

June 30, 2017
Addendum No. 1
RFQ #16-17-415

Testing and Assessment Services For Fire Department Promotional Process

Each recipient of this Addendum acknowledges all of the provisions set forth in the Request for Qualification (RFQ) and agrees to be bounded by the terms thereof.

This addendum shall modify, clarify, change or add information and become part of the above referenced RFQ.

The purpose of this addendum is to change date of the RFQ submittal deadline and to respond questions. The other terms and conditions remain the same unless otherwise modified in this addendum.

A. Change Dates

The RFQ submittal deadline date is changed from July 6, 2017 to:

3:00 PM, Tuesday, July 11, 2017

B. Questions and Answers

1. Does a reading list exist for the probationary Firefighter written exams? a. If so, can you provide a copy? b. If not, what source materials have historically been used for the written examination? c. Have items already been created that the provider could use that would be part of the bank?

Answer: Yes, the reading material is an orientation book that consists of the department SOG's and SOP's.

2. At this time can you provide a copy of the existing reading list for the Driver Engineer, Operations Lieutenant, and Operations Captain written exams? Or is this made available on award of contract?

Answer: Yes it can be provided. A sample of the reading list for the last test is provided below. However the reading list may vary test to test and can be provided before the test.

2016 Captains test, All references listed are the entire book, unless otherwise specified.

1. Fire Officer, Michael J. Ward, Principles and Practice, Third Edition, 2015
Eliminate Chapters 14, 16 & 17
2. The Art of Reading Buildings, John Mittendorf & Dave Dodson, 2015

3. IFSTA Hazardous Materials for First Responders, Fourth Edition
Chapters 1, 3, 7 and 14 - Eliminate tables from each chapter
 4. Fire Officer's Handbook of Tactics, Fourth Edition, John Norman
Chapters - Eliminate Chapter 5
 5. NFPA 1500 2013 Edition, 1500-8 to 1500-53 and 1500-72 to 1500-75
 6. NFPA 1710 2016 Edition 1710-5 to 1710-24
 7. West Palm Beach Fire Rescue Tactical Standard Operating Guidelines
(October 2016)
 8. West Palm Beach Fire Rescue Administrative Policies and Procedures
(October 2016)
 9. The Collective Bargaining Agreement between the City of West Palm
Beach and the West Palm Beach Association of Firefighters, Local 727,
October 1, 2015 to September 30, 2018 – (Selected Articles:
Articles 7, 8, 10(except K. and L.), 15, 17, 21, 22, 25, 26 and 28)
3. Section 3.3 states, "The Provider will be required to prepare a one-hundred fifty (150) questions test bank for the specified position. On the day before the written examination the City will identify the one hundred questions to be utilized in the examination." Is the City amenable to reviewing and selecting questions prior to the day before the written examination (i.e., several days or weeks before)? Our preference is to print in-house and provide the City with the necessary amount of copies, therefore eliminating extra work for the City project team and avoiding a rush immediately before the written examination administration.
- Answer:** The last several tests the SME panel has been reviewing and selecting the questions the week of the test.
4. Department policy requires two appeals sessions for the written examination. Will the provider be required to be on-site for this? And does this typically fall within 48 hours of the written examination administration?
- Answer:** No the provider will not be required.
5. Department policy requires a 10-day review period for the Practical Assessments. Will the provider be required to be on-site for this? And when does this period start?
- Answer:** No the provider is not required. As per Administrative Policy 102.05 Candidates may schedule an appointment with the designated HR representative within ten (10) business days to review his/her video recording, if applicable, of the behavioral/practical assessment process.
6. Approximate candidate counts are 40 for Driver Engineer, 35 for Operations Lieutenant, and 25 for Operations Captain. Are these counts for the written examination? If so, historically, how many candidates have continued on to the assessment center for each rank?

Answer: Approximately 50% of the Driver Engineer candidates move on to the practical portion for a total of 20 personnel moving on to the practical. Approximately 70% of the Lieutenant and Captain candidates move on to the practical portions for a total of 17 and 12 personnel respectively. These estimations are based on historic testing data and could change from test to test.

7. The RFQ references a Role Player Behavioral Assessment, a Live Operational Assessment, and a Live Presentation. Is it feasible to include other or different exercises based on the job task analysis data, the resulting examination plan, and the differences in ranks in order to ensure validity?

Answer: Yes, however per SOP 102.05:

No. 6. The SME's shall provide the testing vendor input as to the type, number and complexity of scenarios for the behavioral/practical assessment for Lieutenant and Captain.

No. 7. The SME's shall develop the type, complexity, and number of scenarios for the Driver/ Engineer behavioral/practical assessment.

8. Is a job task analysis required for the rank of probationary firefighter?

Answer: No.

9. Is it mandatory for all components of the assessment process to be videotaped? If so, will the provider be responsible for providing the audio/visual equipment?

Answer: Yes, the fire department provides audio/visual equipment.

10. Section 3.4 states, "The Provider will score the scenarios and return the results to the City." Is it fair to assume that the assessors would be scoring the candidates, but the provider would be providing the final scores and score compilations to the City?

Answer: Yes.

11. Which Provider did the City/Department contract with for the previous contract period? a. Was the City/Department pleased with the services provided? b. What was the previous contract value for similar services provided for each rank? c. When were the last processes conducted for each rank?

Answer: JTS was the last test provider. a) The provider met the contract requirement. b) Driver Engineer was \$1,250 for 2016 contract. The Operations Captain was \$14,050 for 2016 contract. Proposers should provide the fee based on the scope of service of current solicitation. c) The Lieutenant's exam was October 2015, The Driver exam was April 2016 and the Captain's exam was finalized March 2017.

12. Has the City/Department ever been involved in litigation regarding its promotional processes?

Answer: Yes.

13. Will the City require a bank of 500 or 600 questions? Section 3.3 mentions that the Provider will prepare a 150 question bank for each specified position which adds up to 600. 2. Would the Firefighter position require a written exam, an assessment process, or

Answer: The test that will be written for the firefighter level will be probationary firefighters who are already employed. These tests are based on aforementioned probationary study material. Two tests are required for probationary firefighters at the 6 month and 1 year test. The Training Division can be provided with a bank of questions to choose from.

14. Is a job task analysis required for the rank of Firefighter? Will the Provider need to format and administer the written exam given to the probationary firefighters or will the training division simply choose and administer the testing themselves? Will the Provider need to submit any reports as a result of the written exams for the firefighter rank?

Answer: No, job task analysis is not necessary for the rank of firefighter. The provider will not be required to administer the probationary firefighter test. Depending on how the test bank and answers are prepared by the provider all tests can be graded by the training division.

Proposers must acknowledge receipt of this Addendum No. 1 in the space provided below. This Addendum forms an integral part of the RFQ documents and therefore must be executed. Failure to return this addendum with your proposal submittal may be cause for disqualification.

Issued By: City of West Palm Beach
Procurement Department

Signed By: 
Frank Hayden
Procurement Director

PROPOSER: _____

Signed By: _____

Print Name: _____

Title: _____

Date: _____

End of Addendum No. 1