

Question & Answer

Attorney Job Analysis Study RFP

- 1. The RFP indicates that two studies were conducted in 2017 (i.e., a standard setting study and the content validation study). Will the State Bar identify the party who conducted these studies? May we have a copy of the reports from these studies?**
 - You can find both studies, along with author's information, in the report linked here <http://www.calbar.ca.gov/Portals/0/documents/reports/2017-Final-Bar-Exam-Report.pdf> , on pages 94 and 212, respectively.

- 2. Can the State Bar assure bidders that the information we provide regarding our clients, the work that we perform for them, and any other details are not released to anyone outside of the State Bar's RFP review team, are used for the purposes of this specific RFP only, and that this assurance persists in perpetuity?**
 - No, all submissions to the State Bar are subject to the California Public Records Act (CPRA). You may redact or remove content from your submittal. You have the option of not submitting anything for that specific item request. If you feel confidential information is at risk then you should elect not to submit a response to that specific item request.

- 3. Due to the sensitive, confidential nature of the information these types of documents contain, permissions will be required from the funding clients. In addition, we believe that they cannot be redacted sufficiently to protect the confidential nature of the material while still providing useful information to the State Bar. We respectfully request that this requirement be removed from the RFP.**
 - The requirement will not be removed. You have the option of not submitting anything for that specific item request, and we will still deem your submission as responsive if that item is missing.

4. Will the State Bar identify/recruit focus group participants?

- The State Bar expects the vendor to provide parameters for the focus group and will take care of actually recruiting the members.

5. We might recommend two in-person focus group meetings: one to draft survey questions and rating scales, and a second to review survey results and discuss/develop some of the materials listed in section II.C.6.a. Would the State Bar support two in-person focus group meetings (one before and one after the surveys have been administered)?

- We'll accommodate whatever methodological considerations are recommended.

6. Can the State Bar describe the type of information it has on licensees that we might use in developing a sampling plan? For example, does the State Bar maintain information on practice setting, practice area, types of clients served, etc., for most California attorneys? Or is the available information limited to factors such as date of initial admission to California Bar, county of residence/practice?

- The information we collect on a continual basis is rather basic and has mostly to do with the second set described – location, contact, event dates (admission, discipline, in/active). Practice setting may be able to be reasonably inferred through the firm they work at, but licensees are responsible for updating that information. Practice type is not tracked, but we do have some related data – CA Lawyers Association section membership (interest area) and State Bar Legal Specialization certifications (exam, 3-year renewal). The survey will need to collect much of the relevant data.

7. The State Bar indicates the importance of developing a definition of minimum competence. Our understanding is that a rigorous process for doing this was undertaken in 2017. Are there specific elements the State Bar believes are missing from the 2017 definition?

- There was not a rigorous process adopted in 2017 to define the minimum competence. Empirical rigor is exactly what's expected in the job analysis study.

8. Has the State Bar conducted a job analysis study in the past? If yes, can a report of that study be shared with bidders?

- The State Bar conducted a Bar Exam Content Validation Study in 2017. The purpose of the study was to verify and, if necessary, realign the content of the Bar Exam with the knowledge and skills needed by attorneys during their first few years of practice. This does not have the same scope as the Job Analysis Study requested, but can provide some information. [The final report is available on the State Bar website.](#)

9. When the State Bar refers to “Example documents” from a bidder’s past project, would excerpts be sufficient? (For example, final reports from similar projects, including all tables and appendices, can exceed 200 pages. Is it necessary to provide five copies of the full 200-page report, or will a representative excerpt from the report suffice?)

- Yes, excerpts will work. Our main concern is evaluating the quality of the materials and reports so that we can, to the best of our ability, understand / evaluate what is being offered and discuss expectations.
- Please note that all materials submitted are subject to the CA Public Records Act and are discoverable upon CPRA request. Please redact the submissions as necessary.

10. Our resumes are lengthy (10+ pages). May we include biographical sketches (bios) in Section 6 of the proposal, but include resumes as an attachment in that same document?

- Your proposed approach regarding resumes would work for us.

11. Do you intend for the ESM data collected from subjects to be quantitative, with the subject responding to predetermined prompts, or do you expect open-ended text entries, much more like a journal?

- We intend the ESM method to collect quantitative information just like the traditional survey, but with more in-depth drill-downs on relevant dimensions that would be more difficult to gather using the traditional approach.