

# Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

**CREATION DATE :** 28-JUN-12  
**BID NUMBER:** 7457838  
**TITLE:** PSYCHOLOGICAL EXAMS FOR CORRECTIONAL OFFICER CANDIDATES  
**BLANKET START :** 01-JAN-13  
**BLANKET END :** 31-DEC-17  
**BID CLOSING DATE AND TIME:** 31-JUL-2012 02:00:00

**BUYER:** Cadoret, David  
**PHONE #:** N/A

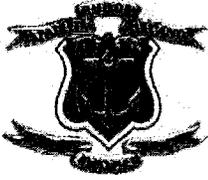
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**DOA CONTROLLER**  
**ONE CAPITOL HILL, 4TH FLOOR**  
**SMITH ST**  
**PROVIDENCE, RI 02908**  
**US**

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**DOC CDC WAREHOUSE**  
**ATTN: (SEE 'ATTN' line in PO)**  
**25 POWER ROAD**  
**CRANSTON, RI 02920**  
**US**

Requisition Number: 1271617

Line	Description	Quantity	Unit	Unit Price	Total
1	1/1/13-6/30/13 PSYCHOLOGICAL EXAMS FOR CORRECTIONAL OFFICER CANDIDATES-PACKAGE OF (3) COMPONENTS: WRITTEN TESTING, CLINICAL INTERVIEW AND REPORT	1.00	Each		
2	7/1/13-6/30/14 PSYCHOLOGICAL EXAMS FOR CORRECTIONAL OFFICER CANDIDATES-PACKAGE OF (3) COMPONENTS: WRITTEN TESTING, CLINICAL INTERVIEW AND REPORT	1.00	Each		
3	7/1/14-6/30/15 PSYCHOLOGICAL EXAMS FOR CORRECTIONAL OFFICER CANDIDATES-PACKAGE OF (3) COMPONENTS: WRITTEN TESTING, CLINICAL INTERVIEW AND REPORT	1.00	Each		
4	7/1/15-6/30/16 PSYCHOLOGICAL EXAMS FOR CORRECTIONAL OFFICER CANDIDATES-PACKAGE OF (3) COMPONENTS: WRITTEN TESTING, CLINICAL INTERVIEW AND REPORT	1.00	Each		
5	7/1/16-6/30/17 PSYCHOLOGICAL EXAMS FOR CORRECTIONAL OFFICER CANDIDATES-PACKAGE OF (3) COMPONENTS: WRITTEN TESTING, CLINICAL INTERVIEW AND REPORT	1.00	Each		
6	7/1/17-12/31/17 PSYCHOLOGICAL EXAMS FOR CORRECTIONAL OFFICER CANDIDATES-PACKAGE OF (3) COMPONENTS: WRITTEN TESTING, CLINICAL INTERVIEW AND REPORT	1.00	Each		
7	1/1/13-6/30/13 PSYCHOLOGICAL EXAMS FOR CORRECTIONAL OFFICER CANDIDATES-PACKAGE OF (2) COMPONENTS: WRITTEN TESTING AND REPORT, CANDIDATE SKIPS CLINICAL INTERVIEW	1.00	Each		
8	7/1/13-6/30/14 PSYCHOLOGICAL EXAMS FOR CORRECTIONAL OFFICER CANDIDATES-PACKAGE OF (2) COMPONENTS: WRITTEN TESTING AND REPORT, CANDIDATE SKIPS CLINICAL INTERVIEW	1.00	Each		
9	7/1/14-6/30/15 PSYCHOLOGICAL EXAMS FOR CORRECTIONAL OFFICER CANDIDATES-PACKAGE OF (2) COMPONENTS: WRITTEN TESTING AND REPORT, CANDIDATE SKIPS CLINICAL INTERVIEW	1.00	Each		
10	7/1/15-6/30/16 PSYCHOLOGICAL EXAMS FOR CORRECTIONAL OFFICER CANDIDATES-PACKAGE OF (2) COMPONENTS: WRITTEN TESTING AND REPORT, CANDIDATE SKIPS CLINICAL INTERVIEW	1.00	Each		
11	7/1/16-6/30/17 PSYCHOLOGICAL EXAMS FOR CORRECTIONAL OFFICER CANDIDATES-PACKAGE OF	1.00	Each		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer



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 DOC CDC WAREHOUSE  
 ATTN: (SEE 'ATTN' line in PO)  
 25 POWER ROAD  
 CRANSTON, RI 02920  
 US

Requisition Number: 1271617

Line	Description	Quantity	Unit	Unit Price	Total
	(2) COMPONENTS: WRITTEN TESTING AND REPORT, CANDIDATE SKIPS CLINICAL INTERVIEW				
12	7/1/17-12/31/17 PSYCHOLOGICAL EXAMS FOR CORRECTIONAL OFFICER CANDIDATES-PACKAGE OF (2) COMPONENTS: WRITTEN TESTING AND REPORT, CANDIDATE SKIPS CLINICAL INTERVIEW	1.00	Each		
13	1/1/13-6/30/13 COPY OF REPORT FORWARDED, CANDIDATE TESTED FOR SAME LAW ENFORCEMENT POSITION	1.00	Each		
14	7/1/13-6/30/14 COPY OF REPORT FORWARDED, CANDIDATE TESTED FOR SAME LAW ENFORCEMENT POSITION	1.00	Each		
15	7/1/14-6/30/15 COPY OF REPORT FORWARDED, CANDIDATE TESTED FOR SAME LAW ENFORCEMENT POSITION	1.00	Each		
16	7/1/15-6/30/16 COPY OF REPORT FORWARDED, CANDIDATE TESTED FOR SAME LAW ENFORCEMENT POSITION	1.00	Each		
17	7/1/16-6/30/17 COPY OF REPORT FORWARDED, CANDIDATE TESTED FOR SAME LAW ENFORCEMENT POSITION	1.00	Each		
18	7/1/17-12/31/17 COPY OF REPORT FORWARDED, CANDIDATE TESTED FOR SAME LAW ENFORCEMENT POSITION	1.00	Each		

Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

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STATE OF RHODE ISLAND  
Department of Administration  
DIVISION OF PURCHASES  
One Capitol Hill  
Providence, RI 02908-5855

David Cadoret  
401-574-8131  
David.Cadoret@purchasing.ri.gov  
Purchasing website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**BID 7457838-PSYCHOLOGICAL EXAMS FOR CORRECTIONAL OFFICERS  
ATTACHMENT A**

**BLANKET REQUIREMENTS: 1/1/2013 – 12/31/2017**

**NOTE TO SUPPLIER: NUMBER OF CANDIDATES WILL BE DEPENDENT ON CLASS SIZE AND NUMBER OF CLASSES SCHEDULED EACH FISCAL YEAR, THIS NUMBER MAY CHANGE WITHOUT NOTICE**

**QUESTIONS CONCERNING THIS SOLICITATION MAY BE E-MAILED TO THE DIVISION OF PURCHASES AT [BIDINFO@PURCHASING.RI.GOV](mailto:bidinfo@purchasing.ri.gov) NO LATER THAN 18 JULY 2012 @ 12:00 NOON (EASTERN). PLEASE REFERENCE THE RFP/BID NUMBER ON ALL CORRESPONDENCE. QUESTIONS SHOULD BE SUBMITTED IN A MICROSOFT WORD ATTACHMENT. ANSWERS TO QUESTIONS RECEIVED, IF ANY, WILL BE POSTED ON THE INTERNET AS AN ADDENDUM TO THIS SOLICITATION ([WWW.PURCHASING.RI.GOV](http://WWW.PURCHASING.RI.GOV)). IT IS THE RESPONSIBILITY OF ALL INTERESTED PARTIES TO DOWNLOAD THIS INFORMATION.**



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**SPECIFICATIONS FOR PRE-SERVICE APPLICANT  
PSYCHOLOGICAL TESTING**

Comprehensive psychological testing for Correctional Officer pre-service applicants to include the following:

- A. The vendor will provide an evaluation for the candidates referred by the DOC, which will include utilizing an appropriate test battery.
- B. Vendor must list an appropriate test battery in the bid submission.
- C. When the tests are scored, the profiles will be reviewed by a psychologist licensed by the Rhode Island Department of Health, who will then interview the candidate.
- D. The results of the interview and the test battery will be summarized in a report, approximately 2 to 5 pages in length, with a rating by the psychologist.
- E. These reports will be submitted to the contract administrator:  
Paul M. Kennedy  
Chief of Training  
RIDOC Training Academy  
Pinel Building  
16 Wilma Schesler Lane  
Cranston, RI 02920  
(401) 462-2697



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- F. The rating scale is as follows:
- Satisfactory 5 - Superior
  - Satisfactory 4 - Above Average
  - Satisfactory 3 - Average
  - Satisfactory 2 - Below Average
  - Unsatisfactory 1
- G. Referrals to be reported to vendor who will arrange appointments for the candidates and provide information regarding approximate time involved.
- H. A copy of each individual candidate's background check information and initial job application will be provided to vendor prior to the psychologist interview.
- I. Testing to be conducted at a site mutually agreed upon by vendor, and Department of Corrections, within a 20 mile radius of the Rhode Island Department of Corrections Training Academy located at 16 Wilma Schesler Lane, Cranston, Rhode Island.
- J. Complete all testing, follow up interviews and submit reports over an approximate eight-week period, but no later than prior to the start of the RIDOC Pre-service Academy.
- K. Vendor must specify the number of pre-employment police and/or public safety psychological evaluations performed over the last three years.



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- L. **Term of contract:** The term of contract will be (5) five years.
- M. **Cost Proposal:** Vendor will propose a unit cost for each of years 1-5 for the services as outlined in this solicitation. **Must bid all lines.**

**BID EVALUATION WILL BE AS FOLLOWS:**

Experience/Qualifications	25 points	25%
Appropriate Test Battery/Evaluation	20 points	20%
Location	25 points	25%
Capacity	20 points	20%
<b>TOTAL POSSIBLE TECHNICAL POINTS</b>	<b>90 points</b>	<b>90%</b>
Cost	10 points	10%
<b>TOTAL POSSIBLE POINTS</b>	<b>100 points</b>	<b>100%</b>

**A. EXPERIENCE/QUALIFICATION (25 POINTS)**

Vendor must specify the number of pre-employment police and/or public safety psychological evaluations performed over the last three years.

**B. APPROPRIATE TEST BATTERY/EVALUATION (20 POINTS)**

Vendor must list an appropriate test battery in the bid submission.



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**C. LOCATION (25 POINTS)**

Testing to be conducted at a site mutually agreed upon by vendor, and Department of Corrections, within a 20 mile radius of the Rhode Island Department of Corrections Training Academy which is located at 16 Wilma Schesler Lane, Cranston, RI..

**D. CAPACITY (25 POINTS)**

Complete all testing, follow up interviews and submit reports over an approximate eight-week period, but no later than prior to the start of the RIDOC Pre-service Academy.

**E. COST (10 POINTS)**

REQUEST FOR QUOTE #7457838

**AWARD**

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

**BIDDING** (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordered during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

**DELIVERY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

**LICENSE**

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

## **INSURANCE**

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

## **RIVIP**

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA FROM RIVIP. THIS OFFER MAY NOT BE CONSIDERED UNLESS A SIGNED RIVIP GENERATED BIDDER CERTIFICATION COVER FORM IS ATTACHED AND THE UNIT PRICE COLUMN IS COMPLETE. THE SIGNED CERTIFICATION COVER FORM MUST BE ATTACHED TO THE FRONT OF THE OFFER. WHEN DELIVERING OFFERS IN PERSON TO ONE CAPITOL HILL, VENDORS ARE ADVISED TO ALLOW AT LEAST ONE HOUR ADDITIONAL TIME FOR CLEARANCE THROUGH SECURITY CHECKPOINTS.

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## **MULTI YEAR**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES

**PABID**

- (a) A SINGLE PRICE SHALL BE QUOTED FOR EACH ITEM AGAINST WHICH A PROPOSAL IS SUBMITTED. THIS PRICE WILL BE THE MAXIMUM IN EFFECT DURING THE AGREEMENT PERIOD. ANY PRICE DECLINE AT THE MANUFACTURE'S LEVEL SHALL BE REFLECTED IN A REDUCTION OF THE AGREEMENT PRICE TO THE STATE .
- (b) QUANTITIES, IF ANY, ARE ESTIMATED ONLY. THE AGREEMENT SHALL COVER THE ACTUAL QUANTITIES ORDERED DURING THE PERIOD. DELIVERIES WILL BE BILLED AT THE SINGLE, FIRM, AWARD UNIT PRICE QUOTED REGARDLESS OF THE QUANTITIES ORDERED.
- (c) BID PRICE IS NET F.O.B. DESTINATION AND SHALL INCLUDE INSIDE DELIVERY AT NO EXTRA COST.
- (d) BIDS FOR SINGLE ITEMS AND/OR A SMALL PERCENTAGE OF TOTAL LIST, MAY, AT THE STATE'S SOLE OPTION, BE REJECTED AS BEING NON-RESPONSIVE TO THE INTENT OF THIS REQUEST.'