NYC DCAS
Citywide Administrative Services

Yume Kitasei
Commissioner

Roman Gofman
Deputy Commissioner
Citywide Procurement

Date: October 2, 2026

To: All Prospective Bidders

Re: Addendum #2 to EPIN: 85625P0005 RFP Civil Service Examination

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The Department of Citywide Administrative Services ("DCAS") is issuing the following as Addendum #2 to the above-referenced solicitation:

This addendum includes the following information:

Section 1: Pre-proposal Conference Attendance Sheet

Section 2: Pre-proposal Conference Recording

Section 3: Pre-proposal Conference Presentation

Section 1: Pre-proposal Conference Attendance Sheet
Please see Attachment 1 for Pre-proposal Conference Attendance Sheet.

Section 2: Pre-proposal Conference Recording
Please see the following link for Pre-proposal Conference Recording:
https://www.dropbox.com/scl/fo/wdne0xnmdjaarwtgecgyr/AIJh2kNVycqCUEbRmuetzjQ?rlkey=3onj6jcufwhongut...

Section 3: Pre-proposal Conference Attendance Sheet
Please see Attachment 2 for Pre-proposal Conference Presentation.

DCAS strongly encourages vendors to finalize and submit bids 48 hours prior to due date and time. The City is not responsible for technical issues (e.g. internet connection, power outages, technology malfunction, computer errors, etc.) related to bid submissions.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED. PLEASE NOTE: THIS ADDENDUM # 2 IS ISSUED FOR THE PURPOSE OF AMENDING THE INFORMATION FOR BIDDERS, BID, AGREEMENT, BONDS, SPECIFICATIONS AND DRAWINGS AND IS HEREBY MADE A PART OF SAID INFORMATION FOR BIDDERS, BID, AGREEMENT, BONDS, AND SPECIFICATIONS TO THE SAME EXTENT AS THOUGH IT WAS ORIGINALLY INCLUDED THEREIN.

Attachment 1

Pre-proposal Conference Attendance Sheet

85625P0005 RFP Civil Service Examination
Pre-proposal Conference Attendance Sheet
September 23, 2026

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Attachment 2

Pre-proposal Conference Presentation.

NYC DCAS
Citywide Administrative Services

DCAS Job Analysis and Civil Service Examinations RFP

September 23, 2026

Goals

- DCAS is seeking qualified vendors
  - to conduct job analysis that will provide the basis for examination development or a change in title classification action, develop and score examinations, as well as create study guides for multiple-choice tests.
  - for in-person computer-based testing to cover test administration for large candidate populations.
  - for online computer-based multiple-choice test administration with online proctoring services.

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Scope of Service – 3 Categories

1. Job Analysis, Test Development, Scoring and Post-Test Analysis, Job Categories and Study Guides:
    - Conduct comprehensive, valid, and defensible job analysis for designated civil service titles. The resulting job analysis shall provide a documented, job-related basis for decisions regarding examination content and/or classification action.
    - Develop test content and answer keys/methodology that reflect the requirements of the test development plan from the resulting job analysis, and professional practice for assuring reliability, validity, and fairness of test items.
    - Score the examination and provide item analysis and results. Scoring will also include rescoring from any appeals received.
    - Analyze all administered written examinations for evidence of item validity, measures of test reliability, and evidence that there is the absence of adverse impact for all protected group members of a gender, educational, and/or ethnic group.
    - Develop comprehensive, user-friendly study guides that will assist candidates in preparing for multiple-choice tests associated with civil service examinations.

Scope of Service – 3 Categories (continued)

2. In-Person Computer-based Test Administration of Multiple-choice Tests:
    - Oversee all aspects of administration of multiple-choice examinations for test populations of more than 600 candidates that require a limited number of sessions.
        - Arranging test site(s) within New York City and oversee the setup and breakdown of the testing location(s).
        - Exams are administered any day from Monday through Saturday between the hours of 8am – 8pm.
        - Provide necessary equipment (i.e. Laptops, headsets, etc.) for administering the computer-based multiple-choice test to candidates in a controlled/secure environment.
        - Provide technical support throughout the examination process.
        - Provide and adhere to security and confidentiality protocols to prevent cheating at all test locations.
        - Provide summary report detailing all relevant information about the test administration.

Scope of Service – 3 Categories (continued)

3. Online Computer-based Multiple-choice Test Administration with Online Proctoring Services:
    - All aspects outlined for in-person administration of multiple-choice examinations, with the additional features corresponding to conducting online.
        - Provide an online testing platform that meets professional standards for uniformity of testing environment and test security, including DCAS IT security requirements.
        - Capable of hosting at least 5,000 simultaneous candidates and ability to scale up to 10,000 simultaneous candidates.
        - Provide DCAS with access to systems used for testing to perform quality assurance review of the exams.
        - Provide support for all software and hardware issues arising at any point before, during, and after the dates of administration.
        - Provide online proctoring service and security checks of the candidate testing environment to ensure that it is free of disturbances and potential cheating hazards.

Work Assignments Post Contract Award

- Work assignments to the awarded vendor(s) will be made on a rotational basis, considering the following factors:
    - prior satisfactory performance
    - needed skill set
    - experience
    - subject matter knowledge/ technical expertise
    - geographic location
- If a vendor for a work assignment cannot provide the services needed for the initiative, such request shall be made to the next vendor(s).
- Work assignments will be communicated via email requests or telephone (with email confirmation).
- Failure to meet required requests repeatedly may result in termination of the contract.

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Thank You