

D.C. GOVERNMENT FACSIMILE TRANSMISSION

**OFFICE OF CONTRACTING AND PROCUREMENT
SERVICES GROUP**

*441 4th Street, N. W. 700 South
Washington D.C. 20001*

Date 10/20/2009

Attention:
Name of Company:
Phone:
Fax:



Contact Person: Denise Burton-Johnson
Office No.: (202) 724-4755
Fax No. (202) 727-5580

No. of pages including cover page 5

COMMENTS: Request for Quotation RQ613727.

Thanks

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REQUEST FOR QUOTATIONS <small>(THIS IS NOT AN ORDER)</small>		TYPE OF MARKET X <input type="checkbox"/> OPEN <input type="checkbox"/> SET-ASIDE DCSS <input type="checkbox"/> GSA		PAGE OF PAGES 1 5	
1. REQUEST NO.	2. DATE ISSUED 10/20/09	3. REQUEST/PURCHASE REQUEST NO. RQ613727		4. NIGP COMMODITY CODE 4957300	CAPTION Psychological Services
5A. ISSUED BY <i>Office of Contracting and Procurement SERVICES GROUP 441 4th Street, N. W. 700 South Washington D.C. 20001</i>				6. DELIVER BY (Date)	
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Name: Denise Burton-Johnson Phone: 202-724-4755 Fax: 202-727- 5580 E-Mail: denise.burton@dc.gov				7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE Michael Mullen PFC Associated, LLC 920 Varnum Street, NE Washington, DC 200117				9. DESTINATION (Delivery Address) Department of Corrections; EG&G. DC Correctional Logistics Center 3390 V Street NE Washington, DC 20018	
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE CLOSE OF BUSINESS (Date and Time) October 23, 2009-10:00am		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> RESIDENT OWNED <input type="checkbox"/> LONG TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE			
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.					
12. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	SEE ATTACHMENT A				
	Pre-COE Phase Screening Procedure	350			
	Post-COE Phase Screening Procedure	200			
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)

Attachment A

STATEMENT OF WORK FOR PSYCHOLOGICAL SERVICES

1. SCOPE OF WORK

The District of Columbia Government, Office of Contracting and Procurement (OCP), on behalf of the Department of Corrections (DOC), is seeking a qualified Clinical Psychologist with experience in Law Enforcement and Correctional Facility environments.

The Contractor shall provide an effective selection protocol for the initial hire and/or promotion consideration for the DOC's "Pre and Post" processes in support of a successful candidate screening decision. The protocol shall be based on written responses during a first round of psychological assessment, and an oral interview evaluation during a second round; to determine suitability for assignment to a high stress **correctional work environment**. The psychological assessment, designed specifically for correctional occupation work in a correctional setting, must provide insight into the likely attitudes, behaviors, and prior work practice of candidates for the challenges of working in security positions with high risk and stress, due to the inmate housing environment, on-call and/or return to duty requirements, rotating shifts, and extended work hour's demands. The assessment must provide essential information to officials in the early stages of the selection process on an as-needed basis.

2. BACKGROUND

DOC has an ongoing hiring program to recruit entry level Correctional Officers which requires effective selection determinations, to include promotion(s) and/or reassignment to sensitive positions. As part of the overall selection process, in-depth psychological testing and interviewing will be used to help assess the emotional stability and mental health of the applicant and uncover previously undetected mental health problems, risk prone personality traits or possible psychopathology. A licensed psychologist trained and experienced in psychological test interpretation and law enforcement psychological assessment techniques is required to conduct psychological screening for these critical security positions that involve public safety.

3. REQUIREMENTS

3.1 Pre-Conditional Offer of Employment (COE) Phase Screening Procedure

Contractor shall provide prepared testing packets, which the Contractor shall administer to applicants as soon as they are identified as viable candidates for employment through the Department's preliminary screening process. The test shall be administered at least monthly, on a Wednesday from 5:00 P.M. until approximately 10:00 P.M. These test packets should include the following items:

- a) Applicant's Disclosure & Release Form
- b) Applicant Personal History Questionnaire-Pre offer (PHQ) and Psychological Inventory (PI)
- c) State Trait Anger Expression Inventory (STAXI)
- d) Supplemental Personal History Questionnaire

Contractor shall score the applicant's test materials and conduct a review of the personal history information provided in the applicant's test packet. The Contractor shall complete a Pre-Offer Suitability Assessment Report which identifies:

1. Essential Job Element Concerns
2. Overall Suitability
3. Pre-Hire Personal History Concerns suggested by Psychological Inventory (PI)

Contractor shall complete the assessment report and return to the DOC within 2 working days after receipt of the scores.

3.2 POST-Conditional Offer of Employment (COE) Phase Screening Procedure

In light of prohibitions under the Americans with Disabilities Act (ADA) regarding "medical screening" in advance of an employer extending a conditional offer of employment (COE), the Post-COE can be administered only after the applicant has received a conditional offer of employment (COE).

Contractor shall provide prepared testing packets, which can be administered to applicants as soon as they are given a conditional offer of employment by the Department. These test packets shall include the following items:

- Disclosure & Release form
- Authorization for release of medical information
- Psychological History Questionnaire-Post offer form (PHQ)
- Personality Assessment Inventory (PAI)
- Supplemental Psychological History Questionnaire Post Offer

Contractor shall score the applicant's test materials and conduct a face-to-face interview with the applicant to include a review of psychological history information and psychological test results. These interviews shall be conducted either on site at DCDC or at a site within the District of Columbia provided by Contractor. The test shall be administered at least monthly, on a Saturday from 8:00 A.M. until approximately 6:00 P.M. The Contractor shall complete a Post-Offer Suitability Assessment Report which summarizes:

- a) Personal History Information
- b) Interview Observations
- c) Job Relevant Psychological Test Results
- d) Summary of Concerns on Essential Job Elements
- e) Suitability Statement (with explanation)

Contractor shall complete the assessment report and return to the DOC within 5 working days after the face-to-face interview (which shall be scheduled no later than 5 working days after the packet is received by the Contractor).

Contractor shall be requested to provide perform the following tasks:

- Provide department officials with information regarding the benefits and limitations of psychological assessment procedure so that realistic goals may be set
- Provide all necessary resources, subject matter expertise, reports and recommendations required for successful completion of psychological evaluations
- To select a battery of tests that specifically addresses the suitability criteria for the job
- To administer job suitability assessment tests by written and/or other means as decided upon
- Conduct individual, face to face interviews with candidates

Pre-employment psychological evaluations must be conducted in accordance with the Americans with Disabilities Act (ADA).

The Contractor shall be prepared to defend their procedures, conclusions and recommendations if a decision based, even in part on psychological results is challenged.

4. DISTRICT RESPONSIBILATY

- a. Office Space and settings
- b. Necessary computer inclusive of hardware and software
- c. Meeting space
- d. Extend all other relevant support to make the program a success

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