

**Section I: Technical Proposal  
to Provide Examination  
Development and  
Administration Services for  
Contractor Licenses**

*In Response to:*

West Virginia Division of Labor  
RFP #LAB3616

*Submitted to:*

Purchasing Division  
2019 Washington Street, East  
P.O. Box 50130  
Charleston, WV 25305-0130

*Due Date:*

November 1, 2006  
1:30 p.m. EST

*Submitted by:*



Psychological Services, Inc. (PSI)  
licensure:certification division  
2950 N Hollywood Way, Suite 200  
Burbank, CA 91505  
(818) 244-0033 or (800) 367-1565  
Contact: Tadas Dabsys, Vice President

*Tadas Dabsys*

Tadas Dabsys, Vice President

ORIGINAL



licensure ● ○ ○  
○ ○ ● certification

October 30, 2006

Department of Administration  
Purchasing Division  
2019 Washington Street East  
P.O. Box 50130  
Charleston, WV 25305-0130

**RE: Cover Letter for RFP #LAB3616 – Examination Development and Administration for Contractor Licenses**

To Whom It May Concern:

Psychological Services, Inc. (PSI) is pleased to present this proposal to the Division of Labor, West Virginia Contractor Licensing Board (Board) to provide Examination Development and Administration for Contractor Licenses. PSI is excited about this opportunity, and is committed to fulfilling the requirements of this RFP.

PSI is a nationally recognized test development and test administration company. We have a well-established reputation for expertise in psychometric and statistical procedures. Our state-of-the-art test generation software, FormCast™, developed in-house by PSI's team of world-class psychometricians, allows for the generation of an almost unlimited number of test forms that are content-balanced yet statistically equivalent.

PSI develops and administers minimum competency state licensing examinations for a diverse group of over 100 construction-related examinations, including contractors, occupational trades, radio service technicians, fire protection contractors, glazier contractors, and shorthand reporters. In fact, **we are the largest provider of construction-related state licensing examinations in the country.** Additionally, we have lost only two construction licensing clients through the competitive bidding process, and have won 17 clients from Thomson Prometric (formerly Experior, NAI, Block & Associates) in the past five years. PSI currently operates in 23 states nationwide, so we are very familiar with a variety of state agencies and their regulatory requirements, policies, and procedures, as well as their technology platforms, which we integrate with our own licensing systems. Our experience with real estate, trades, barber and cosmetology, and many other examination contracts has proven our ability to customize any and all aspects of our services and products in order to achieve the highest possible client satisfaction.



licensure ●○○  
○○● certification

We currently provide licensure and certification examination services for ongoing testing programs across the country for many other professions, including appraisers, insurance agents, barbers and cosmetologists, real estate salespersons and brokers, private detectives, and others. **Our licensing examinations are administered at over 115 test centers, and we operate in 23 states nationwide**, including Alabama, California, Colorado, Connecticut, Iowa, Louisiana, Maryland, Massachusetts, Michigan, Mississippi, Nevada, New York, North Carolina, Oklahoma, Oregon, Pennsylvania, South Carolina, Tennessee, Texas, Utah, Vermont, and Virginia. Most recently, we were awarded the contract to develop and administer exams for the New Mexico Construction Industries Division, as well as a separate contract for license management services. We are currently opening three new test centers and offices in New Mexico to service these programs.

PSI's hundreds of licensing and employment examinations, successfully administered to millions of candidates, **have never been successfully challenged in court or by an administrative agency.**

We understand that the timeline for project startup is on a very accelerated schedule. PSI will do everything possible to meet the January 1, 2007 start date. Although it is difficult to guarantee an exact start date, we have repeatedly demonstrated that we can commit to accelerated startup periods. Many factors contribute to the implementation date, such as the actual award date, recruiting subject matter experts, and scheduling exam review committee meetings (especially during the holidays), finding testing sites (and allocating time for build-outs), etc. We have been successful at quick startups in the past, and offer the following as samples of recent implementations with short startup time frames:

State Agency	Startup Period
Connecticut Occupational & Professional Licensing (Construction)	5 weeks
New Mexico Regulation & Licensing Department, Construction Industries Division	3 weeks
Nevada State Contractors' Board	6 weeks
Oklahoma Department of Central Services; Construction Industries Board	5 weeks
Tennessee Real Estate Commission	5 weeks
Texas Department of Licensing & Regulation (Barber/Cosmetology)	6 weeks (including establishment of practical test centers)

We have also utilized temporary testing sites until the permanent ones are in place, when needed. We strive to minimize the disruption in testing services.



licensure ●○○  
○○● certification

Ultimately, PSI's licensure and certification division prides itself on providing **the most responsive customer service in the testing industry**, as well as state-of-the-art test development and technical services. PSI has extensive experience with implementing program startups, including those requiring data transfers and systems integration. Our experienced management and staff, including in-house technical support personnel, understand the challenges of program transitions as well as the requirements of ongoing programs.

As Vice President of PSI, I am fully authorized to obligate the corporation contractually, as well as to negotiate the contract on behalf of PSI. We appreciate the opportunity to present our qualifications to provide licensing examination services for the Board. If you require any additional information or clarification, please contact me at either 800.367.1565 x203 or [tadas@psionline.com](mailto:tadas@psionline.com), and thanks once again for your consideration.

Sincerely,

Tadas Dabsys  
Vice President



JOE MANCHIN III  
GOVERNOR

STATE OF WEST VIRGINIA  
**DEPARTMENT OF ADMINISTRATION**  
**PURCHASING DIVISION**  
2019 WASHINGTON STREET, EAST  
P.O. BOX 50130  
CHARLESTON, WEST VIRGINIA 25305-0130

ROBERT W. FERGUSON, JR.  
CABINET SECRETARY

DAVID TINCHER  
DIRECTOR

## MEMORANDUM

TO: Vendors

FROM: Ron Price, Buyer Supervisor *Ron Price, w.f.*  
Purchasing Division

RE: LAB3616

DATE: November 1, 2006

The Technical Proposals will not be scanned on the Internet due to the volume. Vendors may view the Proposals at the office of the WV State Purchasing Division, 2019 Washington Street, East, Charleston, WV 25311. You may call me for an appointment at the (304) 558-0492, fax: (304)558-4115 or e-mail [rprice@wvadmin.gov](mailto:rprice@wvadmin.gov).

Proposals received from the following:

Prov, Inc.  
PSI  
Thomson Prometric

RP/wf  
cc: File