



UNIVERSITY OF SOUTH CAROLINA

AMENDMENT NO. 3 TO SOLICITATION

TO: ALL VENDORS

FROM: Caleisha Hayes, Procurement Manager

SUBJECT: SOLICITATION NUMBER: USC-RFP-3373-CH

DESCRIPTION: PRE-EMPLOYMENT TESTING SERVICES

DATE: February 8, 2019

This Amendment No. 3 modifies the Request for Proposals only in the manner and to the extent as stated herein.

Vendor Questions & Answers

OFFERORS SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 3 IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR RESPONSE TO THE SOLICITATION. FAILURE TO DO SO MAY SUBJECT THE RESPONSE TO THIS REQUEST FOR PROPOSALS TO REJECTION.

Authorized Signature

Name of Offeror

Date

USC-RFP-3373-CH

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR A:

1. Are you entertaining responses from non U.S. companies?

ANSWER: *Yes, as long as the Contractor complies with all U.S. and SC laws and can fulfill all duties and obligations under the Contract as outlined in the Solicitation.*

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR B:

2. I understand that the testing is intended to screen about 500 executive and mid-level staff who are hired each year. The terminology used is: the pre-employment testing should provide "critical background information regarding the aptitude, traits and skills of applicants for select positions."

Pre-employment selection tests are generally selected based on the job types and responsibilities - will that information be provided?

ANSWER: *The University is interested in a universal pre-employment test that, at a minimum, screens for the following characteristics:*

- *A candidate's "general mental ability," defined as a person's ability to understand complicated ideas, solve problems, and learn from experience.*
- *A candidate's personality traits and how they relate to likely performance in their specific job roles. Show how the traits measured correspond with well-established personality dimensions from other instruments.*

A candidate's "general emotional intelligence," defined as the capacity to be aware of, control, and express one's emotions, and to handle interpersonal relationships judiciously and empathetically.

3. Additionally, has a job analysis been conducted for any of these roles?

ANSWER: *No, job analyses have not been conducted on these roles.*

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR C:

4. Please confirm language requirements.

ANSWER: *The instrument is only required in English, but a Spanish version would possibly be considered as an additional option.*

5. What is the level of importance of specification #[15] related to integration with PeopleAdmin and/or PeopleSoft?

ANSWER: *This requirement is highly desired, but the lack of an interface will not disqualify any proposal if the proposal meets the content specifications.*

6. Are resumes required of vendor staff or will url links to LinkedIn profiles suffice?

ANSWER: *Please see Subsection C. Offeror's Experience & Qualifications of Section IV. Information for Offerors to Submit.*

7. Please describe the genesis of your interest in pre-employment assessments.

ANSWER: *Our interest in pre-employment assessments has developed out of a desire to assist our hiring managers by providing more objective data to use in their assessment of the alignment of the employment incentives provided by the University of South Carolina and the motives of our applicants. In addition, we wish to supplement the information gathered by hiring managers during their review of applications and employment interviews with valid and reliable information that can help them determine the likely future success of prospective candidates in the organization by ensuring greater compatibility between candidates and jobs.*

8. Has there been any prior relationship build to a pre-employment assessment vendor prior to the release of the RFP?

ANSWER: *No, the University has no prior relationship with a pre-employment assessment vendor.*

9. How will the information provided in "IV - Minority Participation" (pg 16) inform your decision?

ANSWER: *The responsive proposals received will be evaluated using only the Evaluation Factors listed in Section VI. Award Criteria of the Solicitation. However, the University of South Carolina is committed to providing opportunities for small and minority businesses.*

10. What is your decision criteria? In other words, what are the factors that will inform what vendor to move forward with?

ANSWER: *Please see Section VI. Award Criteria of the Solicitation.*

11. Would USC be in favor of using pre-employment at the beginning of the hiring process to screen candidates prior to an interview?

ANSWER: *Yes.*

12. What are your security requirements?

ANSWER: *The University and its vendors must at a minimum, comply with [State security requirements \[xls\]](#). If this is an online (or hosted) service, the requirements in the "Hosted" tab apply.*

The University accepts many different types of validation documents. Popular examples are SOC 2 reports, a FedRAMP cert, or a certification from the Cloud Security Alliance. Most third-party validation reports that can demonstrate the system meets security requirements are accepted.

The University's Division of Information Technology may have additional requirements depending on the nature of the system.

13. It is referenced that you desire "established, qualified, and experienced vendors". Can you please elaborate on your experience requirements.

ANSWER: The vendor should have a track record of success in conducting pre-employment assessments. We do not have a specific number of years of experience in mind. Regarding the qualifications of the vendors, we specifically want an assessment that has been developed by experts in the field of Industrial/Organizational Psychology following accepted guidelines for test development and deployment.

14. Is it required to provide references from other Universities/Colleges, or would references from other employers also be permitted in place of references in PSE?

ANSWER: Please see Subsection D. Offeror's References of Section IV. Information for Offerors to Submit. The University would prefer to have references in higher education, but other types of employers are permitted.

15. Who is the executive sponsor?

ANSWER: Human Resources.

16. Who are the stakeholders involved in this process, e.g. Talent Acquisition, Talent Management, etc.?

ANSWER: Talent Acquisition, Organizational and Professional Development, and Colleges and Administrative Department hiring managers are the primary stakeholders.

17. Normally we provide a 15-30 minute training prior to giving individuals access to our platform. Would it be possible to set-up a training time in order to properly overview our platform?

ANSWER: After the contract is awarded, the successful Offeror (Contractor) may set up trainings with Human Resources and/or the using Departments. If there is a cost associated with any necessary training, it must be included in the Financial Proposal.