



County of El Paso Purchasing Department
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ADDENDUM 2

To: All Interested Vendors

From: Araceli Hernandez, Formal Bid/ Buyer

Date: May 2, 2018

Subject: RFP #18-022 Promotional Testing Services for the County of El Paso Human Resources Department to Administer Law Enforcement Promotional Testing for the Sheriff's Office

This addendum has been issued to notify vendors of the following questions the Purchasing Department received.

1. How many candidates does the County expect to have for each rank?
 - a. Detention Corporal
 - b. Detention Sergeant
 - c. Detention Lieutenant
 - d. Detective
 - e. Deputy Sergeant
 - f. Deputy Lieutenant

Response: Exam and Testing Stats:

- **Detention Bureau**
There were total of thirteen (13) promotions in Detention Bureau during this fiscal year.
The following data is provided from the promotional process during the last three fiscal years:

	Corporal				Detention Sergeant				Detention Lieutenant		
	FY15	FY16	FY17		FY15	FY16	FY17		FY15	FY16	FY17
Exams	2	1	1		1	1	1		1	1	1
Notice of Intent	171	97	60		17	21	30		7	6	7
Total Tested	122	66	46		13	14	25		5	3	7
Total Passed	29	4	2		6	2	3		3	1	5
% Passed	23.77%	6.06%	4.35%		46.15%	14.29%	12.00%		60.00%	33.33%	71.43%
Total Promoted	22	4	6		5	0	3		1	0	4

- **Law Enforcement Bureau**

There were total of thirteen (13) promotions in Law Enforcement Bureau during this fiscal year.

The following data is provided from the promotional process during the last three fiscal years:

	Detective				Deputy Sergeant				Deputy Lieutenant		
	FY15	FY16	FY17		FY15	FY16	FY17		FY15	FY16	FY17
Exams	1	1	0		0	1	1		0	1	1
Notice of Intent	56	42	0		N/A	28	33		N/A	2	2
Total Tested	43	31	0		N/A	18	25		N/A	1	2
Total Passed	3	13	0		N/A	3	6		N/A	1	1
% Passed	6.98%	41.94%	0%		N/A	16.67%	24.00%		N/A	100.00%	50.00%
Total Promoted	4	3	7		N/A	0	5		2	0	1

2. Are candidates required to achieve a passing grade on the written examination before proceeding to the assessment center?

Response: Yes.

3. Does the County intend to have an assessment center for Detective? Although Detective is included in the list of promotional exams at the bottom of page13 of the RFP, it is not included in the list there for assessment center.

Response: We do not have assessments for Detective at this time; it is not required.

4. May consultants submit an alternative to the Price Sheet on page 15? We make this request for two reasons.

- There is no place here for us to submit the cost for other services such as the special written reports or other services which may be requested by the Sheriff's Office as noted at paragraphs C.2. and C.3. at the bottom of page 8 of the RFP.
- Costs for these Promotional Testing Services tend to be a function of the range of numbers of candidates, e.g., 6 to 10 candidates or 11 through 15 candidates, rather than per applicant.

Response: Yes.

5. Will the County or the consultant be responsible for paying the cost of the assessors' professional services, travel and subsistence expenses?

Response: The consultant cost should be listed for the assessor's professional service fees and an estimate of travel and subsistence expenses

6. Regarding subparagraph f) at the top of page 13, may consultants obtain licenses required to do business in the State of Texas after notice of award of the contract here?

Response: We are requesting the vendor to be licensed in Texas by the time the bid gets awarded.

7. How many questions does the County wish to have on the written examination for each rank?

Response: 100 questions per exam.

8. Which consultants have provided these or similar promotional testing services to the Sheriff's Office since January 1, 2013?

Response: This has been done by our Human Recourse Department.

9. Who won the last bid for the promotional testing services offered to the Sheriff's office?

Response: The Human Resource Department conducted the testing.

10. When was the last job analysis study conducted for each rank?

Response: Deputy Sergeant, November 2006; Deputy Lieutenant, December 2009; Detective, October 2006; Detention Sergeant, not available; Detention Lieutenant, September 2011.

11. By whom?

Response: El Paso County Human Resource Department.

12. For the job analysis process, may the vendor also utilize job analysis questionnaires to gather additional data from incumbents and supervisors?

Response: Yes

13. The RFP mentions providing the study guides for purchase, but says, "The Sheriff or his designee shall be allowed to make additional copies." Who will be purchasing the study guides – the Office or the individual candidates?

Response: Officers should be able to Purchase it directly from the vendor.

14. On pages 8 and 10 of the RFP, it states that the vendor will assist the Office with other services, such as in-service training, coaching, etc. Is the County asking for an hourly rate for such services, and should this be included with the price sheet?

Response: An hourly rate can be provided from the vendor in the new price sheet.

15. If the vendor insists upon administering the assessment center in order to ensure legal defensibility, will the vendor be considered disqualified from the evaluation process?

Response: No.

16. The pricing sheet does not differentiate between the development and administration of each component; however, the RFP asks for a breakdown of all costs including the administration of the examinations and assessment centers. How would the Office best like these costs to be conveyed?

Response: The vendor can list the cost for the assessment services on the new price sheet.

17. Will the County or the vendor be responsible for obtaining assessors for the assessment center?

Response: The County currently has relationships with assessors for this process however; the vendor needs to list the cost for the assessor's services and expenses for travel on the new price sheet.

18. Will the County or the vendor be responsible for paying assessor expenses (e.g., meals, travel, lodging, etc.)?

Response: The vendor needs to list the cost for the assessor's services and expenses for travel on the new price sheet.

19. Can the assessors be selected from anywhere in the country, or does the County prefer that assessors come from the surrounding/regional area?

Response: As per our interlocal agreement with the association they must be from outside agencies, we have normally used close proximity agencies to El Paso but would like to leave the option opened for agencies within Texas.

20. How many assessors have typically served on each assessor panel?

Response: Three (3) (ensure to consider the diversity of the panel members).

21. For each rank, how many candidates have historically participated in each component (i.e., the written examination and the assessment center)?

Response: Please refer to the tables in question #1.

22. Must candidates pass the written examination in order to move on to the assessment center? If so, has a pass point already been established or is the vendor responsible for establishing one?

Response: Yes; must score 70% or above to move on to the assessment center (established in the agreement).

23. Has the Office been involved in any litigation regarding its testing/promotional processes in the past? If so, can the county provide details regarding the litigation?

Response: As per our legal unit assigned to the Sheriff's office since 2009 we have not had any lawsuits concerning the promotional process or exams.

24. Which vendor has the County used for similar services in the past?

Response: The County's Human Resource Department has always administered the test.

25. Was the Office pleased with the services provided?

Response: No outside vendor has conducted this service for the County.

26. What was the previous contract value for each rank for similar services in the past?

Response: No outside vendor has conducted this service for the County.

27. Who was the last vendor contracted for the services requested in the RFP?

Response: No outside vendor has conducted this service for the County.

28. Was the County satisfied with the services provided by the last vendor contracted for the services in the RFP?

Response: No outside vendor has conducted this service for the County.

29. Will the County provide all facilities for the promotional testing administrations?

Response: Yes we will provide a classroom.

30. Does the County have a pass point for written exams or assessment centers (e.g., 70%)?

Response: Yes; 70% for both (established in the Agreement).

31. How much did the County pay in the last contract for each job analysis?

Response: No outside vendor has conducted this service for the County.

32. Does the County want a complete job analysis or a review and revision of their current job analysis/description?

Response: The County is not asking for the vendor to provide a complete job analysis or a review and revision of their current job analysis.

33. If a complete job analysis is required, will all incumbents in each rank be required to complete the job analysis surveys or only a sample of incumbents?

Response: The County is not asking for the vendor to provide a complete job analysis or a review and revision of their current job analysis.

34. How much did the County pay in the last contract for each of the written exams?

Response: No outside vendor has conducted this service for the County.

35. How many candidates completed each of the written exams in the last promotional process?

Response: Refer to the tables in question #1

36. Does the County have a Scantron machine (or comparable technology) to score the written exams at the test site?

Response: Yes.

37. Is the vendor required to be on-site for administration of the written exams?

Response: The Human Resource Department would be able to administer the exams.

38. Will the written exam for each rank be administered in only one test session or over multiple days/times?

Response: Each rank can be done at different days and times but we do need only one test session per rank as per the bargaining unit agreement. The promotional list is valid for 12 months but we might need to require a test earlier than that if we have less than 3 candidates left on the list.

39. Does the County require an in-person candidate orientation for the written exams?

Response: We currently do not and at this time it is not required.

40. Do candidates have to pass the written exam in order to advance to the assessment center?

Response: Yes; must score 70% or above to move on to the assessment center (established in the Agreement)

41. How many exercises were used in the previous assessment centers for each rank?

Response: Two (2) - three (3).

42. Over how many days were the previous assessment centers conducted for each rank?

Response: 1st day – candidates only; conduct/prepare any exercises to be graded the following day (written essay and/or presentations) 2nd day – assessors assess candidates on all exercises

43. Does the County have any security concerns that would require all candidates to complete one of the assessment center exercises in one day or can each candidate complete all of his/her assessment center exercises in one day?

Response: We are currently doing the assessment exercises all in one day.

44. Does the County require an in-person candidate orientation for the assessment center? If so, can the written exam and assessment center orientations be combined into one orientation?

Response: They should be separated since it will be detailed instructions according to the exam or the assessment center. We currently only do this orientation for the Assessment Center. The Assessment center needs to be scheduled within the next 5 working days following the written exam.

45. Who will be responsible for obtaining and compensating assessors?

Response: The County currently has relationships with assessors for this process however; the vendor needs to list the cost for the assessor's services and expenses for travel on the new price sheet.

46. Who will be responsible for compensating assessors for participation and travel?

Response: The vendor needs to list the cost for the assessor's services and expenses for travel on the new price sheet.

47. Are there any requirements for assessors? For example, tenure, location of assessor's department, gender/ethnicity, previous experience as an assessor, etc. How many assessor panels and how many assessors per panel were used in the previous assessment centers?

Response: The panel consist of three (3) assessors, and must be from outside agency (per agreement); consider the diversity of the panel members. The Sheriff needs to have the opportunity to review the assessor's credentials and approve who the assessors will be before assigning them to the task.