

July 31, 2023

**REQUEST FOR QUALIFICATION (RFQ)  
PROFESSIONAL SERVICES  
RECALIBRATE PLANT AND CLERICAL ENTRY & APPRENTICESHIP EXAMS**

**ADDENDUM NO. # 1**

All Consultants submitting under the Request for Qualification (RFQ) for the referenced procurement shall read and take note of this Addendum. The Documents for this procurement are hereby revised and/or clarified according to this Addendum.

**Acknowledgment of RFQ Addendum:** The acknowledgment attached to this Addendum is to be signed and attached with the Offeror's submittal.

Suzanne Thomas  
Procurement Officer  
ALCOSAN

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Consultant Acknowledgement

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Date

July 31, 2023

**REQUEST FOR QUALIFICATION (RFQ)  
PROFESSIONAL SERVICES  
RECALIBRATE PLANT AND CLERICAL ENTRY & APPRENTICESHIP EXAMS**

**ADDENDUM NO. # 1**

**PRESENTATION**

1. A copy of the Informational Meeting Power Point is at the end of this document.

**INFORMATIONAL**

An Informational Meeting was held at the ALCOSAN plant for the above project on July 28, 2023, at 2:00 p.m. on Microsoft Teams. The meeting was attended by Suzanne Thomas, Beth Mellinger, Ash Eberle, Denise Macellaro, Marilyn Weber, and Robert Stimmler.

The following Questions have been submitted at the meeting.

1. With your current process, are offers able to be extended regardless of score? Or are you only offering jobs at average or above average score?
  - a. At least an average score to proceed in the process.
2. Can we get a copy of the PowerPoint?
  - a. Yes.
3. Are you only looking for multiple choice tests or hands-on too?
  - a. We would look to see what you have during the negotiation phase. We are not looking for something that they would have to type an answer. Looking to consultant to make recommendations on what we are trying to achieve.
  - b. If the vendor has recommendations and individual could demonstrate that they could perform a certain task that would be good. We will have to examine that this is something that could be done on site. Offerors must be aware of the parameters we are dealing with.
4. Can we get a copy of the existing assessments?
  - a. No, that contains private information.
5. What type of ongoing updates are you looking to maintain? You mentioned having this in place since the 90's. Is there appetite to make sure this remains up-to-date and aligned to business needs more frequently?
  - a. Yes
6. What types of technology will be used for testing? i.e., does this need to be mobile enabled?
  - a. No. All tests are taken at plant with a desk top computer.
7. You mentioned "courses" at the beginning of the call. Is this for curriculum or only testing?
  - a. Only testing.

8. Is there a desire to have Development for apprentice exams?
  - a. We have an apprentice exam. A vendor may have suggestions for modifications. We are not interested in changing the apprentice exam, but we do want to add some predictors of behavior.
9. To confirm, will you continue using the existing battery and potentially add, or is that existing battery going away and would need to be replaced with similar content?
  - a. We will not know until the analysis is done. We need to review to identify what is relevant and what is not.
10. Is the intent to use the current and mathematical pieces if important or new?
  - a. Everything is listed in the RFQ in respect going forward. We expect to use the new vendor's criteria.
11. Basic math or more math for trades type of math?
  - a. The math will be determined through the analysis. Once the vendor has met with those key individuals, the vendor will know what math is applied. This will need to be sorted out with the subject matter experts.

Additional Questions were submitted under this procurement.

1. Outside of the two (2) documents I located on the ALCOSAN website, are there additional documents other bidders have outside of the attached?
  - a. All documents identified in the RFQ, i.e., SF 330 and Conflict of Interest, are located at <https://www.alcosan.org/work-with-us/standard-forms>

# Pre-Employment Exam



# BACKGROUND

## Expansion

\$2+ billion plan to significantly reduce untreated wastewater overflows

Expanded capacity from 200 MGD to 295 MGD

Increased regionalization of ownership & maintenance of 200+ miles of municipal sewer lines – infrastructure & maintenance

Upgrading equipment & technology used

More apprentices are needed

Baby boomer retirements

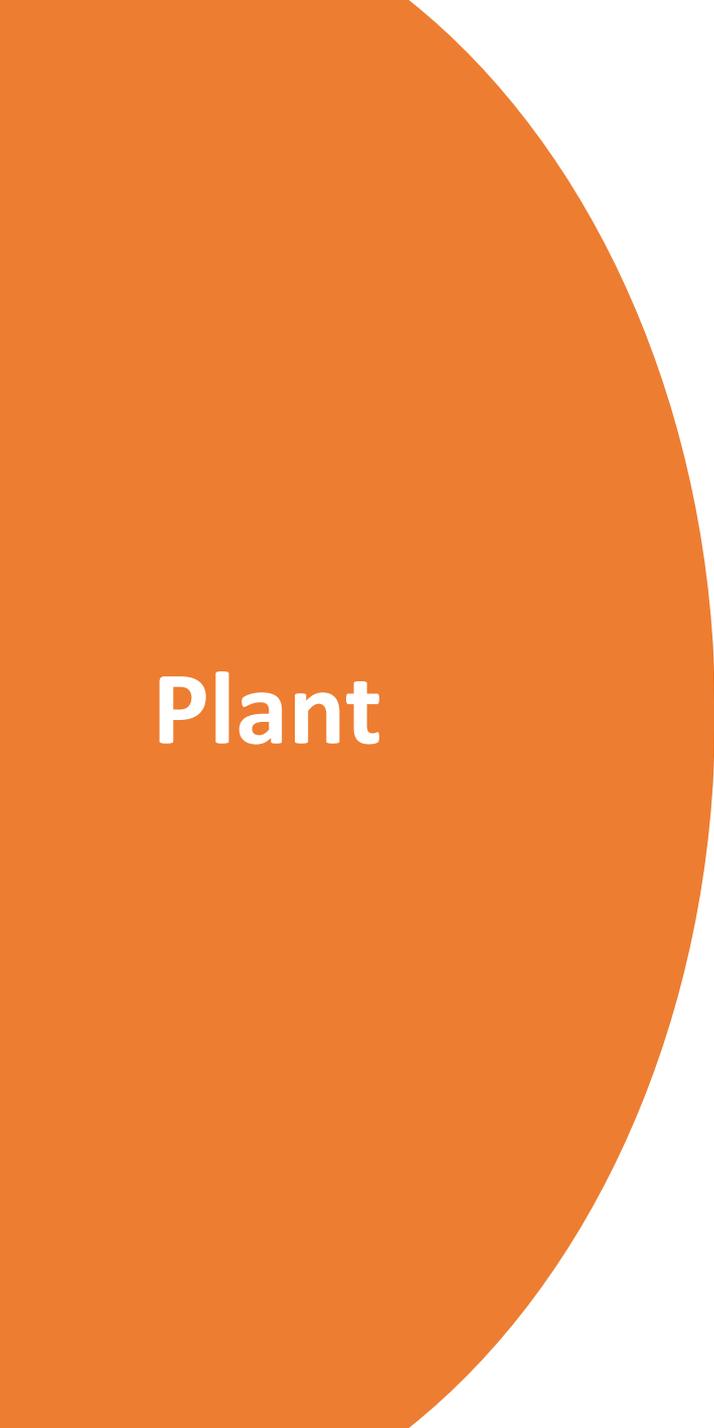


Plant Entry

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graph TD; A[Plant Entry] --> B[Clerical]; B --> C[Apprenticeship];
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Clerical

Apprenticeship



**Plant**

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Critical /

Logical Reasoning

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Mathematical  
Skills

---

Mechanical  
Aptitude



# Clerical

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Critical / Logical Reasoning  
Mathematical Skills

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Verbal Comprehension

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Clerical Skills w/Names

Clerical Skills w/Number



# Work Behaviors

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Energy

Work Discipline

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Planning & Organizing

Work Composure

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Social Communications

Personal Relations Skills

**Current  
Ratings  
System =  
Potential  
for Success**

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**Below Average**

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**Average**

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**Above Average**

# Requirements

**Experienced Industrial Psychologists (10+ years)**

**Clients w/similar needs**

**Recommendations for the current test battery**

**Legally defensible.**

**If ALCOSAN were charged, must be willing to appear with ALCOSAN to defend the criteria used**

**Evaluate whether the work behaviors tested for are valid**

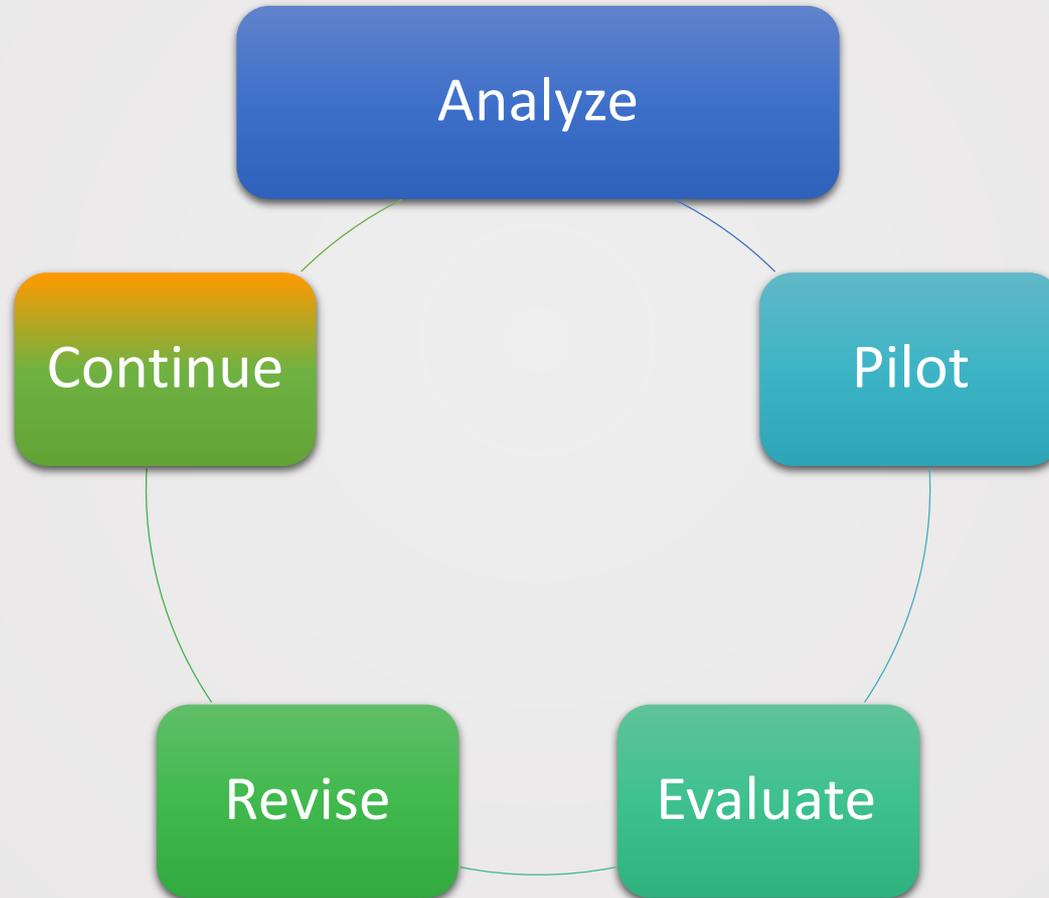
**Identify the work behaviors of successful apprentices**



# Behaviors



- **Build collaborative relationships**
- **Personal drive**
- **Attention to detail**
- **Self-starters with ambition, motivation and confidence**



# Questions

