



City of Tacoma

## Questions and Answers

### Job Analysis

RFP Specification No. **CM24-0132F**

All interested parties had the opportunity to submit questions in writing by email to Hailey Erichsen by date questions were due. The answers to the questions received are provided below and posted to the City's website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org). Navigate to [Current Contracting Opportunities / Services Solicitations](#), and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

**1. Question: Annually, how many job classifications will the City need the vendor to conduct job analyses for?**

Answer: Estimate of 25-35 a year but subject to change.

**2. Question: What is the expected deliverable for each job analysis? Job Description? Job analysis report? Job Specification?**

Answer: Job Purpose, Job tasks (including frequency, duration, high risk assessment), physical demands, tools & equipment used, work conditions, required competencies

**3. Question: Can you provide more insight on why a certified Vocation Rehabilitation Counselor is a required minimum qualification for this RFP?**

Answer: City is looking for a provider that is approved by L&I to create job analysis. They will be used for workers compensation, pre-employment physicals. Please reference L&I [WAC 296-19A-010](#)

**4. Question: Are graduate degrees in Industrial Organizational Psychology an acceptable substitution for the Vocation Rehabilitation Counselor minimum requirements?**

Answer: Please reference [L&I WAC 296-19A-010](#)

**5. Question: What job roles are you currently looking to hire for this project?**

Answer: We are currently looking provide job analysis for existing roles.

**6. Question: Who is the current incumbent for this contract?**

Answer: The City does not currently have a contract with a specific vendor.

**7. Question: What was the previous spend on this contract?**

Answer: N/A

**8. Question: Could you provide a rate sheet or rate template?**

Answer: The City does not have a rate sheet to provide.

**9. Question: Can we propose candidate or consultant who meets the highlighted requirement "Must be a certified Vocation Rehabilitation Counselor with five years of experience providing direct vocational services with the following desired certifications: CRC, CDMS, ABVE".**

Answer: Per L&I only credential vocational specialists may perform Job Analysis.



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**10. Question: Are there any issues with the existing incumbent/vendor?**

Answer: N/A

**11. Question: Will we need to submit resumes as part of our response?**

Answer: Yes, a resume should be submitted as part of the RFP response. This allows us to evaluate the qualifications, experience, and relevant expertise of the individuals who will be performing the work. Please include resumes for all key personnel who would be assigned to the project.

**12. Question: Could you provide any instructions regarding the response format (e.g., number of pages, specific information to include in the RFP response)?**

Answer: We are not providing specific instructions regarding the response format at this time. Respondents are encouraged to structure their proposals in a way that best demonstrates their qualifications, relevant experience, and ability to meet the needs outlined in the RFP.

**13. Question: This contact will be awarded to multiple vendors or single vendor?**

Answer: Anticipate to award to a single vendor, but open to award to multiple vendors.