

September 9, 2019

CLARIFICATIONS NO. 1

Re: Solicitation No. 8005309, Department of Public Safety (DPS) Promotional Assessments

Please be advised of the following clarifications to the above referenced Solicitation.

Q1. Section 2.4 states approximately 20 candidates test annually, and section 3.1.1. mentions testing between 40-60 applicants annually.

- a. Historically, how many candidates have participated in the Sergeants Written Exam? – See above
- b. Historically, how many candidates have participated in the Lieutenants Written Exam? – See above

A1. On average, 20 for each assessment. We must be able to scale to produce 5-10 Police Sergeant hires per year which may require testing 40-60 applicants.

Q2. Are both assessment processes only open to internal candidates, or are external applicants eligible?

A2. Only to internal candidates.

Q3. How many Sergeant vacancies are expected in the next year? Lieutenant?

A3. In 2018 we had five Sergeant positions to fill and no Lieutenant openings. In 2019 we have had four Sergeant positions and one Lieutenant. By 2025 we anticipate the opening of Terminal F, which will increase the size of our passenger terminals by about 20%. We need a process that can scale if the size of the police department grows during this expansion.

Q4. Is the current 70% cut-off score on the written exam established in policy? If not, are you open to re-establishing a pass point using a modified angoff procedure?

A4. It is in the scope for work of the prospective contractor to establish a minimum standard for their assessment. (page 25)

Q5. What source materials have historically been used for the written examinations?

A5. Police Administration 9th Edition by Gary W. Cordner ISBN: 978-1-138-90323-4. We are open to considering other materials. Please see 2.4 – 2.4.7 on page 28.

Q6. Are the assessment processes intended to be held once per rank, per year?

A6. Typically, it has been once per rank per year. We may do more if needed.

Q7. When is the Department looking to administer the written examinations and assessment centers for each rank?

A7. We currently don't have an assessment center. The next examination process will be in March 2020.

Q8. Will the client or the consultant be responsible for external assessor selection?

a. If the responsibility is that of the consultant:

- i. Are there any restrictions in assessor selection (i.e. distance from DFW, rank, etc.)?
- ii. Are assessor expenses to be paid by the client or the consultant?
- iii. Does the client compensate assessors from other agencies for their time? –

A8. To clarify, we are not necessarily looking for an assessment center. We are open to other assessment methodologies. If the proposed assessment solution requires assessors, they should come from the DFW Airport workforce.

Q9. Section 6.2.8 mentions Test Hosting and Set-Up. Will the client or consultant be responsible for securing a location for written examination and assessment administration?

Q9 a. If the responsibility is that of the consultant:

Q9ai. What venue was used in the last promotional processes to administer both the written exams and assessment centers?

A9ai. As mentioned above, we are not currently utilizing an assessment center. Our current hiring process is administered on DFW Airport facilities.

Q9aii. Is costing of the venue(s) to be included in total contract value, or to be listed separate?

A9aii. There is no cost for us to test employees on DFW Airport property. If the proposed methodology requires external venue, please include the price of the venue.

Q9aiii. Was the same venue used for testing as it was for candidate orientation?

A9aii. It would be held at DFW.

A9. No. DFW Talent Acquisition will arrange a testing room on one of our sites.

Q10. Section 6.2.10 mentions Appeal Support. What is the Department's appeals process? Is the consultant required to remain on-site throughout this time period?

A10. The airport does not currently have an appeal process related to this examination.

Q11. Is a proposal bond required for this opportunity? The checklist on page 20 mentions, if applicable.

A11. No proposal bond is required.

NOTE: A copy of this questions and clarifications shall be acknowledged by appropriate signature and attached to the submitted proposal.

Company Name

Signed Date

If you have any questions regarding this matter, contact during normal working hours (8:00 AM to 4:30 PM, Monday through Friday) at 972-973-5619 (p) or at the email address of pwatkins@dfwairport.com.

Sincerely,

Peggy J. Watkins
Peggy J. Watkins, C.P.M.
Contract Administrator
Procurement and Materials Management Department