



County of El Paso Purchasing Department
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ADDENDUM 3

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 clarifications:

- The County is not asking for the vendor to provide a complete job analysis or a review and revision of their current job analysis, rather a simple analysis where the vendor can review the current job description for each individual rank along with any other resources the County would have for example; class ,specifications, training manuals, SOP, etc.
- The Vendor will also be able to meet with subject matter experts that hold the rank of the position being analyzed to identify any human behaviors required in the position. The County is not asking for a revision of the current job description or classification of the position. The vendor can utilize the resources to create the assessment exercises along with using the reference sources to create the exam. The Vendor will work closely with the County to determine the reference sources for the multiple choice written exams, as well as the number of questions to be written from each source prior to any exam development.
- The County is seeking a simple analysis not a complete job analysis. Only sample of incumbents would need to complete the job analysis survey and not all incumbents in each rank.