

**REQUEST FOR PROPOSALS FOR ENTRY-LEVEL FIREFIGHTER
EXAMINATIONS RFP QUESTIONS AND ANSWERS POSTED: MAY 12, 2017**

1. How many applicants are expected to take the examination? *Difficult to predict, 2,000.*
2. We would like to request a release of records for the last awarded bid? *Not possible.*
3. Do the assessors have to be local or can they be from out of state? *Chosen locally.*
4. Will the pre-proposal conference be available by teleconference? *No*
5. What is the anticipated annual volume of candidates to be tested? *2,000*
6. Currently, how does the City score and report results for the paper and pencil assessments? *The City does not score the assessments.*
7. Do candidates have access to the answer keys and scoring methodology- for example, via a protest review process? *The candidate can review the test for the correct answers only after the results are issued.*
8. Is there interest in moving to computer-based testing? *It is not an option for the City at this time.*
9. Computer-based testing could eliminate the need for event-type testing, and move to a rolling-process for candidates to test for the position of entry-level firefighter. *City is not open to this option at this time.*
10. Will the selected vendor have reasonable access to SMEs for Job Analysis and development of the written test and the physical ability test? *Yes. Vendor will coordinate through the Civil Service Division.*

11. Who is the current vendor providing selection assessment services? *Selection assessment? Once exam is scored and results are in, the City handles the selection of candidates to continue. Prior to the test, the City verifies the validity of the test participants and decides if they can take the exam.*
12. Can you please describe the most recent entry-level firefighter examination in additional detail, including the sections included, item types included, constructs measured, scoring procedures, and protest procedures? Is the most recent exam an off-the-shelf assessment or owned by the City? *This is stated in the RFP. The vendor does the procedure/process and the test is not off the shelf, it is developed for the City and owned by the City.*
13. To what extent can the examination vendor expect to encounter restriction of range in cognitive ability or other characteristics in the incumbent pool, compared to the applicant pool? *City does not have such knowledge to answer the question.*
14. What, if any, bonus points are included in the determinate of rank order lists? *Veteran credit and child of a line of duty death firefighter.*
15. The RFP indicates that scoring will include number of questions answered correctly and incorrectly. Does this preclude the use of non-cognitive assessments that are not scored as correct/incorrect? *That will be determined by the test created.*
16. We appreciate the background given on page 2 of the RFP. Is the City still under court supervision regarding entry-level firefighter selection? If so, what are the implications for the testing vendor? *This question is before the City's Law Department. Awaiting answer.*
17. Are there any additional legal challenges to entry-level firefighter testing? If so, please elaborate. *Awaiting answer from the City's Law Department.*
18. What is the anticipated annual budget for this initiative? *Unsure at this time.*

19. When does the City anticipate making its selection? *That is addressed in the RFP under 3.2 schedule.*
20. Is the assessment to be deployed 7 months or 8 months after contract execution? *That is addressed in the RFP.*
21. On page 8, number 6, in the Scope of Services, the RFP indicated that data generated in the job analysis can be used in promotional selection procedure development. We want to clarify the intent of this RFP is to establish testing and process for entry-level firefighters-is this correct? *Yes*
22. Should our proposed analysis include promotional data usage objectives? *Only if it is recommended.*
23. Does the City have a preference for custom developed assessments vs. off-the-shelf assessments? *Custom developed.*
24. On page 9, number 2, in the Scope of Services, the RFP asks for a plan for conducting test preparation training session(s). Are these sessions to be delivered by the selected vendor in person, or can it be a recorded or computer-based training process? *The vendor is to submit a test study guide and the electronic version to be use in test preparation sessions conducted. And a plan for conducting these sessions.*
25. On page 10, number 4, the RFP indicates that the selected vendor will train trainers recruited by the City. *With this study guide, the vendor will train people/trainers on how to use the study guide in order to train candidates.*
26. We would like to use the City of Buffalo's crest and name in our response, which will not be published outside of this process. Do we have your permission to do so? *Answer is being explored.*