

**ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT**

**INVITATION TO BID NO. 22-HRD-RFP-386**

**ADDENDUM NO. 01**

Arlington County Invitation to Bid No. 22-HRD-RFP-386 for Written Entry-Level Exams for Arlington County Public Safety is amended as follows:

**I. FOLLOWING ARE ANSWERS TO QUESTIONS RECEIVED BY THE SOLICITATION DEADLINE**

**Question 1: Can you tell us the name of the current/previous provider for these services?**

**Answer 1:** For Sheriff and Police it was originally E.B. Jacobs, which became PSI Services LLC (300 S Burrowes Street, State College, PA 16801). Fire currently uses CWH Selection Solutions (P.O. Box 265, Corinth, NY 12822), which is owned by I/O Solutions.

**Question 2: What is the value of the current/previous most relevant contract?**

**Answer 2:** The initial transportability study and test customization was \$16,500 in 2013. Annual spend for testing services for Sheriff and Police combined was approximately \$25,000 as of 2021. Fire annual spend was \$11,700.

**Question 3: Did you renew the option years for your current/previous vendor?**

**Answer 3:** Yes, the contract was in place for 8 years.

**Question 4: Please clarify the degree of customization desired. You request that the vendor provide "Recommendations regarding proposed modifications to customize the tests to County agencies." You also use the term "transportability." This suggests that you are willing to accept test content and or even complete assessments that are used for other jurisdictions. Is that correct?**

**Answer 4:** The County is looking for off the shelf tests that have suitable transportability to Arlington County. Nothing needs to be created specifically for Arlington County.

**Question 5: Do you wish to have a test built from the ground up specifically for Arlington County, even though the cost of this level of customization might be greater than that of an assessment that was created using items that other jurisdictions use?**

**Answer 5:** Please see Answer 4.

**Question 6: Do you wish to have the entire test or just a portion of the items developed exclusively for Arlington County?**

**Answer 6:** Please see Answer 4.

**Question 7: Crime coverage insurance - crime is a broad term; can you specify what type of coverage is required?**

**Answer 7:** The type of crime liability needed is employee dishonesty.

**Question 8: How much did the City pay for the last contract for all of the services requested in the RFP? Please confirm the length of that contract.**

**Answer 8:** Please see Answers 2 and 3.

**Question 9: Who was the last company to provide the City with the services proposed in the RFP and what is their location?**

**Answer 9:** Please see Answer 1.

**Question 10: Does the County use any physical abilities test? If so, please provide the name of the test and for what discipline?**

**Answer 10:** Physical testing is outside of the scope of this solicitation.

**Question 11: Is the City willing to use an exam that is previously developed and owned by the testing vendor/contractor and not available for ownership by the City?**

**Answer 11:** Please see Answer 4.

**Question 12: How many candidates participated in the previous written exam for each respective discipline; Fire Sheriff Police**

**Answer 12:** Fire – 482 in 2021; Sheriff – 409 in 2021; Police – 299 in 2021.

**Question 13: Historically, how long does your eligibility list last, and how many times does the County test annually?**

**Answer 13:** Fire tests 1-2 times a year. The score is good for 2 years. Both Police and Sheriff test several times a month. The scores are good for 1 year.

**Question 14: Would the City be willing to use an exam that is proprietary and thus, the key is not available for review by applicants?**

**Answer 14:** Yes.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Kaylin Schreiber  
Procurement Officer

**RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR BID:**

**BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 01.**

**FIRM NAME:** \_\_\_\_\_

**AUTHORIZED  
SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_