



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

April 23, 2015

TO: ALL OFFERORS

FROM: Theresa Newman
STATE CONTRACT PROCUREMENT

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO. GSS15730-DSP_TEST
DSP Employment Testing Services**

ADDENDUM #1

This Addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Request for Proposals. All other terms and conditions remain the same.

1. *Section D of Scope of Work; Paragraph one; Page 39; Pricing Proposed Section (Submit a pricing structure for each of the two scope categories of this RFP, (1) Applicant Testing, and (2) Promotional Testing.) and Section N of Scope of Work; Paragraph one; Page 43; Value Added Services Section*

Q: Is a prospective vendor permitted to bid on only application testing or promotion testing? Or must a vendor bid on both?

Answer: Yes may bid on either or on both

2. *Section D of Scope of Work; Paragraph one; Page 39; Pricing Proposed Section*

Q: How many candidates have historically participated in each process? Please provide information regarding each hurdle of the process where pass/fail components are instituted.

Answer: Approximately 800; PT is only pass fail, others are scored

3. *Section F of Scope of Work; Paragraphs one and two; Page 40; Job Task Analysis Section*

Q: Have job analysis studies been previously conducted for the entry-level and promotional positions?

Answer: Yes

- a. **If so, when were the studies conducted?** Approx 5 years
- b. **If so, who conducted the previous studies?** Existing Vendor
- c. **If so, will the selected vendor have access to the data?** No

4. *Section G of Scope of Work; Paragraphs one (For **Applicant Testing**, Provide photo ready or an electronic copy of no less than six (6) versions of a timed written test that should not exceed three (3) hours designed to assess candidates for the position of Delaware State Trooper.) and two (For **Promotion Testing**, Provide up to five (5) versions of exercises or tests as needed to accommodate multiple testing days for any phase of the process.); Page 40; Written Test Section*

Q: The RFP asks for six versions of the application examination and five versions of the promotion written examinations. Are these to be scrambled versions (i.e., the same items, but in a different order) or parallel forms (i.e., new items for each examination at the same difficulty level)?

Answer: Not scrambled, new items same difficulty level

5. *Section G of Scope of Work; Paragraph one (The Delaware State Police shall administer all phases of the applicant written and oral board testing.); Page 40; Written Test Section*

Q: Is the State amenable to having a consultant on-site for the administration of any of the examination components for the required positions?

Answer: Yes

6. *Section G of Scope of Work; Paragraph one; Page 40; Written Test Section*

Q: What process(es) have previously been conducted for applicant testing in the past?

Answer: Written tests and oral board interviews

7. *Section G of Scope of Work; Paragraph two; Page 40; Written Test Section*

Q: What process(es) have previously been conducted for promotion testing in the past for each rank?

Answer: Written tests, oral board and in-basket assessments

8. *Section G of Scope of Work; Paragraph two; Page 40; Written Test Section*

The RFP asks for five versions of the promotion exercises. Are new exercises to be developed for each version?

Answer: Yes

9. *Section G of Scope of Work; Paragraph two; Page 40; Written Test Section*

Q: What type of in-basket (e.g., oral, written, multiple-choice, etc.) has been developed and administered in the past for promotion tests?

Answer: See definitions in RFP

10. *Section H of Scope of Work; Paragraphs one and two; Pages 40 and 41; Oral Board Assessment Section*

Q: What type oral board exercises have been used in the past? Or is the vendor to assume this is the equivalent of structured interview?

Answer: See definitions and descriptions

11. *Section I of Scope of Work; Paragraphs one and two (Develop and conduct candidate orientation programs in the State of Delaware, to include handouts provided by vendor for each rank, on two separate dates that include a photo ready or electronic copy of all questions asked and answers provided.); Page 41; Preparation/Study Guides Section*

Q: Would the State Police prefer that a consultant be on-site to conduct candidate orientation sessions?

Answer: Yes - Required

12. *Section J of Scope of Work; Paragraph one (The Fitness test is included as a part of the overall testing process.); Page 41; Fitness Test Section*

Q: Will the vendor be responsible for any development of the fitness test?

Answer: No

13. *Section J of Scope of Work; Paragraph one; Page 41; Fitness Test Section*

Q: At what point in the selection process is the fitness test administered (i.e., before or after the written examination)?

Answer: Can be either depending on circumstances

14. *Section K of Scope of Work; Paragraphs one – three; Page 41; Train the Trainer Section*

While there is a “train-the-trainer” session, would it be OK to allow a consultant to be on-site during the actual assessor training with those assessors who will be scoring candidates?

Answer: Yes

15. *Section L of Scope of Work; Paragraphs one and two; Page 42; Data Reporting Section*

Q: What banding system has the State used in the past? In other words, how were bands determined?

Answer: Based on standard deviation from the normal, vendor would have to develop a court tested and defensible banding criteria

16. *Section M of Scope of Work; Paragraph two; Page 42; Program Support Section*

Q: What promotion processes are currently being administered?

Answer: None

17. *Section M of Scope of Work; Paragraph two; Page 42; Program Support Section*

Q: Which vendor has the State used for previous similar processes? Not disclosed

- a. **Is the State pleased with the current/past vendor?** Not disclosed
- b. **What is the previous contract amount for each applicant testing process?** Not disclosed
- c. **What is the previous contract amount for each promotion testing process (per rank)?** Not disclosed

18. *Section M of Scope of Work; Paragraph 10; Page 42; Program Support Section*

Q: What cut scores have typically been implemented in the past for each component and for each process?

Answer: Varies depending on anticipated openings

19. *Section N of Scope of Work; Paragraph two; Page 43; Value Added Services Section*

Q: Has the State Police been involved in any litigation regarding its hiring or promotional processes in the past?

Answer: Yes

- a. **If so, please specify.** Available through public record

20. *Section number: Appendix B, Scope of Work, A. Overview; Paragraph number: paragraph #1; Page number: 38*

Q: How many test candidates are expected for the written test & oral board assessment for State Trooper, Sergeant, Lieutenant, and Captain?

Answer: 800 applicants per process
Up to 300 for Sergeant
Up to 80 for Lieutenant
Up to 40 for Captain

All other terms and conditions remain the same.



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