processing.**
- Q6. While reviewing the solicitation documents, we noticed Exhibit D (Reference Questionnaire) appears to have a different RFP number and name on the second page. We would appreciate your guidance as to whether we should submit the reference form in its current format or wait for a corrected version to be issued.



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R6. See attached REVISED Exhibit D: Reference Questionnaire for use. JAA will accept original and revised versions of Exhibit D: Reference Questionnaire.

Q7. Can you provide a copy of your policies and procedures regarding promotional assessments?

R7. See attached JAAPD FOP Promotional Process and Procedures.

Q8. What is the required format and method for candidates to submit appeals to the vendor?

R8. See attached JAAPD FOP Promotional Process Appeal Sheet.

Q9. Who makes the final decision on whether to uphold or deny appeals submitted by candidates?

R9. JAAPD Management.

Q10. Does the City have any security concerns that would require all candidates to go through the assessment center exercises in one day? Or does each candidate have to do all of his/her assessment center exercises in one day? What assessment center exercises were used in the past?

R10. JAA would like the process to span no more than 2 days. Day 1: Written Test in the morning. Appeal Process: Requests received immediately following the exam. Review of Appeals by Police Management and Training of Assessors by Vendor in the afternoon. Day 2: All 3 Assessment Centers administered - 2 in the morning and 1 in the afternoon or 1 in the morning and 2 in the afternoon (either way would be fine).

Q11. Do you require the use of out-of-town assessors?

R11. Not required but it is preferred.

Q12. Will the department provide a venue for testing and evaluation or does the vendor have to provide that?

R12. JAA will provide the venue.

Q13. How much did the city pay the last vendor who provided these assessment center services?



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R13. Assessment Center Development and Administration cost was \$18,000.00.

Q14. Will the Jacksonville Aviation Authority be open to conduct online meetings?

R14. Yes. Previous successful Respondent only traveled once to Jacksonville for the administration of written test and assessment centers.

Q15. Certificate of Insurance: Since our insurance is provided by multiple carriers, the certificate will read as follows: "SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS." CPS HR or broker can provide a 30-day notice. Please confirm this is acceptable.

R15. Yes, this is acceptable.

Q16. Section C - Other Requirements states "All working papers, surveys and related data will become the property of the JAA upon acceptance of the Respondent's final recommendations." Please clarify whether our owned examination materials are excluded from this. We request to add the following language to Article 5 of the contract: "Notwithstanding anything to the contrary, Contractor retains all right, title, and interest in and to all preexisting intellectual property that is not created or developed by or on behalf of Contractor under this Agreement including Contractor's pre-existing testing and examination materials used in connection with the services under this Agreement, of which Contractor shall retain sole ownership. To the extent that the Authority incorporates deviations, including but not limited to editorial revisions, annotations, elaborations, or other modifications into pre-existing testing and examination materials, Contractor shall retain ownership of such derivative testing and examination materials."

R16. No. The JAA will not modify the language.

Q17. We request our Test Rental Agreement and Assessment Center Agreement be added to contract terms. Please see attached.

R17. No. The JAA will not add agreements to the contract terms.

End of Addendum

The Question-and-Answer Period closed at 5:00 PM local time on 09/15/2026.

Responses must be submitted into Demandstar.com by 2:00 pm local time on 09/29/2026.



EXHIBIT D

REFERENCE QUESTIONNAIRE

RFP No. 26-34-26101 – Police Promotional Assessment Testing Services (REVISED)

(Page 1 of 2)

Proposer's Name: _____
(Insert Name of Company Reference is being submitted for)

Individual Completing Reference (Name): _____

The person completing the Reference Questionnaire must provide a response to all of the following questions:

1. Describe the services provided by the Proposer to your organization.

2. Please rate your overall satisfaction with the Proposer on a scale of 1 to 5, with 1 being "least satisfied" and 5 being "most satisfied." _____

3. If you answered three (3) or less to the previous question, what could the Proposer have done to improve their rating?

4. Please indicate your level of satisfaction with the Proposer's project management structures, processes, and personnel. Use a scale of 1 to 5; with 1 being "least satisfied," and 5 being "most satisfied." _____

5. If you answered three (3) or less to the previous question, what could the Proposer have done to improve their rating?



Revised 8/2020

REFERENCE QUESTIONNAIRE

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Continued

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Proposer's Name: _____
(Insert Name of Company Reference is being submitted)

6. How long were past services provided or are the services currently being provided (please provide dates for contract term and/or services)?

7. Would you use the services of the Proposer again? Indicate on a scale of 1 to 5: with 1 being "absolutely not" and 5 being "absolutely yes". _____

8. Additional Comments or Feedback:

NOTE: THE RESPONDENT SHOULD SEND THE REFERENCE QUESTIONNAIRE TO THREE REFERENCES. JAA WILL ACCEPT THE REFERENCE FORM ONLY FROM THE INDIVIDUAL COMPLETING THE REFERENCE QUESTIONNAIRE. THE REFERENCE FORM SHOULD BE E-MAILED DIRECTLY TO monica.frazier@flyjacksonville.com WITH THE RFP NO. 26-34-26101

IN THE SUBJECT LINE. TO BE CONSIDERED. COMPLETED REFERENCE FORMS MUST BE RECEIVED AT THE ABOVE EMAIL ADDRESS ON OR BEFORE 2:00 P.M. (LOCAL) ON SEPTEMBER 29, 2026. NO CONSIDERATION OR POINTS WILL BE GIVEN TO LATE REFERENCE FORM RECEIVED AFTER SEPTEMBER 29, 2026, 2:00 P.M.

As part of this solicitation, Respondent references are considered very important. As such, JAA will contact and evaluate the responses it receives from each reference provided in response to this solicitation. To the extent the required reference questionnaires are not received, contact with proposed references cannot be made, or the proposed references indicate a lack of knowledge or awareness of Respondent, the same will be negatively reflected in JAA's evaluation and award of points for this factor. Therefore, prior to proposing references, Respondents are encouraged to contact those individuals or entities being proposed as references in order to ensure that: (i) their contact information is current and correct; (ii) they are knowledgeable and aware of the issues for which they are being proposed as references; and (iii) they are ready, willing, able and permitted to provide the reference information being sought.

Person Responding to Reference Questionnaire: _____

(Printed Name)

(Signature)

(Title)

Phone Number: _____ Email: _____

Date Form was Completed: _____

AGREEMENT
Between
THE JACKSONVILLE AVIATION AUTHORITY
and
THE FLORIDA STATE
FRATERNAL ORDER OF POLICE, INC.
December 4, 2024, through September 30, 2027

ARTICLE 16: VACANCIES AND PROMOTIONS

16.1 Eligibility for Promotions

If the Employer decides to fill a vacancy for any Corporal or Sergeant position, it shall post a notice internally, to be filled by eligible current JAA personnel. The minimum time of service for the position of police corporal shall be three years as a JAA police officer. The minimum time of service for the position of police sergeant shall be either four years as a JAA police officer, or one year as a JAA police corporal. In calculating the eligibility time, the minimum time shall have been attained prior to the date of the promotional exam. An employee is not eligible to take the promotional examination if he/she has received a written reprimand, suspension or demotion within six (6) months of the actual date of the examination.

16.2 Notice of Promotional Examination

The employer shall provide notice of a promotional examination at least ninety (90) calendar days prior to the date on which the exam is scheduled to begin. The notice will include a summary of the components of the promotional exam.

16.3 Promotional Examination

- A. The employer shall determine the content and make—up of the examination so that it is aligned with a current job task analysis, and in an effort to encourage appropriate job knowledge, skills, abilities, and other best practices for the profession. The Employer may use qualified persons inside or outside of the JAA to assist in the preparation of any portion of the examination process. The same test will be used for the ranks of Corporal and Sergeant. Employees who have applied for both the Corporal and Sergeant positions will only be required to take the Corporal/Sergeant test once for the announced promotional exam.
- B. The employer shall determine the components of the examination process, which will include written exams, and may also include a combination of oral boards, and scenario assessments. The Employer may also take into account whether employees taking the promotional exam have completed leadership or supervision training and educational background. This list is not exhaustive, and the Employer may add to or subtract from the list in its discretion. The Employer will assign values to each selected segment of the promotional process as determined by a job task analysis. A passing score of at least sixty-five (65) must be attained before a candidate can move on to the next step in the promotional process.

The Employer will also assign candidates the following points for seniority:

- 1. Candidates with three to ten years of service with JAAPD shall be awarded three points;

2. Candidates with eleven to fifteen years of service with JAAPD shall be awarded six points; and
3. Candidates with sixteen or more years of service with JAAPD shall be awarded nine points.

16.4 Promotional Eligibility List

Once the process is completed and the scores for each category have been calculated, a promotional eligibility list will be created. Promotion from the list will be at the discretion of the Employer and the Director of Security based on the rule of the three of the top candidates, following consultation with the Director of Human Resources. The Director of Security will choose among the top three (3) candidates. If a lower scoring candidate is selected over a higher scoring candidate, the Employer will provide a written explanation for the decision to the affected candidate(s). The Employer retains the discretion to determine when and who to promote, provided that the provisions of this Article are followed.

The promotional list shall be valid for eighteen (18) months from the date of acceptance by the Employer. This time period may be extended by mutual agreement of the parties. The Employer is not required to post a vacancy if qualified candidates are available on the promotional list during the time period that the list is valid. An employee on the promotional list will be deemed ineligible for promotion if he or she receives corrective action of a written reprimand or higher prior to the selection decision.

**Jacksonville Aviation Authority Police Department Promotional
Written Examination Question Appeal Sheet
2018**

Identify the Exam (circle one): Corporal Sergeant

Test Item Number Appealed: _____

Check One:

- ☐ No Correct Answer
 ☐ Multiple Correct Answers
☐ Wrong Answer (One of the other choices is correct)
☐ Other

Instructions: Provide a detailed explanation for your appeal. If appropriate, give the page number of the source that supports your claim. Do not write the Test Question on this sheet. Do not write on the back of this paper. If you need more space, attach additional sheets, writing only on the front of each sheet. Use a new form for each item you appeal – one appeal per form.

[illegible]