

## Seattle Fire Assessment RFP questions received and answered in red 6/26/17-6/28/17

1. It seems that the City is seeking a vendor to propose assessments that best measure the required skills and characteristics identified in the newly updated task analysis and which considers the current barriers to equity in the entry-level firefighter hiring process. It would, therefore, seem unnecessary for the vendor to conduct its own job analysis study. Can you confirm that this is the case?

That is the case.

2. There is no mention of validating the assessments back to the task analysis findings. Is the City requiring a *Uniform Guidelines on Employee Selection Procedures* (1987) content validity study, or is the City most interested in utilizing assessments which have already been validated and which have produced successful diversity passing rates?

The City is most interested in the recommendations of the consultant on this one so proposing either way is fine.

3. The RFP states that the purpose of the RFP is to “hire a consultant to design, conduct, and score the assessment process for the role of Firefighter.” Does the City intend to obtain a testing site, proctor, and administer all of the assessments, or does it require the vendor to conduct the administrations and proctoring of the assessments?

The City can continue to do the facility, proctor and administration work or the consultant can propose doing so. We are open to and interested in either.

4. The title of the RFP states: “Seattle Fire Department Entry-Level Assessment,” but throughout the document, it refers to the consultant customizing “assessments.” Is the City seeking one entry-level firefighter written test, or is it seeking multiple assessments (e.g., a written test and an oral assessment, etc.)?

Historically the City has used a written exam and oral board(s) as a part of the assessment. It is vague language in the RFP because we are seeking a recommendation from proposers that has evidence to reduce adverse impact and we are open about what that will look like.

5. It appears that the City is seeking a new, customized, assessment for the upcoming entry-level firefighter written test. If the consultant can confirm that the skills, abilities, and personal characteristics measured by the consultant’s validated and successful stock firefighter test align with the results from the new 2017 task analysis for the role of firefighter, is the City amenable to utilizing a standard written test, thus saving the City a significant amount of time and money associated with new test development and validation, and leveraging years of proven diversity success with other clients who have utilized the same assessments?

The City is interested in what the proposers recommend to reduce adverse impact. There is interest in understanding customizable options in what the proposers suggest.

6. The Purpose and Background section of the RFP states that the City is seeking a consultant to “...develop a scoring process that will align to the City’s desired goals of an equitable process

that ensures no adverse impact.” It is impossible for any vendor to promise that a valid assessment will not have any adverse impact. Is it fair to assume that the City’s goal is to implement an assessment that includes constructs which have been shown to mitigate or reduce adverse impact, compared to other traditional constructs found in typical entry-level firefighter written tests, or to ensure that if the test has any adverse impact that it is “job-related adverse impact?”

The City strives to remove all barriers to equity in hiring, as demonstrated by adverse impact. The City is interested in proposers demonstrating how they can help the City strive towards this goal.

7. If our consultants are unable to attend the interviews scheduled for July 12-13, 2017 due to previous commitments, will the committee consider conducting interviews at a later date, if necessary?

The City is on a very tight timeline for developing a new assessment process and is unlikely to be able to be flexible with interview dates. However, it is likely that the dates are going to adjust to a bit later in mid July and these changes will be posted and shared with all proposers as soon as they are known.

8. I know that all questions are due by June 28<sup>th</sup>, and the RFP is due on June 30<sup>th</sup>. I wondered if we, vendors, will be provided with the answers in enough time to incorporate any answers to submitted questions into our RFP response. Do you think that the RFP due date will remain June 30<sup>th</sup>, or do you think there will be an extended deadline to allow vendors ample time to receive notification of the answers?

The RFP deadline is June 30<sup>th</sup>. Answers to all questions sent by proposers by close of business June 28<sup>th</sup> will have responses by mid-day on June 29<sup>th</sup>.

9. Which vendor did the City of Seattle use for its 2015 Seattle Fire Department Entry-Level Assessment?

Institute for Public Safety Personnel historically did the collaborative exam and oral board development and scoring for the City.

10. What was that the total cost of the contract for the 2015 Seattle Fire Department Entry-Level Assessment?

The City’s current consultant contract is for \$29,000. However, that is for collaborative assessment development and scoring of the assessment only. That is with the City doing the administration of the exam and oral board historically utilized and paying for the facility for each. The City is interested in understanding costs with and without any assessment administration and facilities procurement run by the consultant.

11. On page 14, under “**Mandatory – Cost and Pricing,**” vendors are supposed to provide a fixed price for the Consultant to perform the Work. Does the City want a projected itemized list of all products/services broken down individually, or is the City simply looking for a single all-inclusive fixed price?

Both a total cost and itemization would be very interesting to the City during review.

12. "Please verify that your request for 'Workshops' is a request for design and provision of materials for a workshop that the City will present for candidates. If this is not the correct interpretation of what you are requesting, please clarify. Let us know for whom the Workshops are intended, whom you envision conducting the Workshops, as well as content and purpose of the Workshops."

The City is interested in whatever the consultant recommends regarding workshops. Historically, the City has administered the workshops themselves but the City is interested understanding the options the consultant has to offer. The aim of the workshops should be to reduce barriers to equity in the SFD assessment process by assisting applicants in preparation etc.

13. In the draft contract, it appears that the City is seeking unlimited rights to the work product produced from this process. We must maintain the copyright to any product we recommend. Can you confirm that the City requires unlimited use of any assessments utilized in the firefighter recruitment process indefinitely and at no additional cost?

The contract can be negotiated as long as you outline your requests in the proposal you submit on Friday. Historically, consulting tests have been kept propriety to the consultant.