



Forsyth County Procurement

Adrian Casey, NIGP-CPP, Procurement Agent III

ADDENDUM #1

Solicitation Number: RFP 22-134-2410	Title: Examination & Testing Services for Forsyth County Fire Department
	Date: January 18, 2023
Issuing Officer: Adrian Casey	RFP Initially Solicited: December 29, 2022
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This addendum supersedes and supplements all portions of the bidding documents and becomes part of the contract documents for the above-referenced project. Where any item called for in the specifications or indicated on the drawings is supplemented hereby, the original requirements shall remain in effect. Where any original item is amended, voided, or superseded hereby, the provision of such item not so specifically amended, voided, or superseded shall remain in effect.

#	Questions	Answers
1.	For each rank included in the RFP (FAO, LT, and CPT), how much did the County pay for the most recent promotional exam services?	The total cost for the 2022 promotional evaluation and testing services was approximately \$68k. Cost broken out by rank is not available at this time.
2.	Who was the last company/vendor to provide the County with the services described in the RFP?	I/O Solutions, Inc.
3.	Was the County satisfied with the results of the most recent promotional examinations?	Yes

#	Questions	Answers
4.	How many candidates are expected to participate in the written exams for FAO and LT ranks?	The numbers vary from year to year. We always have more FAO candidates than lieutenant candidates and more lieutenant candidates than captain candidates, all due to the structure of our career ladder and promotional requirements. As a minimum, a vendor should anticipate twenty (20) FAO candidates and fifteen (15) lieutenant candidates for the respective written tests.
5.	How many candidates are expected to participate in the assessment center for each rank?	With seventy (70) as the cut score for the FAO and lieutenant written tests, a pass rate of about 80% (moving forward to the assessment centers) is typical. For the captain process, four (4) to six (6) should be expected as applicants for the assessment center.
6.	Over how many days were the previous assessment centers conducted, for each rank?	The length of the assessment centers has varied over the years due to candidate volume and as the processes have matured. Most recently: FAO – three (3) days; Lieutenant – two (2) days; Captain – one (1) day. This included assessor training, the actual assessment centers, and a debriefing for each.
7.	How many assessors participated in the most recent assessment centers conducted for each rank?	FAO and Lieutenant – Ten (10) outside assessors with no relation to Forsyth County, One (1) Forsyth County 911 center SME, Five (5) FCFD SEMs, Two (2) from the vendor company; Captain – Five (5) outside assessors with no relation to Forsyth County, One (1) Forsyth County 911 center SME, Three (3) FCFD SEMs, Two (2) from the vendor company.

#	Questions	Answers
8.	During the previous administration of the assessment centers, were the assessors recruited from the local area or from out-of-state?	We typically do not allow any assessor to be recruited from the metro-Atlanta area with few, rare exceptions and in those cases extreme caution is taken to ensure that the guest assessor has no knowledge of Forsyth County Fire and does not know any of the candidates in any way. Our preference is for assessors to be brought in from remote locations but similar sized fire departments in Georgia are acceptable (i.e., Columbus, Augusta, Macon, Rome, etc.). We also prefer a broad mix of assessors and recruitment from anywhere in the U.S. is acceptable. Typically, our assessment centers have been comprised of an even mix of guests from within Georgia and without.
9.	Does the County have any requirements on the composition of assessor panels (e.g., number of members, demographic parameters)?	No. We rely on our vendor to make the best choices to best represent Forsyth County and ensure defensible processes. Assessor panel makeup should take into consideration the uniqueness's of each process, current industry trends, and vendor knowledge, experience, and awareness of legal ramifications in the industrial psychology and public safety market space.
10.	How many assessment center exercises were developed in the most recent promotional process for each rank included in the RFP?	FAO and Lieutenant – Three (3); Captain – Two (2). Every assessment center MUST include a tactical exercise

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11.	Which types of exercises (e.g., in-baskets, situational interviews, tactical/critical incident, leadership presentations) were included in the most recent promotional process, for each rank?	All of the above plus various role-playing scenarios.
12.	Will the County provide the facilities to administer the written exams and assessment center exercises?	Yes
13.	Does the County prefer to run the multiple promotional processes concurrently or consecutively?	The written tests can be scheduled on the same day or back-to-back days as needed but we will not allow them to be conducted simultaneously together. We can manage running two (2) assessment center processes concurrently (FAO and Lieutenant) and typically announce the application period for FAO and Lieutenant at the same time so that they can run together. The assessment centers can run back-to-back within a multi-day period, but we will not accept them being run simultaneously. Staff, coordination, overwatch, and space limitations simply will not allow them to being performed at the same time. Typically, the captain process will occur independent of the other two by a month or more.
14.	Does the County have anticipated/tentative dates for the application period of each rank?	Once an award is made, we will want to announce the FAO and lieutenant processes very quickly. For 2023, FAO and Lieutenant should be underway in the spring and Captain in the summer. Spring each year is our typical target time frame.

#	Questions	Answers
15.	Can development meetings for the written exam and assessment center exercises be conducted via webinar/phone conference?	A combination is acceptable, but we expect to work in-person with our vendor more than virtually. For example, development of the written exams can usually be handled virtually by way of the vendor sending packets to the FCFD for SME source material review. However, developing the tactical components will need to be conducted in-person and on-site at FCFD with FCFD SMEs.
16.	Does the County want the vendor present for the administration of the written exams?	Yes, absolutely. A highly qualified vendor representative MUST conduct the written exams. The FCFD POC only acts to introduce the vendor to the candidate pool and handle behind-the-scenes logistics. In no way is FCFD personnel to handle any component of conducting the written exams.
17.	Does the vendor have to be registered to do business in the State of Georgia to submit an RFP or to complete the work?	Successful firm will be responsible for all required permits or license required by any regulatory agency of the city, county, state, or federal governments. Further, successful bidder will be responsible for meeting all requirements of any regulation(s) or guideline(s) of any of the said governments or any independent agency recognized by said governments as publisher of any such regulation(s) or guideline(s).
18.	Are you requiring notarization of the specified forms in the RFP at this time, or would a signature be acceptable for the proposal and notarization upon award of contract for the vendor?	All areas that require notarization should be notarized upon submitting proposal.

#	Questions	Answers
19.	Approximately how many candidates have historically participated in the written examination for the ranks of FAO and Lieutenant?	See Question #4 above.
20.	Approximately how many candidates have historically participated in the assessment center for each of the three ranks?	See Question #5 above.
21.	Does the department prefer local assessors (i.e., within a 50-mile radius), assessors within a certain geographical range (e.g., the southeast), or assessors from any location within the country?	See Question #8 above.
22.	If the vendor is responsible for assessor expenses, should estimated assessor expenses be included with the cost proposal?	Yes, the vendor will be responsible for all assessor expenses with the exception of lodging. Forsyth County will provide the assessor lodging and will also host guests for some meals. All other assessor expenses should be included the cost proposal. The County does understand that it is an estimated expense as the number of assessors will depend on the size of each process and the final make-up of each assessment center.
23.	How many items does the County wish to have included on the written examinations for FAO and Fire Lieutenant, respectively?	Our typical written exams have been 100 questions, but we are open to suggestions and expect our vendor to make the recommendation and set a written exam size that is appropriately challenging.

#	Questions	Answers
24.	Where the RFP makes reference to experience in Georgia, will law enforcement as well as fire service experience in Georgia be counted?	No, the vendor should be well versed in the Georgia fire service and Georgia fire standards and training requirements. Certainly, law enforcement experience will not be a detractor, but we need the vendor to have expertise in the Georgia fire service.
25.	Will the County assist in the sourcing of assessors?	No, we expect the vendor to recruit assessor talent based on their regional and national contacts and experience. Only in a rare case of "assessor drought" when metro-Atlanta assessor contacts are needed will Forsyth County Fire assist and then only as much as absolutely necessary.
26.	Will the County pay all or part of the assessors' (1) professional services or (2) travel and subsistence expenses? If so, what dollar amount or percentage of each of these expenses, respectively, will the County pay?	See Question #22 above.
27.	Will the County agree to provide at no cost all information technology, including systems, software and staff support, which may be needed for the assessment centers for each rank?	Forsyth county will provide staff support and assessment center locations with the infrastructure needed to conduct successful assessment centers. Portable projectors and black curtains will be provided as needed. All other hardware and any Microsoft and/or fire service software (i.e., Fire Studio, etc.) used for the building and conducting of the assessments and tactical scenarios should be a part of the vendor's "toolbox" that they bring to development and conduction of each project.

#	Questions	Answers
28.	What is the County's budget for this project?	\$50,000.00 to \$75,000.00 in total for all three (3) processes.
29.	Regarding the "hot seat"/tactical ground scenarios at the bottom of page 10, do these apply to all three ranks?	Yes, the FAO, lieutenant, and captain assessment centers all should include "hot seat"/tactical fire ground scenarios.

(END OF ADDENDUM #1)