



**SECTION II
SCOPE OF WORK**

Event # 3365 - Pre-Employment Psychological Testing for Law Enforcement Candidates

2.0 Description of Project:

The purpose of these specifications is to procure an annual contract for the pre-employment psychological testing of an estimated 150 law enforcement candidates for the Savannah Chatham Metropolitan Police Department (SCMPD).

2.1 Scope of Services

The successful proposer shall provide at a minimum the following services:

2.1.1 Proposer shall follow guidelines for Pre-employment Psychological Evaluations established by the International Association of Chiefs of Police for both a written test and interview. Proposer shall provide detail as to their ability to meet these guidelines and their proposed methodology.

2.1.2 Guidelines include the following:

- A. Pre-employment psychological assessments should be used as one component of the overall selection process. SCMPD will have specific dates where groups of applicants will need to be assessed. The vendor must be willing to conduct the evaluations during this time frame. The SCMPD shall be allowed to cancel a candidate's appointment for testing and/or interview without charge with a 24-hour notice.
- B. SCMPD solicits applicants nationwide. The vendor must be able to evaluate smaller groups of out of town applicants, date-specific who travel to Savannah-Chatham County over a two day period to complete the application process. The dates for the out of town applicant evaluations will be submitted to the vendor no less than fifteen (15) days prior to the date needed.
- C. Before conducting their own clinical assessments of candidates, practitioners should be familiar with the research literature available on psychological testing for public safety positions, as well as the state and federal laws relevant to this area of practice, including the Americans with Disabilities Act (ADA).
- D. Evaluations must be conducted by licensed doctoral-level psychologists trained and experienced in psychological test interpretation and law enforcement psychological assessment techniques. The psychologist must have expertise in clinical psychological testing and assessment, as well as in personal evaluation using measures of normal personality characteristics, skills, and abilities.
- E. Psychologists must adhere to ethical principles and standards for practice in the State of Georgia and within Savannah-Chatham County.
- F. Data on attributes considered most important for effective performance in a particular

position should be obtained from job analysis, interview, surveys, or other appropriate sources. Selection, administration and interpretation of one or more tests should be used to identify and assess the psychological characteristics which include, but are not limited to:

- Psychosis
 - Character disorders (especially anti-social disorders)
 - Significant neurotic symptomatology (phobic personality, undue suspiciousness)
 - Mood disorders (bipolar, depression, anxiety)
 - Poor impulse control (anger/hostility patterns)
 - Need for high levels of excitement
 - Passive/aggressive tendencies in conflict situations
 - Gender, racial, ethnic prejudice
 - Poor self-esteem
 - Prediction of job performance problems (absence, tardiness, disciplinary problems)
 - Substance abuse tendencies
 - Interpersonal conflict measures (assertiveness, moodiness, social alienation, family discord.)
 - Maturity
 - Responsibility
 - Integrity
 - Adequacy of socialization
 - Flexibility
 - Empathy
 - Social ability
 - Initiative/goal orientation
 - Truthfulness
 - Self-restraint
 - General academic potential
 - Any other psychological disorder that might manifest itself during the testing that would preclude the candidate from performing the duties of a police officer
- G. Psychologists must be familiar with the essential job functions of the employee being evaluated and the literature pertinent to pre-employment evaluations and fitness for duty evaluations, especially that which is related to police psychology.
- H. Proposer shall provide information regarding the benefits and limitations psychological assessment procedures so that realistic goals may be set.
- I. Provisions should be made for the security of all testing materials (e.g., test booklets). Provisions should also be made for the security of, access to, and retention of the psychological report and raw data.
- J. Prior to the administration of any psychological instruments and psychologist interview, the candidate should sign an informed consent to the conditions of the evaluation. The informed consent should clearly state the agency is the client.
- K. A written/computerized test battery, including objective, job-related psychological assessment instruments should be administered to the applicant. Test results should be available to the evaluator before the interview is conducted.
- L. Written/computerized assessment instruments should have validation for use with public safety applicants. Tests should have a substantial research base for interpretation with normal range populations in general and public safety applicants in particular. Validation evidence should be consistent with Principles of the Validation and Use of Personnel Selection Procedures.

- M. The licensed psychologist should always retain responsibility to verify and interpret all psychological test results. Tests should be administered, scored, and interpreted according to the publishers' recommendations and consistent with established test administration standards.
- N. The pre-employment psychological evaluation must be conducted in accordance with the Americans with Disabilities Act (ADA).
- O. Individual, face-to-face interviews with candidates must be conducted before a final determination of the applicant's psychological suitability is made. The face-to-face interviews must be conducted within Savannah-Chatham County. Special conditions may apply wherein a video interview may be conducted or an interview may be conducted in a secondary location; however, this condition would be on a case-by-case basis only after approval by the Chief of Police or his/her designee.
- P. A semi-structured, job-related interview format should be employed with all candidates.
- Q. Interviews should be scheduled to allow for sufficient time to cover appropriate background, test results verification.
- R. The hiring agency administrators directly involved in making employment decisions should be provided with a written report of the psychologist's evaluation. The report should contain at a minimum, a clear determination (i.e. recommended/not recommended) of the applicant's psychological suitability for employment based upon an analysis of all psychological assessment material, including background information, test data, and interview results. Any agency-specific restrictions or other requirements relevant to the format or content of the psychological report should be communicated to the psychologist in advance of the evaluation.
- S. Specific cut-off scores should be used only when there is adequate statistical evidence that such scores are predictive of personality or mental health problems that are detrimental to job performance. If cut-off scores are used, the psychologist should acknowledge their use and be prepared to provide the justification for using the specific cut-off level. Conclusions concerning an applicant's qualifications should be based generally on consistencies across data sources rather than a single source; psychologists should justify exceptions to this guideline.
- T. Psychologists should be prepared to defend their procedures, conclusions, and commendations if a decision based, even in part, on psychological results is challenged.
- U. The written evaluation report must be submitted either in electronic or written form within three business days of the evaluations. Any need for further testing or follow-up evaluation must be submitted to SCMPD. SCMPD may request re-testing and/or re-evaluation of any applicant if determined necessary.
- 2.1.3 The proposer shall provide a comprehensive battery of tests to be used in the pre-employment recruitment process of hiring Police Officer Trainees. The tests are to be overseen by the City of Savannah's Human Resources Department and scored and evaluated by the contracted service provider.
- 2.1.4 The service provider shall provide test booklets, answer sheets, examiner instructions, taped and written instructions, and other materials as needed. The test should be easy to administer by a responsible staff person requiring no professional psychological skills.

- 2.1.5 The test services must be managed or overseen by a licensed psychologist. A copy of the license should be submitted with this proposal.
- 2.1.6 Interviews shall be part of the evaluation process. Proposer shall describe the timing and format of the interview process.
- 2.1.7 The service provider shall have a minimum of 5 years experience in profile assessment testing of public safety candidates.
- 2.1.8 The results of the complete assessment should be available within 48 hours. The report should include a written hiring recommendation.
- 2.1.9 The testing instruments should be legally defensible in court and legal contentions.
- 2.1.10 The testing instruments should be sensitive to any cultural biases.
- 2.1.11 Service Availability: Please indicate in the proposal response, the typical response time of assessment results and hours of availability. Please also indicate method of submitting test results to the City.
- 2.1.12 Test Results: Test results will be released only to the designated Human Resources and SCMPD personnel. All information will be kept confidential with any written documents being filed with the appropriate Human Resources personnel.

2.2 Basis of Award:

Proposals will be evaluated according to the following criteria and weight at a minimum:

- a) Proposer's qualifications and experience (30 points)
- b) Proposer's methodology in accordance with guidelines (30 points)
- c) Fees, including the cost of training, maintenance, and support. (25 points)
- d) References (10 points)
- e) Local Preference (5 points)
(Within the City Limits of Savannah and has a City of Savannah Business License)

Proposals shall be evaluated by a selection committee. The City reserves the right to determine a short list of finalists for further consideration. The City also reserves the right to request an on-site demonstrations if it so desires.

- 2.3 Copies: One (1) unbound, printed and signed original and two (2) identical, printed copies of the proposal and supporting documents must be submitted in response to this RFP. All responses must relate to the specifications as outlined.
- 2.4 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this RFP should be submitted in writing and emailed to the person listed on the summary event page.
- 2.5 The City of Savannah has not established a MWBE goal for this project. MWBE participation is, however, encouraged. The goal of the minority/women-owned business enterprise policy is to increase the utilization of minority and women-owned firms in all areas of procurement of the City including small contract purchases, materials and equipment, and in professional services. The City of Savannah desires that this project have the strongest possible participation of minority and

women-owned business enterprises (M/WBEs), which employ local residents and otherwise support the local economy. M/WBE firms must have a current certification as such by the City of Savannah or an approved certifying agency.

2.6 Contract Period: The initial contract period shall be for a period of one (1) year or (12 months) and prices shall remain firm through that period. This contract may be renewed for up to four (4) additional twelve (12) month periods, if all contracting parties so agree, if services provided by the vendor have been satisfactory and if funding is available.

2.7 Acknowledgement of Addenda

All addenda issued in connection with this event must be acknowledged in the proposers' responses. It is the responsibility of all vendors for determining and acknowledging all addenda issued in connection with this event.

2.8 Invoices shall be sent to:

City of Savannah
Human Resources Department
PO Box 1027
Savannah, GA 31402

2.9 Proposal Format: Proposals shall be submitted in the following format and include the following information:

- A. Detailed description of qualifications and testing abilities as requested.
- B. Proposed methodology for performing these services.
- C. Fee Proposals per instructions in Section III signed by responsible party.
- D. References from clients utilizing similar services.

**SECTION III
FEE PROPOSAL**

I have read and understand the requirements of this request for proposal RFP Event # 3365 and agree to provide the required services in accordance with this proposal. The proposed fee shall include all labor, material, and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

Pre-employment Psychological Assessment \$ _____ per candidate

Estimated Number of Candidates x 150 Candidates

Grand Total \$ _____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP** _____

TELEPHONE: (_____) _____
 Area Code

EMAIL: _____

FAX: (_____) _____
 Area Code

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):
CHECK ONE:
 ____ NON-MINORITY OWNED _____ ASIAN AMERICAN
 ____ AFRICAN AMERICAN _____ AMERICAN INDIAN
 ____ HISPANIC _____ OTHER MINORITY
 ____ WOMAN

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS PROPOSAL:
 ADDENDUM _____ #
 DATE _____

NON-DISCRIMINATION STATEMENT

The proposer certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any proposal submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

Any M/WBE listed in this completed form must be certified by the City of Savannah and/or other certifying agency such as USDOT, GDOT, SBA 8(a) or GMSDC prior to the due date of this bid. Proof of M/WBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for M/WBE certification or an application for M/WBE certification under review but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process.

Name of Proposer: _____

Event No. 3365

Project Title: _____

NOTE: Unless certified through the City of Savannah's MWBE Program, proof of MWBE certification must be attached to this completed form for all firms listed in the table below.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	City Certified Y or N
					%		
					%		
					%		
					%		
					%		
					%		

MBE Participation Value: _____ %

Women Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule conditioned upon executing of a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractors' subcontractors must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. It is the responsibility of the Prime contractor to ensure compliance by all subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the Minority/Female joint venture firm.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

NOTE: The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah's certified M/WBE registry is posted on its website @ www.savannahga.gov.