INFORMAL REQUEST FOR PROPOSAL

PROJECT NO. RFP 19-09

PRE-EMPLOYMENT ASSESSMENT TESTING SERVICES

QUESTIONS AND ANSWERS No. 001

Date: November 2, 2018

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

Q1.   How many hires have been made that included skills and/or behavioral testing in each of the last three (3) years?

Response: This is a new endeavor.

Q2.   Are you saying the total value of the contract/purchase order is not to exceed $50,000.00?

Response: As stated on the proposal, page 3, Section I, Intent and Scope of Services, Section B.

Q3.   Is all testing to be conducted in-person at HCC's designated location? Yes/No

Response: Yes. The goal is to establish a virtual online assessment. HCC would like to be able to test virtually as onsite using an online tool or process that mimics an onsite assessment.

Q4.   If so, where to question #3?

Response: Primarily onsite at HCC's Administration Building located at 3100 Main Street, Houston, Texas 77002. However, the College may elect to hold testing at any of its campuses. HCC Campus Locations: HCC Campus Locations.

The goal is to establish a virtual online assessment. HCC would like to be able to test virtually as onsite using an online tool or process that mimics an onsite assessment.

Q5.   If so, is the vendor required on-site to proctor?

Response: No, HCC wants administration rights.

Q6.   Do you have an estimated number of candidates that you require to take the skills test and/or behavioral assessments?

Response: Computer Skills testing for office support clerical staff – new and transfers – estimate of 200 per year.

Q7. For the behavioral assessment, do you have a specific challenge(s) or issue(s) that you are looking to overcome?

Response: HCC is considering this type of assessment for "right fit" in the organization and not skills assessment.

Q8. Does HCC use an ATS (applicant tracking system)? Will you require integration of the skills tests and psychometric assessments?

Response: No integration is needed or required. Oracle based Taleo.

Q9. How many people will you test in a year (best estimate)?

Response: Skills test estimate approximately 300; Behavior test estimate approximately 150-250.

Q10. How many tests will you send out in a year (best estimate)?

Response: Skills test estimate approximately 300; Behavior test estimate approximately 150-250.

Q11. What assessments have been used in the past at HCC? Which vendor? Why are you moving away from what is currently being used? Do you expect any sort of data migration from the current provider?

Response: None. The College do not currently conduct tests. This is a new process.

Q12. How many open positions did HCC have in the past 12 months / 2017 calendar year?

Response: Approximately 2,000.

Q13. How widely distributed are assessments in the organization? In what capacity are the reports being used? How were they delivered to end users / how would HCC prefer they be delivered?

Response: None. The College do not currently conduct tests. This is a new process.

Q14. We have integrations with common systems. What is being used at HCC for email / calendar? Are you using collaboration tools like Slack or Microsoft Teams? What HRIS, talent management suite is being used?

Response: We use Email-Outlook. HRIS-PeopleSoft.

Q15. Would HCC expect to use the solution with existing employees for leadership or personal development? If yes, for how many employees?

Response: Looking for primarily a computer skills test. If we pursue a fit test, it will be for selection – not development.

Q16. How does HCC evaluate 'team fit' for candidates and is that a capability being considered?

Response: We are beginning to consider it. We have not done team fit testing before.

Q17. Would tools or resources for facilitating the interview process be of interest to HCC?

Response: No. However, through this RFP process, you may provide information about the tool.

Q18. Is there a standard response template we should be using for the contractor requirements, section 1.2 on page 9?

Response: Response should be provided under Section 2.4, Tab 4: Services Defined.

Q19. Why are you going to RFP for assessment testing? What primary business challenges are you looking to solve?

Response: To establish a process for an online skills assessments in order to use skills assessment as one evaluation consideration point in the selection process for finalists.

Q20. What are you looking to measure?

Response: Skills testing – computer skills capabilities in office support professionals on all of our various versions of Microsoft Suite, i.e., word, excel, visio, etc.

Q21. What metrics are you looking to improve?

Response: None. Will need to develop.

Q22. We notice the RFP is limited to skills and personality, can you provide some insight into why those specific types of tests were chosen?

Response: At this time, the College anticipating the use of skills and personality to aid in "team fit". The College is open to listening to innative solutions.

Q23. Is simulation required for Word, Excel and PPT testing? Why are we asking this? They want an environment that "resembles the environment", did you see simulation somewhere?

Response: The goal of this project is to select a solution/software for test.

Q24. To provide a price estimate, we will require the following information:
  - Which departments and locations will be using the assessments?
  - What is the headcount of these departments?
  - What is your anticipated hiring volumes for these departments

Response: HCC hires enterprise-wide. The skills testing will be for office support professionals only.

Q25. Which jobs are you looking to test for? We will provide you with some test recommendations for a few of the roles you hire for most frequently – please highlight those. If you have job descriptions for these roles, please provide them.

Response: The skills testing will be for office support professionals only.

Q26. What does your current hiring process look like? How is testing being leveraged in the process?

Response: Not currently using testing.

Q27. Do you require Integration capabilities with your ATS? What ATS are you using?

Response: No integration is needed or required. Oracle based Taleo.

Q28. Section 1.2i: the RFP asks that the personality assessment has both Yes and NO as well as multiple choice. What is the intent here?

Response: The intent is the method and formulation of questions. Flexibility in question formulating in questions.

Q29. Section 1.2j: What do you mean by "batching" tests?

Response: Being able to put several skills tests together to match the specific job requirements. For example, create one test for an Executive Assistant position comprised of Intermediate Word, Advanced Excel, Intermediate Visio, tests, etc.

Q30. Section 1.0 p 8:   General terms and conditions of Purchase Orders: how do we submit our comments to the T&C's for purchase orders. There are some sections that we will not be able to accept as is.

Response: The respondent shall put in writing any exceptions that are being taken to HCC's General Terms and Conditions of Purchase Orders.

Q31. P 11 – price proposal: Our pricing model will not comply with the pricing proposal outlines on page 11. Please confirm that we can supply an attachment for alternative pricing models.

Response: Respond per HCC's Pricing Proposal. Alternative pricing models may be attached for review.

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