



## ADDENDUM

### REQUEST FOR PROPOSAL (RFP)

PURCHASING OFFICE  
CITY OF AUSTIN, TEXAS

RFP No.: EAD0117

Addendum No: 2

Date of Addendum: July 29, 2014

---

1.0 This addendum is incorporating the following questions and answers to the above-referenced RFP.

1. Q: If the Contractor is not planning to subcontract, are there any residual requirements towards minority involvement or woman owned business?

A: No. For questions concerning Small & Minority Business Resources, contact Cassidy Villegan at 512-974-9113 or [Cassidy.villegan@austintexas.gov](mailto:Cassidy.villegan@austintexas.gov)

2. Q: Where is the proposal delivered too?

A: The address is listed on the offer sheet of the solicitation packet. For reference, the address: City of Austin, Municipal Building, 124th W. 8th Street, Rm 308, Austin, Texas 78701.

3. Q: If shipped by FEDEX and UPS by the 10:30am cutoff does that guarantee receipt from your experience?

A: No.

4. Q: Is the award date in October?

A: The City is hoping for Council approval for this project in October.

5. Q: What do you consider local? Do you consider Travis County or State of Texas locations?

A: Please reference form 0605 Local Business Presence.

6. Q: Could you please explain the hiring cycle and your definition of timely evaluation?

A: It starts with milestones and deliverables; they are designed around that cycle. A job analysis isn't required for every cycle, just on the first cycle. AFD wants to be sure the job analysis is thorough and make sure that the validity and transportability evidence is ready to go. The City posts the job announcement and collects the applications. AFD discusses with the vendor the type of venue to rent, and how the actual administration of test assessment will happen. AFD will assist with administering the oral and written test. The vendor calculates and analyzes the scores. The end of the hiring cycle is marked by the vendor providing the City with the final scores for the candidates and their recommendation about who should be considered to be the top candidates. It's a little complicated because at certain points the City has to take information to the Department of Justice for review, so there has to be openness about scores, the analysis and the

process. There may be some negotiation back and forth in terms of interpreting whether there is adverse impact or not. Once the vendor provides a final list of scores to the City of Austin, AFD takes over and does the pre-hiring screening to get the candidates ready for the training academy. Towards the end of the cycle, the vendor will be gathering additional information for a validation study as cadets go through the academy and probation.

7. Q: Is there an ethnic breakdown that is available regarding the cadet's workforce currently?  
A: Please see attachment.
8. Q: Does AFD have an ethnic breakdown of Cadets or as Firefighters overall?  
A: Please see attachment.
9. Q: There was reference to academy outcomes and potential probationary and analysis performance of candidates in cadet academy and during firefighter probation. Is there more detail available in terms in what that entails or if there is a test or an examination during post cadet training or an orientation that is recorded and captured by the City?  
A. The most important outcome is for the candidates to pass. If they are commissioned (graduate from the academy) and they pass probation, they become firefighters. There are key milestones during cadet training and there are certain assessments like taking the State mandated test. It would be important to look at the pass/fail rate. The candidates have a second chance to take the test. There are also two components to cadet training; the firefighter and EMT medical components. Cadets take a national registry test for the medical part and the State exam for the firefighting skills. There are results for both exams.
10. Q: Are all the training academy exams written? Is it a pass or fail?  
A: Yes, they are all written exams and they are pass or fail.
11. Q: Is there an intent to use only the measures that are currently being used within the department which are typically used for administrative purposes, or is there any option for the vendors to use their own measures to administer to the supervisors to collect data that is not intended for administrative purposes?  
A: The desire is to focus on what AFD has been doing, but, AFD is open to discussing suggested measures that the vendor thinks will support or supplement the analysis. This would be a negotiation point.
12. Q: What other data may be available for review or evaluation regarding the cadets as they move to the next tier? Will there be a letter of recommendation or incident reports or any information that could be measured in some capacity?  
A: AFD would rather focus on the job analysis that will be provided to us and wants to focus more on the knowledge, skills, and abilities that are necessary on the analysis and whether the test is assessing meeting those knowledge, skills, and abilities.
13. Q: Have the previous tests being administered been reviewed by Department of Justice, including the cadet advancement?  
A: Yes, the Department of Justice has reviewed the tests. The Department of Justice is only interested in how we got the hiring pool, not how well the candidates did in the academy.
14. Q: Was there a new approach between the 2012 and 2013 process?

- A: There were two different vendors in 2012 and 2013. The biggest change in 2013 was the videotaping of oral interviews and utilizing the evaluators to score the video tapes. In 2012, they did the evaluation in person.
15. Q: For the oral examinations, did that burden fall on City resources, was it shared with the vendor, or completely outsourced to the vendor?  
A: There are shared responsibilities, but when it comes to any assessment, AFD likes to keep the City role cutoff at the point of checking the candidates in and making sure they are who they say they are. Then we hand off the candidate to the vendor. The City does not want the perception that we have any influence over the candidate scores.
16. Q: What are the minimal qualifications for the firefighter cadets?  
A: The candidate must be 18 years old and not over 35 years old on the day of the test. They must also have a high school diploma or GED.
17. Q: How many hiring cycles occur in a calendar year?  
A: One. Sometimes hiring cycles might occur every other year, depending on the size of the candidate pool and the number of cadet classes held.
18. Q: Can the City give some background on why the decision was made to have all the candidates who meet the minimal qualifications participate in the written exam and the structured oral interview?  
A: In the last cycle in 2013, AFD was concerned about adverse impact on the written exam because the DOJ investigation had already begun. We felt it reduced potential risk of adverse impact if we invited all candidates who passed the written exam to come back for the oral exam.
19. Q: Would the City be opposed to a process that only candidates that passed would be invited to participate in the oral exam?  
A: The City is not opposed to narrowing the pool of candidates who take the oral exam, but the Department of Justice will need to review the proposed process to determine if they believe it would have an adverse impact.
20. Q: Is there existing job analysis information for the Firefighter Cadet role that can be provided?  
A: Yes, an entry-level Firefighter job analysis was performed prior to the 2012 and 2013 hiring process; however the vendors who performed those analyses may also be submitting proposals for this RFP. It creates an undue advantage to provide that information to competing vendors.
21. Q: Would the City consider an online solution for the written assessment?  
A: Yes.
22. Q: During the pre-proposal conference, it was mentioned that the oral interviews had been recorded. Were the interviews scored immediately by the interviewer(s) or were they scored at some point later using the recording? Was each interview conducted and scored by multiple interviewers or a panel?  
A: The recorded oral interviews were scored after all the interviews were completed. The recordings were scored by teams of 3-4 evaluators who had training on rater reliability and were monitored for quality control.
23. Q: Would training results or scores be available for current firefighters who have gone through training? Would we have access to them if they exist?

A: Training scores for the last two cadet classes are available and, if access is approved by legal, could be provided to the vendor performing the work.

24. Q: What constructs were measured by the assessments used in the last administration?

A: The written exam included constructs consistent with the following Knowledge, Skills and Abilities (listed in the RFP for the 2013 hiring process):

- o Mathematical Reasoning
- o Verbal Reasoning
- o Mechanical Reasoning
- o Spatial Ability
- o Teamwork and Cooperation
- o Judgment, Reasoning and Common Sense

The oral interview included constructs consistent with the following Knowledge, Skills and Abilities (listed in the RFP for the 2013 hiring process):

- o Oral Communication
- o Self-Control & Personal Responsibility
- o Interpersonal Skills, Compassion and Acceptance of Diversity
- o Conflict Resolution
- o Teamwork and Cooperation
- o Problem Analysis and Decision Making

25. Q: Would the vendor on this project have the ability to work with the union and fire department leaders to have the top performers and sub-performers take a 20 minute task on line so we could do data analytics on the differences between those two groups?

A: Yes.

26. Q: Is it possible to have the project not include face to face interviews? Or does the City prefer having one on one interviews?

A: Face-to-face and/or one-on-one interviews are not a requirement.

27. Q: Do the deciding people place a favorable weight on having worked with multiple fire departments or do they place a priority on the tools and experience using those tools to do the task at hand for the City?

A: The Austin Fire Department is not predisposed to hiring experienced firefighters over those candidates with no firefighting experience, and vice versa.

28. Q: Can the Fire Department provide copies of the written examinations that were used or proposed, or at the least, some background summary of the instruments that were used or proposed? For example, The Myers-Briggs Type Indicator (MBTI) assessment is a psychometric questionnaire designed to measure psychological preferences in how people perceive the world and make decisions.

A: AFD does not have copies of prior exams for two reasons:

- 1) the test instruments were the property of the vendors AFD contracted with, and
- 2) it is a liability for AFD employees to have access to tests when many of the applicants are family and friends.

2.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:

  
Erin D'Vincent, Senior Buyer Specialist  
Purchasing Office

7/29/14  
Date

ACKNOWLEDGED BY:

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

***RETURN A COPY OF THIS ADDENDUM***  
**to the Purchasing Office, City of Austin, Texas with your offer.**  
**Failure to do so may constitute grounds for rejection of your offer.**

### Class 115 and 116 Demographics

A	B	C	D	E	F	G	
Class Hire Date	Male	Female	African American	Asian/Pac Isl	Caucasian	Hispanic	Ot
Nov 2012		42	9	0	1	43	7
Jan 2013		46	5	1	2	35	13

### Current AFD Demographics for Sworn population

Counts							
AFD_RANK	Male	Female	Caucasian	African American	Hispanic	Asian/Pac Isl	American Indian
Total	980	68	820	43	166	15	4
Assistant Ch...	5	0	3	1	1	0	0
Division Chief	4	1	5	0	0	0	0
Battalion Chief	34	0	32	0	2	0	0
Captain	71	0	64	0	7	0	0
Lieutenant	178	8	159	6	20	1	0
Specialist	183	13	167	6	22	0	1
Firefighter	505	46	390	30	114	14	3

  

Percentage							
AFD_RANK	Male	Female	Caucasian	African American	Hispanic	Asian/Pac Isl	American Indian
Total	93.5%	6.5%	78.2%	4.1%	15.8%	1.4%	0.4%
Assistant Ch...	0.5%	0.0%	0.3%	0.1%	0.1%	0.0%	0.0%
Division Chief	0.4%	0.1%	0.5%	0.0%	0.0%	0.0%	0.0%
Battalion Chief	3.2%	0.0%	3.1%	0.0%	0.2%	0.0%	0.0%
Captain	6.8%	0.0%	6.1%	0.0%	0.7%	0.0%	0.0%
Lieutenant	17.0%	0.8%	15.2%	0.6%	1.9%	0.1%	0.0%
Specialist	17.5%	1.2%	15.9%	0.6%	2.1%	0.0%	0.1%
Firefighter	48.2%	4.4%	37.2%	2.9%	10.9%	1.3%	0.3%