



# Shelby County Tennessee

Mayor

Mark H. Luttrell, Jr.,

## Questions & Answers

*Issued: October 22, 2012*

### **RFP #13-009-19** **Corrections Promotional Exam Process**

#### **TO ALL PROSPECTIVE BIDDERS:**

The following questions were submitted by potential vendors  
Our answers are listed in red below:

#### **General**

1. How much did the City pay for the last contract for all of the services requested in the RFP?  
Don't know. We have not had a consultant to do this in years.
2. How many candidates participated in the previous written exam?  
We had approx 74 applicants that were involved in the written exam.
3. How many candidates participated in the previous oral exam?  
Don't know if there has ever been an oral exam. We just had interviews.
4. Will the County provide all facilities for the promotional testing administrations?  
County can provide facilities.
5. Is the City willing to conduct development meetings for the promotional exams via  
The County is willing to participate in development meetings.
6. Does any part of the testing process function as a hurdle, in that only those that pass continue on to the next portion of the testing process?  
The applicants must meet the qualifications as stated on the posting before they are processed to compete in testing. The process years ago only certified the top 50% of applicants after they all took the test.
7. Does the County already have a way to grade/evaluate the candidates' attendance, performance and discipline or does the County want the vendor to develop a grading model?  
The County does have an annual attendance calendar and we have a discipline

program that provides all discipline for each employee and we have a numerical performance evaluation process.

#### Written Exam

8. How many questions will the written exam consist of? *We would ask the consultant to determine this.*
9. Does the County want the vendor present for the administration of the written exams? *We would ask the consultant to determine this.*
10. Is there a protest period/item review that candidates are allowed to participate in for the written exam? *We would ask the consultant to determine this.*

#### Oral Exam

11. How many exercises were used in the oral exam? *County only has had an interview process.*
12. What exercises did the previous oral exam consist of? *Don't remember having one.*
13. Does the County want the consultant present for the oral exam administration? *We would ask the consultant to determine this.*
14. Over how many days was the previous assessment center conducted? *I think the written test was in 2 sessions to accommodate all shifts.*
15. Does the County have any security concerns that would require all candidates to go through the assessment center exercises in one day? *We would ask the consultant to determine this.*
  - a. Or does each candidate have to do all of his/her assessment center exercises in one day? *We would ask the consultant to determine this.*
16. Who will be responsible for compensating assessors for travel to the assessment center? *This would need to be in the bid from the consultant.*
17. Is the County or the contractor responsible for obtaining assessors for each of the assessment centers? *This would need to be in the bid from the consultant. The County is willing to help with obtaining assessors if needed.*

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**Buyer, Purchasing Department**  
**Shelby County Government**

Cc: Bid File