

Amendment 1

Request for Proposal #3120001242

September 13, 2017

Promotion Process for the MS Highway Safety Patrol

Response to Questions on RFP #3120001242

1. **Question:** The RFP states that the Vendor shall “*Develop, administer and score a Multiple Choice Examination for Master Sergeant ONLY. Candidates for Lieutenant or Captain shall be exempt from multiple choice exam*”. However, the Vendor shall also “*Ensure that candidates for promotion to the ranks of Master Sergeant, Lieutenant, and Captain are evaluated based on three factors: (1) a Structured Examination including two components: the Written Exam and the Assessment Center; (2) an Administrative Interview; and (3) the Time and Education evaluation*”.

Will the candidates for Lieutenant and Captain be required to take a Multiple Choice Examination, based on the above three factors?

Answer: No, Candidates for Lieutenant and Captain DO NOT take the pre-entrance (Multiple Choice) exam. Master Sergeants have that extra step.

2. **Question:** Can you clarify Factor 1, Structured Examination including two components: the Written Exam and the Assessment Center?

Answer: There is to be a “Written” portion of the Structured Examination. Then the “Assessment” center will include the role plays, etc.

3. **Question:** If Master Sergeants ONLY take a Multiple Choice Examination will they also be required to complete another Written Examination per Factor 1? Additionally, are Master Sergeants required to complete Assessment Center?

Answer: Yes, Master Sergeants will take “written” portion of Structured Exam.

Job Analysis:

4. **Question:** Does MDPS see the need for separate job analyses in each of the four respective areas?

Answer: Each respective area will need a separate job analysis performed.

5. **Question:** Does MDPS want a complete job analysis or a review and revision of their current job analysis?

Answer: MDPS is requiring a complete job analysis

6. **Question:** If a complete job analysis is required, will all incumbents in each rank be required to complete the job analysis survey or only a sample of incumbents?

Answer: MDPS will not require all candidates to complete a job analysis survey. Surveying a sample of incumbents will be sufficient.

7. **Question:** Do incumbents have unique email addresses and access to computers and internet to complete an on-line job analysis survey?

Answer: Each incumbent has an email address.

Written Exam:

8. **Question:** How many Master Sergeant candidates participated in the previous written exams?

Answer: Approximately 300 total test were taken from Master Sergeant positions.

9. **Question:** Will multiple forms/versions of the written exam be necessary?

Answer: Yes

10. **Question:** How many questions are typically used on each written exam?

Answer: MDPS has never required a specific number of questions. However, MDPS requires that multiple areas are covered so that skills and knowledge are revealed.

Assessment Center:

11. **Question:** How many candidates participated in the previous assessment centers?

- | | |
|--------------------------------|-------------------|
| a. Master Sergeant candidates? | Approximately 300 |
| b. Lt candidates? | Approximately 40 |
| c. Capt candidates? | Approximately 70 |

12. **Question:** How many exercises were used in the previous assessment centers for each rank and what were they?

Answer: The number of exercises in the previous assessment centers is unknown.

- a. Master Sergeant candidates?
 - b. Lt candidates?
 - c. Capt candidates?
13. **Question:** Over how many days were the previous assessment centers conducted?
- Answer:** Our previous assessment center took approximately a week and a half to administer. Keep in mind we only had two components with three ranks. The current RFP has four components with three ranks.
- a. Master Sergeant candidates?
 - b. Lt candidates?
 - c. Capt candidates?
14. **Question:** Does MDPS require an in-person candidate orientation for the assessment center?
- Answer:** Yes
- a. **Question:** If so, can the written exam and assessment center orientations be combined into one orientation?
- Answer:** yes
15. **Question:** Who will be responsible for compensating assessors for participating as an assessor?
- Answer:** MDPS will be responsible for compensating assessors.
16. **Question:** Who will be responsible for reimbursing assessors for travel expenses?
- Answer:** MDPS will be responsible for reimbursing assessors for travel.
17. **Question:** Does MDPS prefer to audio/video recorded candidate performance of each assessment center exercise and then have the exercises scored later or would MDPS prefer to use live assessor panels scoring the candidates the day they complete their assessment center exercises?
- Answer:** MDPS prefers the use of live assessor panels for candidate scoring.

General:

18. **Question:** How much did MDPS pay in the last contract for the services in the RFP?
- Answer:** This is the first time that MDPS has put out an RFP for these services.
- a. Master Sergeant?
 - b. Lt candidates?
 - c. Capt candidates?
19. **Question:** Who was the last vendor contracted for services in the RFP?
- Answer:** This is the first time that MDPS has used an RFP in order to obtain a vendor.

20. **Question:** How is MDPS looking to improve upon past promotional processes?
Answer: MDPS listed the betterments in the RFP.
21. **Question:** Will the MDPS be open to conducting the testing at a local college such as Hinds Community College?
Answer: MDPS has secured a location for the testing to take place.
22. **Question:** Is MDPS willing to conduct test development meetings with SMEs via phone or web?
Answer: No. MDPS requires that to be done in person
23. **Question:** Are bonds required for this proposal/contract?
Answer: The RFP requires proof of insurances found on page 9 Section 3 3.1.
24. **Question:** Is there a local small business goal associated with this RFP project?
Answer: No
25. **Question:** Approximately how many total candidates could participate in the promotional process for the three ranks of Master Sergeant, Lieutenant, and Captain? And, approximately how many of these will be in each division (Enforcement, Drivers' Services, MBI, and Motor Carrier) per rank?
Answer: Approximately 400 candidates could participate in the promotional process for the three ranks of Master Sergeant, Lieutenant and Captain. The largest number will come from the rank of Master Sergeant. If eligible, they would theoretically test in all four well. Captain would be the smallest of the three ranks. However, Captains could potentially test across the board.

All other terms and conditions remain the same as listed in the original RFP

For more information or questions regarding this RFP, please contact Betsy Toles at 601-987-1467, by fax 601/987-1442, or by email at betsytoles@dps.ms.gov. You may also contact Sonya Toaster at 601-987-1305; by fax at 601/987-1442; or by email at stoaster@dps.ms.gov

Please be sure to acknowledge this Amendment I by signing in the appropriate place, and enclosing this document in your proposal submission. I hereby certify that I am authorized to sign for my company.

Signature

Date

Name (Printed)

Title

Amendment 2

Request for Proposal #3120001242

September 13, 2017

Promotion Process for the MS Highway Safety Patrol

RFP #3120001242

The Mississippi Department of Public Safety amends the following to remove:

Page 5 Scope of Services (third bullet)

- **Arrange for appropriate facilities for all components of testing process.**

All other terms and conditions remain the same as listed in the original RFP.

For more information or questions regarding this RFP, please contact Betsy Toles at 601-987-1467, by fax 601/987-1442, or by email at betsytoles@dps.ms.gov. You may also contact Sonya Toaster at 601-987-1305; by fax at 601/987-1442; or by email at stoaster@dps.ms.gov

Please be sure to acknowledge this Amendment I by signing in the appropriate place, and enclosing this document in your proposal submission. I hereby certify that I am authorized to sign for my company.

Signature

Date

Name (Printed)

Title