

RFP-11-70
Job Profiling and Assessment
Question and Answer Document

	QUESTION	ANSWER
1	Are the job profiles that are to be created going to be generic or will they be specific to an identified company?	The job profiles will be specific to a job at an identified company. Summarizing the results of all job profiles performed at companies would be useful in identifying skill gaps in workers.
2	Will DWD personnel validate job profiles, or will the state rely on industry representatives to validate their job profiles?	DWD does not validate the job profiles or job profiling process. The profiling process should already be proven to produce a reliable and valid product meeting high-stakes hiring requirements.
3	What types of certifications will need to be integrated into the proposal for the job profile requirement, i.e. ACT NCRC, GRE, Tech School Certifications, Associate degree, High School diploma?	The job profile or analysis of a specific occupation will determine the skills required to perform a job at a specific company. Workers will then be assessed to determine if they have the required skills and skill levels to perform the job at a specific company. The certification(s) should document the skills identified via the assessments and give a brief explanation of what the individual can actually do in the work place at the level attained. It is not expected that every individual assessed will score at a level to earn credential.
4	Can a career readiness certificate be issued by any institution of higher learning and does the state have a list of requirements for a person to receive a career readiness certificate?	All “career readiness” certificates will be considered as long as they are aligned to the assessment results attained by the worker. The Indiana Department of Workforce Development does not have a list of requirements.
5	Job skill assessment testing is usually not a part of a software developer’s area of expertise. Can the Job Skill assessment testing questions be provided separately from the computer software used to administer the skill assessment test? If so, can the proposal be broken out into two separate pieces, one that addresses a standardized test for measuring a candidate’s career readiness and the other part which provides the automated software to administer and manage the test questions and candidate certifications based on the test results?	The job skill assessment testing questions should be provided separately from the computer software used to administer the skill assessment test. Section 2.1 Assessments of the RFP requests information on both the assessments and the equipment and technology requirements utilized to administer the online assessments. The computer software used to administer the assessments should be explained in section b. The software utilized to administer and manage the candidate certifications based on the test results should be explained in TAB E – Certification or Certificate Process.
6	Candidate remedial skill training for jobs can vary greatly from one job to another and from one candidate to another. If computer	DWD wants an online tool that is aligned to each skill identified via the profile, can

	software is available to manage information about candidates and their specific skill certifications and to provide computer based training, how does DWD envision a tool that would be capable of providing remedial training without a classroom environment?	quickly gauge an individual's assessment level, and provide appropriate online remediation to raise assessment scores. The online tool should be an established proven remediation tool capable of providing remedial training without a classroom environment.
7	Does the Indiana DWD have a list of job skills with the appropriate skill level measures identified and their definitions? If so, will this be made available to the successful bidder?	No. DWD is seeking an off-the-shelf product with the four components identified in the statement of work.
8	In the RFP, "TAB B – Job Profiles" paragraph one states that an assessment tool must "have a corresponding assessment tool that accurately measures the foundational skills for a broad section of occupations in the work place." Does that statement imply that the computer software being provided must be capable of matching "foundational skills" to more than one job profile?	Yes. Foundational skills applicable to the majority of jobs should be incorporated into the profiling and assessment system. Please note, "DWD is seeking recommendations on a statewide job profiling and assessment system," and will consider creative solutions to ensure workers possess the skills required by employers.
9	Part e. of Paragraph 1.2 in TAB B of the RFP SOW asks the bidder to: "Attach a sample profile and include the task list associated with it." Does this refer to the tasks associated with developing a job profile?	No, it refers to the tasks associated with the job that is profiled.
10	In the RFP, "TAB C – Assessments" paragraph one states " DWD is seeking an assessment tool that measures the current skills of workers for a broad section of occupations in the work place. The assessment tool must have a clear and validated relationship between the assessments and the skills identified in the job profile component (TAB B) of this Statement of Work." a. What can a skill level measurement be based on? b. Who determines what is a: "clear and validated relationship between the assessments and the skills?"	a. A skill level measurement is based upon the skill level(s) required to perform a specific job successfully. The skills and skill level required to perform the job are determined by the job profile. b. The vendor should explain its process for determining validity. Validity is "the extent to which a test measures what its authors or users claim it measures; specifically, test validity concerns the appropriateness of the inferences that can be made on the basis of test results." (Salvia & Ysseldyke, 2004, p. 693).
11	In the RFP, "TAB D – Foundational Skill Remediation Tool" Please elaborate on question c. "Does the tool remediate for literacy skills in language/reading and math?" Is there a requirement to provide computer based training classes or a link to computer based training classes? In question g. "Does the tool cover career skills – soft skills curriculum most requested by employers?" Who determines what career skills or soft skills curricula are most requested by employers?	DWD requires an online remediation tool that assists workers with raising their assessment scores - skill-gap training i.e. a client scores a 70 in math, but requires an 80 to be referred to an employer. The online remediation tool should determine the worker's areas of weakness and recommend courses to bring up the assessment scores. DWD envisions a remediation tool that includes soft skills enhancements such as work habits, business etiquette, time

		<p>management, problem solving, presenting oneself to employers, job search techniques, and resume building.</p> <p>Feedback and research from employers would determine those most requested by employers.</p>
12	<p>The RFP section 2.5 COST PROPOSAL, states “The baseline cost estimate for this RFP is \$1,900,000.00.” What is the baseline period of performance?</p>	<p>The \$1.9 M is an estimated cost based on projected new start-up costs that include equipment and software purchases, costs of profiles, assessments, certificates, and skill-gap training for one-year period.</p>
13	<p>What DWD software systems and or data bases will the job profiling and assessment process need to integrate with?</p>	<p>The profiling and assessment data will be shared with other DWD systems, most notably a case management system and a job matching system. At a minimum it is expected that the solution will be able to provide complete on-demand extracts of the collected profiling and assessment data.</p>
14	<p>During the pre-proposal conference held on April 27th, there was a reference made to TAPES. Was this referring to the Total Army Performance Evaluation System or to another acronym?</p>	<p>No, this was referring to TABE – Test of Adult Basic Education – which is utilized to determine educational attainment rate within the DWD workforce system.</p>
15	<p>During the pre-proposal conference held on April 27th, it was indicated that four industry related areas would be targeted for developing job profiles:</p> <ul style="list-style-type: none"> a. Advanced Manufacturing b. Logistics c. Health Care d. Information Technology <p>Are the sixty job profiles that are to be developed under this RFP within those four areas being targeted and will the job profiles need to be completed within the twelve month contract period of performance?</p>	<p>The majority of the profiles will be within this sector. However, there may be exceptions. The sixty profiles were estimates based upon past employer demand with the assumption that they would be completed shortly after they were approved.</p>
16	<p>Will the current data regarding skills, skill levels, and job profiles be available for use by the new vendor?</p> <ul style="list-style-type: none"> a. Is this data DWD proprietary? 	<p>DWD does have results from past assessments and job profiles. However, it should be noted that DWD is looking for a fully developed off-the-shelf product.</p>
17	<p>Will the current assessment test content and remediation curriculum be available for use by the new vendor?</p> <ul style="list-style-type: none"> a. Is this data DWD proprietary? 	<p>No. The current assessment test content and remediation curriculum is owned by ACT.</p>