



Legal Notice

**Request for Proposals to
Provide Professional Services
to Conduct a Fire Department
Promotional Assessment
Center**

City of Spartanburg
P.O. Box 1749
295 E. Main Street
Spartanburg, SC. 29302
Email: cwright@cityofspartanburg.org

June 17, 2026

NOTICE IS HEREBY GIVEN – The City of Spartanburg seeks submissions from qualified Proposers to provide professional services to conduct a promotional assessment center for the positions of Assistant Chief of Administration, Assistant Fire Chief of Operations (AC Admin & AC Ops will be combined as one assessment), and Fire Battalion Chief for the City of Spartanburg Fire Department.

Proposal No: 2627-07-07-01

The City of Spartanburg hereby notifies all Proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject all proposals or waive any informality in the qualifications process. The City of Spartanburg may hold proposals for a period not exceeding sixty (60) days from the date of proposal opening to review the Proposals and investigate the qualifications of prospective parties before awarding the Contract. The vendor awarded the proposal will be **required** to obtain a **City of Spartanburg Business License**.

SUBMISSION DETAILS AND DEADLINE

The City of Spartanburg now uses **BidNet Direct**, a widely used cloud-based procurement platform that connects our buyers with businesses seeking contracting opportunities. It's **highly recommended** that you register as a free member.

Electronic **Qualification Materials** are due on **Tuesday, July 07, 2026**, no later than **3:00 PM**. Submissions must be uploaded to the **BidNet Website**. At the specified time, all submissions will be publicly opened and read aloud in the City Offices Conference Room, on the lower level.

For further information and a complete Proposal Package, please contact the **Procurement and Property** office via link to <http://www.bidnetdirect.com//cityofspartanburg>

Sealed bids are Due Tuesday, July 07, 2026, no later than 3 pm.

Technical questions regarding the scope of services should be directed to Carl F. Wright at 864-596-2790 or to cwright@cityofspartanburg.org. The subject line of all emails MUST include the Proposal Number.

The City of Spartanburg will choose the proposal(s) that best fit its needs. The City of Spartanburg is not obligated to award the contract solely based on cost.

INDEMNIFICATION

The selected Proposer will be required to defend, indemnify, and save harmless the City of Spartanburg, its employees, and agents from and against all claims, damages, losses, and expenses (including, without limitations, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the selected Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses, and expenses.

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CITY OF SPARTANBURG

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES TO CONDUCT FIRE DEPARTMENT PROMOTIONAL ASSESSMENT CENTER

I. INTENT AND GENERAL INFORMATION

The City of Spartanburg ("City") seeks submissions from qualified firms to provide professional services for the advertisement and execution of an open promotional assessment center for the positions of Assistant Chief of Administration, Assistant Fire Chief of Operations, and Fire Battalion Chief for the City of Spartanburg Fire Department.

BACKGROUND

The Spartanburg Fire Department seeks to convene a promotional assessment center to ensure a fair, transparent, and job-related process for selecting an Assistant Chief of Administration, an Assistant Chief of Operations, and a Fire Battalion Chief.

Rapid community growth, increasing call volume, and evolving risk demand a rigorous, competency-based approach that evaluates candidates beyond written exams. A validated assessment center, utilizing incident command simulations, tactical decision-making, supervisory and HR scenarios, and communication exercises, will objectively assess leadership, strategy, tactics, interagency coordination, and community engagement. This method of assessment strengthens succession planning, supports ISO/CPSE performance expectations, reduces bias, enhances legal defensibility, and builds a merit-based pipeline. Hosting the center now will stabilize leadership across the department, improve service continuity, and reinforce public trust.

QUALIFICATIONS OF PROPOSERS

The Spartanburg Fire Department is seeking a Professional Proposal from a qualified vendor who has quantifiable experience in conducting onsite, offsite, and/or virtual assessment centers.

The selected Proposer shall be able to provide onsite, offsite, and/or virtual assessment services at the discretion of the City of Spartanburg, including all services required under the Agreement.

All proposals shall include a cover letter attesting to the company's background and experience, and providing a general overview of the promotional process for that Proposer.

Each proposal shall include a list of clients for whom the company has conducted promotional assessment processes across the indicated ranks, as references.

The proposal will need to include the resumes of all Subject Matter Experts (SMEs) and staff members who will work on and develop the assessment center with the City of Spartanburg.

SCOPE OF WORK

1. Assessment Center Overview

The Proposer will assist the Fire Chief or their designee in developing and executing a promotional assessment center for the positions of Assistant Fire Chief of Administration (ACAdmin), Assistant Fire Chief of Operations (ACOps), and Fire Battalion Chief (FBC).

The proposal will need to show the price per candidate, with a minimum of three (3) candidates at each level. If there is an additional cost for candidates beyond the minimum of three (3), the price must be shown in an additional column.

The project will entail:

- Assist the City of Spartanburg with an advertisement for the following positions, utilizing the Spartanburg Fire Department's job descriptions:
 - Assistant Chief of Administration
 - Assistant Chief of Operations
 - ACOps/ACAdmin will be combined in one assessment center
 - ***NOTE*** The assessment center for FBC has been internally advertised and will be for three (3) identified candidates, with no outside advertising.
- The Proposer will be responsible for application management and pre-screening to ensure that the qualifications of viable candidates are met (ACAdmin/ACOps Only).
- The Proposer will work with the Fire Chief and/or their designee to select candidates to participate in the assessment center (ACAdmin/ACOps).
- The Proposer will develop and provide the Fire Chief and/or their designee with a scoring matrix for each portion of the assessment center for approval.
- The Proposer will develop and manage the following portions of the assessment center:
 - Design and conduct an in-depth one-on-one phone interview with an assessor (SME) and each candidate.
 - Written exercise appropriate to the position being tested (ACOps/ACAdmin, FBC).
 - Administer a psychological profiling instrument to each final candidate and provide a written report to the Fire Chief and/or their designee.
 - Design and conduct four (4) assessments of each candidate for approval by the Fire Chief or their designee. The assessments are to include the following components:
 - A Human Resource-related scenario to include a role play between the candidate and one of the assessors or moderators that is appropriate to the position being tested (ACOps/ACAdmin, FBC).
 - A multi-faceted scenario to include conflict resolution and meeting management appropriate to the position being tested (ACOps/ACAdmin, FBC).

- A fire ground technical evaluation of a complex emergency scene (appropriate to each position being tested) to assess complex emergency management and strategic thinking skills, utilization of the National Incident Management System, and the ability to work with an expanding incident (AC and FBC).
- A budget presentation scenario:
 - For the Assistant Fire Chief: This will be a budget-related scenario presentation to the City's Budget Committee, composed of the Finance Director, City Manager, Fire Chief, and Council Members.
 - A budget presentation scenario for the FBC. This will be a budget-related scenario presentation to the fire department leadership, composed of the fire chief and both assistant Chiefs.

2. Post Test Responsibilities of the Proposer

After the assessment center has been completed, the Proposer will be responsible for the following:

- Provide the Fire Chief with an eligibility list for each position tested, in order of highest to lowest score, along with recommendations for each position.
- Provide the Fire Chief with all candidate documents for review by the Fire Chief and/or their designee, and allow candidates the opportunity to review their materials only.
 - For retention requirements, all assessment documentation must be kept secure with the Proposer or securely transferred to the Fire Chief or their designee.

3. Additional Responsibilities of the Proposer

The selected provider will be required to provide the City of Spartanburg with a Certificate of Insurance if on-site work is completed.

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Price page

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City of Spartanburg
P.O. Box 1749
295 E Main Street
Spartanburg, SC. 29302
Email:
cwright@cityofspartanburg.org

Proposer has examined this Request for Proposal, the Advertisement for this Request for Proposal, and the following Addenda (receipt of which is hereby acknowledged):

Company Name: _____

By: _____ (Signature) _____ (Printed)

Title: _____ Date: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Proposal Price Table

Scope of Services	One (1) to Three (3) Candidates	Greater than Four (4) candidates, if applicable
Price per candidate based on the Scope of Work in the Request for Proposal:		
Combined Assistant Chief Assessment		
Fire Battalion Chief		
List additional costs associated with the Proposer that are in addition to the Scope of Work:		
	YES	NO
Does the work plan meet the Scope of Work?		

Please complete the proposal sheet above, which outlines the cost.

By: _____ Title: _____

Signature: _____ Date: _____

Address: _____ Telephone: _____

Email: _____

Exhibit C

Authority to execute a contract

A RESOLUTION

FOR THE PURPOSE OF AUTHORIZING _____ TO EXECUTE AN CONTRACT WITH SPARTANBURG CITY

WHEREAS, _____ will or has submitted a bid/proposal to Spartanburg City of Spartanburg for the purpose of providing goods or services; and

WHEREAS, _____ may be or has been awarded a contract to provide good or services to Spartanburg City of Spartanburg; and

WHEREAS, _____ Type of Organization is :

Check the applicable box):

- Sole Proprietorship
- Partnership
- Corporate entity (not tax-exempt)
- Corporate entity (tax-exempt)
- Government entity (Federal, State or Local)
- Other _____

NOW THEREFORE BE IT RESOLVED that the Board of Directors (or other appropriate

governing body) of _____ does hereby approve and authorize
(Company's Name)

_____ to execute a contract with Spartanburg City of Spartanburg
(Name of Individual)

in an amount not to exceed \$ _____.

ADOPTED AND APPROVED this ____ day of _____, 20__.

Name of Organization: _____

By: _____ (signature) _____ (printed)

Title: _____

Exhibit E

DRUG FREE WORKPLACE ACT STATEMENT

The undersigned hereby certifies on behalf of the company listed below that it is in full compliance with the requirements set forth in Title 44, Code of Laws of South Carolina, 1976, Chapter 107, Paragraph 47 and the Drug-Free Workplace Act of 1988 (Public Law 100-690, title V, Sec. 5153, as amended by Public Law 105-85, Div. A, Title VIII, Sec. 809, as codified at 41 U.S.C. § 702) and Department of Commerce implementing regulations published at 15 CFR Part 29, "Government-wide Requirements for Drug-Free Workplace (Financial Assistance)" (published in the Federal Register on November 23, 2003, 68 FR 66534).

Name of Corporation or Entity _____

By: _____ (Signature) _____ (Print)

Title: _____

Date: _____

Exhibit G

EXPERIENCE/ REFERENCES

List five jobs, similar in size, completed by Proposer. List dollar amount, brief description reference name and phone number for each job.

- a. Name of Project: _____
Owner/Engineer: _____
Telephone No.: _____
Address: _____
Date Started: _____ Date Completed: _____
Value of Contract: _____
Project Description: _____
- b. Name of Project: _____
Owner/Engineer: _____
Telephone No.: _____
Address: _____
Date Started: _____ Date Completed: _____
Value of Contract: _____
Project Description: _____
- c. Name of Project: _____
Owner/Engineer: _____
Telephone No.: _____
Address: _____
Date Started: _____ Date Completed: _____
Value of Contract: _____
Project Description: _____

Exhibit H

AFFIDAVIT OF NON-COLLUSION

I state that I am _____ (title) of _____ (name of firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this Offer.

I state that:

- (1) The price(s) and amount of this Offer have been arrived at **independently and** without consultation, communication or Agreement with any other Proposer or potential Proposer.
- (2) That neither the price(s) nor the amount of this Offer, and neither the approximate price(s) nor approximate amount of this Offer, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit an Offer higher than this Offer, or to submit any intentionally high or noncompetitive Offer or other form of complementary Offer.
- (4) The Offer of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Offer.
- (5) _____ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix.

I state that _____ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on **by the City of Spartanburg** in awarding the contract(s) for which this Offer is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the **City of Spartanburg** of the true facts relating to the submission of Offers for this contract.

(Authorized Signature)

(Name of Company/Position)

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary

My Commission Expires: _____