



**State of West Virginia
Department of Administration
Purchasing Division**

NOTICE

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.



Make The Right Choice.

3409-A West Wendover Avenue
Greensboro, NC 27407
tel.: 336.852.6902
fax.: 336.299.0110
www.lesi.com

August 29, 2008

State of West Virginia
Department of Administration
Purchasing Division
Building 15
2019 Washington Street, East
Charleston, WV 25305-0130

RE: Reply to RFQ# DPS0904 Suitability Assessment System, West Virginia State Police

The attached proposal contains our detailed response to RFQ# DPS0904 (Suitability Assessment System, West Virginia State Police). As noted in our response, we believe the LESI® Multi-domain Assessment Process (including onlinePHQ®), meets or exceeds the requirements of the West Virginia State Police as described in your specifications.

The following pricing information, which can also be found on page 13 of the signed RFQ (attached) will be valid until 10/30/2008.

- 2. Multi-domain screening reports with onlinePHQ®
("preliminary screener report" as described on RFQ;
includes initial eligibility list as described in your specifications) \$ 135.00 per applicant
- 3. Comprehensive Evaluation Report \$ 165.00 per applicant
- 4. Administrative processing fee \$ 100.00 per applicant
(Failure to initiate/complete onlinePHQ® after completing testing and/or failure to appear for scheduled interview)
- 5. Training and consultation to agency personnel \$ No charge
(Includes training in applicant administration, orientation of background investigators and unlimited telephone consultation).

These prices are FOB South Charleston, WV and inclusive of all materials and regular administrative expenses as well as travel, lodging, and food expense.

Thank you for the opportunity to respond to your proposal. If you are in need of any additional information, please do not hesitate to contact me.

Sincerely,

Ellen B. Cuttler
President

RECEIVED

2008 SEP -2 A 9 30

PURCHASING DIVISION
STATE OF WV



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
DPS0904

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
JOHN ABBOTT
304-558-2544

VENDOR
 *922152201 919-852-6902
 LAW ENFORCEMENT SERVICE INC
 3409 W WENDOVER AVE STE A
 GREENSBORO NC 27407-1579

SHIP TO
 WEST VIRGINIA STATE POLICE
 4124 KANAWHA TURNPIKE
 SOUTH CHARLESTON, WV
 25309 304-746-2141

DATE PRINTED 08/19/2008	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
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BID OPENING DATE: **09/04/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		952-39		
<p>SUITABILITY ASSESSMENT SYSTEM</p> <p>OPEN-END CONTRACT TO PROVIDE AN INTEGRATED SUITABILITY ASSESSMENT SYSTEM TO SUPPORT SCREENING AND SELECTION OF APPLICANTS TO THE WV STATE POLICE TROOPER POSITION, PER THE SPECIFICATIONS.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *Allen B. Cottle* TELEPHONE **336-852-6902** DATE **08/28/08**

TITLE *President* FEIN **56-1616645** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

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2

ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT 304-558-2544

VENDOR

*922152201 919-852-6902
 LAW ENFORCEMENT SERVICE INC
 3409 W WENDOVER AVE STE A

 GREENSBORO NC 27407-1579

SHIP TO

WEST VIRGINIA STATE POLICE

 4124 KANAWHA TURNPIKE
 SOUTH CHARLESTON, WV
 25309 304-746-2141

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/19/2008				

BID OPENING DATE: 09/04/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>(1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Ellen B. Cutter</i>	TELEPHONE 336-852-6902	DATE 08/28/08
TITLE <i>President</i>	FEIN 56-1616645	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
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08/19/2008				

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<p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Allen B. Little</i>	TELEPHONE 336-852-6902	DATE 08/28/08
TITLE President	FEIN 56-1616645	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
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PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF
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VENDOR

*922152201 919-852-6902
 LAW ENFORCEMENT SERVICE INC
 3409 W WENDOVER AVE STE A
 GREENSBORO NC 27407-1579

SHIP TO

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<p>A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Allen B. Cutler</i>	336.852.6902	08/28/08
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
President	56-1616645	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
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PAGE
5

ADDRESS CORRESPONDENCE TO ATTENTION OF:
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304-558-2544

PURCHASER

*922152201 919-852-6902
 LAW ENFORCEMENT SERVICE INC
 3409 W WENDOVER AVE STE A
 GREENSBORO NC 27407-1579

SHIP TO

WEST VIRGINIA STATE POLICE
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 SOUTH CHARLESTON, WV
 25309 304-746-2141

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **09/04/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Green B. Little</i>	TELEPHONE <i>336-852-6902</i>	DATE <i>08/28/08</i>
TITLE <i>President</i>	FEIN <i>56-1616645</i>	ADDRESS CHANGES TO BE NOTED ABOVE

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PAGE
6

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<p>MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: JOHN ABBOTT-----</p> <p>RFQ. NO.: DPS0904-----</p> <p>BID OPENING DATE: 9/4/08-----</p> <p>BID OPENING TIME: 1:30 PM-----</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- 336.299.0110 -----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Eileen B. Citter</i>	336.852.6902	08/28/08
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
President	56-1616645	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
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Request for Quotation

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DPS0904

PAGE
7

ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT
304-558-2544

BUYER'S OFFICE

***922152201 919-852-6902**
LAW ENFORCEMENT SERVICE INC
3409 W WENDOVER AVE STE A

GREENSBORO NC 27407-1579

SHIP TO

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08/19/2008				

BID OPENING DATE: **09/04/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
CONTACT PERSON (PLEASE PRINT CLEARLY):						
				<i>Ellen B. Catter</i>	<i>336.852.6902</i>	
***** THIS IS THE END OF RFQ DPS0904 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Ellen B. Catter</i>	TELEPHONE <i>336.852.6902</i>	DATE <i>08/28/08</i>
TITLE <i>President</i>	FEIN <i>56-1616645</i>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

The West Virginia State Police are soliciting competitive bids for a vendor to provide an integrated suitability assessment system to support screening and selection of applicants to the West Virginia State Police Trooper position. This system should have direct utility to our existing selection processes including background and personal history investigation, as well as assessment of the relevant cognitive, educational and interpersonal abilities necessary to perform critical job components and duties of this position. The system should assess suitability to complete training and subsequently, perform the duties of a West Virginia State Trooper as well as gather, organize and evaluate applicant background and personal history information for us in our background investigation and review process.

Vendors submitting bids for this contract do not have to be a registered vendor in the State of West Virginia to submit a bid, however, if the successful low bidder meets the minimum qualifications as outlined, said vendor must pay a \$125.00 registration fee to the State of West Virginia before being awarded this contract.

SPECIFICATIONS

1. The vendor will use a pre-conditional offer of employment personal history/background questionnaire. This questionnaire provides for the collection of detailed personal history/background information on law enforcement applicants. The questionnaire must be able to be completed on-line, over the Internet and administered through a secure site under the control of the vendor. Vendor should have a fully developed production on-line questionnaire with a history of significant utilization in support of law enforcement employment selection processes. Newly developed and/or "beta" versions without a history of sustained viability may not be considered. Evidence of vendor site control, vendor experience and the use of the on-line questionnaire must be provided. The following scores and reports are necessary to support our selection process:
 - A. For each applicant, a set of detailed reports derived from personal history should be provided to include:
 1. Background Investigators report of a comprehensive compilation of the applicant's personal life history. The data should be organized into sections as follows:

SECTION 1- identifying information; contains name and SSN.

SECTION 2- detailed information regarding residences, parents and siblings, and drivers license information.

SECTION 3-Educational History

Ellen B. Catta
 President
 08/28/08

SECTION 4-Detailed employment history for the past 10 years. This section should include:

- Basic descriptive information (name, address, telephone number of employer, dates of employment, description of duties, supervisor name, reason for leaving place(s) of employment.
- Performance and/or disciplinary incidents

SECTION 5- Military History

Dates of service, rank progression, disciplinary history, discharge status

SECTION 6- Marital Status, Family Information

Information regarding marriage, children

SECTION 7- Legal. This section should contain a history of infractions, arrests, integrity violations and civil actions as well as dispositions.

SECTION 8-Substance Abuse-history of use of illegal substances and description of current use of legal substances.

SECTION 9- Applications to other agencies (include dates of application and disposition

SECTION 10- Other legal incidents; includes incidents of domestic violence.

2. **LIFE EVENTS REPORT:** This should include a summarization of the information described above to be used by background investigators and reviewers to identify pertinent issues prior to conducting their interview. The report should organize pertinent data into "life events" identified by background investigators as germane to evaluating applicant personal history. The life event report should include a "begin and end date" for each event(s) in question and as well as the frequency of these events (if applicable).
3. **CRITICAL ITEMS REPORT:** This report analyzes life event data and identifies critical items and negative indicators used to focus background investigation review as well as to generate specific risk scores used to assess applicant suitability. Critical items and Negative indicators are further defined below:

Critical Items: Are items, which have been directly linked, through published research, to specific negative job outcomes in law enforcement

Ellen B. Cutter
President
08/28/08

Negative Indicators: Are items, which although linked to negative outcome by subject matter experts have not been empirically validated and, as such are identified as items for investigator follow up.

4. **BIODATA SUMMARY:** This report should contain a listing of the various bio data indices as well as an overall risk rating for each applicant's background.

5. **DISCREPANCY REPORT:** This report should contain discrepancies that are identified when the applicant's responses are compared to previous applications to the West Virginia State Police and /or other law enforcement agencies in the vendor's data base.

- B. An initial eligibility list, rank ordering applicants in terms of overall suitability for initial referral subsequent selection stages in terms of both suitability and selection efficiency, must be available within 1 week of test administration.
- C. Screening reports documenting and detailing life history, cognitive ability/educational achievement, and interpersonal ability scores into a single suitability prediction. The report should also include specific findings in each of these areas for use by interviewers and background reviewers.
- D. Comprehensive suitability reports. These reports are generated on final candidates only (those who have successfully completed background review and oral interview/interpersonal skills evaluation. These reports combine results of the above measures (background, cognitive/educational test, interpersonal ability/style test) with an interview. The reports should provide specific performance related information for use by training officers and supervisors with reference to areas for remediation, supervisory focus, etc. Suitability scores must be available within 24 hours after candidate interviews. Comprehensive suitability reports must be available within 2 weeks of interview completion.

In addition, information and predictions provided by this system should conform to the following:

- 1. The instrument(s) selected must sample information from multiple domains, such as cognitive ability, educational history, interactive ability, employment/life history, and vocational attitudes. Similarly the initial eligibility rankings must also be based on scores from multiple domains. Documentation describing the predictive validity of each domain to specific job outcomes, as well as the independent contribution of each domain in predicting these outcomes, must be provided. Furthermore, the

Ellen B. Cutler
President
08/28/08

predictive validity of the instruments must be shown to have been verified through specific criterion research.

The characteristics of the population used to verify validity must be congruent with the West Virginia State Police applicants screened in the past 10 years (since 1998) in terms of size (applicant pool), demographics, and initial qualifications. Data presented in these studies should be drawn from comparison of applicant groups rather than a concurrently compared to incumbents. Criterion should be objectively defined job outcomes (e.g failure to complete training, disciplinary action) directly applicable to the duties, responsibilities, and critical performance attributes of a West Virginia State Trooper as defined by occupational analysis. Specific preference will be given to peer reviewed research which has appeared in recognized academic journals.

2. The proposed process/instruments must be shown to have minimal adverse impact on minority groups. Documentation to this effect must be provided.

Similar to 1 above, documentation of selection ratios with reference to specific groups must be congruent with the characteristics of the West Virginia State Police applicants screened in the past 10 years (since 1998) in terms of size (of applicant pool), demographics, and initial qualifications. The critical performance attributes of the target job must also be congruent with the duties of a West Virginia State Trooper as defined by occupational analysis. The results cited should include no less than 500 applicants and no more than 10 years of past history. The results cited should also relate only to the specific instruments/process proposed.

3. Necessary documentation, training and supervision to the West Virginia State Police Personnel Director for administration of assessment instruments must be provided. Similarly, a program for follow up consultation and decision making support should be provided. Finally, the proposal should include an ongoing program for validation of suitability predictions as well as evaluation of the effectiveness of the screening program as compared to previous academy training yields and initial job performance of graduates.
- E. Sample reports (life history reports, screening report, comprehensive suitability report) and description of scoring schema.
 - F. Cost of ancillary and/or support services (ongoing validation and effectiveness evaluation: training and decision making support)
 - G. Qualifications of Vendor and/or Vendor's Staff or other individuals who would perform the professional and artistic services.

Ellen Cutler
President
08/28/08

- i. Description of Company and Services
- ii. Qualifications of principal service providers. Include education and professional license information for all proposed service providers. Indicate if these providers are full time employees or subcontractors.
- iii. List of specific contracts and references including the number of similar assessments performed for and each referenced client and the dates that these services were provided.
- iv. Description of published, peer reviewed, research based on the data and or processes to be utilized in this project.

SCREENING REPORT SPECIFICATION:

A report documenting and detailing life history, cognitive ability/educational achievement, and interpersonal scores into a single suitability prediction. The report should also include specific findings in each of these areas for use by interviewers and background reviewers. These reports should be available within 3 working days of completion of assessment process and should be able to be transmitted in secure electronic format. This report should combine life history and bio-data information collected by the pre-conditional offer of employment, personal history/background questionnaire described above at 3.A with results of psychometric test (cognitive, educational and personality/ interactive abilities) described above at 3.B. into a single document. This report should integrate data from not less than three domains.

1. Cognitive Ability/Educational Potential
2. Background/Life History
3. Interactive/Interpersonal Abilities

This report should place applicants into a suitability category:

CATEGORY 1. Minimum standards are met. While a minor negative indication may exist, testing shows that the candidate should satisfactorily complete the application process, and should have satisfactory job performance.

CATEGORY 2: Numerous minor negative factors are indicated in testing. While the candidate may be suitable, performance is likely to be marginal.

CATEGORY 3: Major contra-indication is suggested by the testing. There is a significant likelihood that the candidate will not successfully complete the application process, training and/or will perform unsatisfactorily.

Within each category, this report should identify negative indicators within specific areas,

Background
Intelligence
Education

Allen B. Cutler
President
08/28/08

Work History
 Personality
 Honesty & Integrity

This report should also contain specific "on the job" performance predictions. These predictions must be based on published research and compare each applicant's bio-data and psychometric test scores to the vendor's research database. Based on this information, this report should predict the probability of the following outcomes:

Selection Process Success-passing all stages of the typical law enforcement employment process (aptitude, oral board, background, suitability and being placed on an eligibility list.

Completion of Training and/or Probation-selected from eligibility list, employed, successfully completing academy and field training, remaining employed for 12 months (subsequent to training) without significant performance problems.

Disciplinary Action/Job Dysfunction-experienced disciplinary action (multiple reprimands, brief suspensions, terminations) for specific job related infractions such as lateness, attendance, conduct, integrity, use of force.

BID SCHEDULE

PHASE I	Preliminary Screener Report:	\$ <u>135</u>	Per Candidate
PHASE II	Comprehensive Evaluation Reports:	\$ <u>165</u>	Per Candidate
	Administrative fee for non-complete or fail to appear for interview	\$ <u>100</u>	Per Candidate
	TOTAL	\$ <u>n/a</u>	

Wm B. Cutter
 President
 08/28/08

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

West Virginia Code §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and is in compliance with the requirements as stated.

Vendor's Name: Law Enforcement Services, Inc (LESI®)

Authorized Signature: Ellen B. Cutler

Date: 08/28/08

Purchasing Affidavit (Revised 07/01/08) Ellen B. Cutler



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Introduction:

As we understand it, West Virginia State Police has requested offers/proposals from a qualified individual or firm to provide an integrated suitability assessment system to support the screening and selection of applicants to West Virginia State Police sworn law enforcement trooper positions. The system should have direct utility to existing selection processes, including background and personal history investigation, as well as assessment of the relevant cognitive, educational and interpersonal abilities necessary to perform critical job components and duties of sworn law enforcement positions. The system should assess suitability to complete training, and subsequently, perform the duties of law enforcement positions as well as gather, organize and evaluate applicant background and personal history information for use in background investigation and review processes.

We believe that the LESI® Multi-domain Assessment System meets or exceeds the specifications as described in RFQ# DPS0904. Listed below are the specifications published in RFQ# DPS0904 followed by a description of LESI®'s proposed instruments, processes and services. Specific cost and pricing information may be found in the sealed bid letter attached to this proposal.

Published Specifications: (as per RFQ# DPS0904)

Specification 1.

The vendor will use a pre-conditional offer of employment personal history/background questionnaire. This questionnaire provides for the collection of detailed personal history/background information on law enforcement applicants. The questionnaire must be able to be completed on-line, over the Internet and administered through a secure site under the control of the vendor. Vendor should have a fully developed production on-line questionnaire with a history of significant utilization in support of law enforcement employment selection processes. Newly developed and/or "beta" versions without a history of sustained viability will not be considered. Evidence of vendor site control, vendor experience and the use of the on-line questionnaire must be provided.

Response to Specification 1:

The LESI® onlinePHQ® is a standardized life history questionnaire presented in electronic format. It is used to gather comprehensive life history data which is then analyzed to derive investigative hypotheses and biodata (life history) values upon which on-the-job performance predictions are based. This questionnaire utilizes a unique data structure (U.S. Patent #7,346,541 issued 3/18/08) to store, organize and analyze complex life history information, report discrepancies and create detailed, well-organized and accurate life history reports in a very short amount of time. The information in these reports is also used to support background investigations as well as to identify critical items, discrepancies, and predict the likelihood of specific negative job outcomes.

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West Virginia State Police
RFQ#DPS0904



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LESI® onlinePHQ® was originally developed in consultation with background investigators from several State Police and municipal law enforcement agencies. The questionnaire was originally utilized (in beta mode) in March, 2000. The application has been implemented in full production mode since December, 2000. To date, the onlinePHQ® database includes at least 45,000 administrations in support of employment applications to at least 800 State and municipal criminal justice agencies. onlinePHQ® has been in use at West Virginia State Police since 2002. Our database contains 1324 onlinePHQ® cases derived from WVSP applicants. The LESI® database contains suitability data from over 2000 applications to WVSP since 1993.

The secure servers supporting this application are located at a secure Tier 1 certified industrial data center in Morrisville, North Carolina, are completely self contained (not co-hosted) and are under the direct physical control of the Company.

Specification 1A. For each applicant, a set of detailed reports derived from personal history should be provided to include:

1. **Background Investigators' Report** a comprehensive compilation of the applicants' personal life history. The data is organized into sections as follows:

Section 1 – *Identifying information*; contains name, SSN, etc.

Section 2 – *Additional identifying information*; detailed information regarding residences, parents and siblings, driver's license information, etc.

Section 3 – *Educational history*

Section 4 – *Detailed employment history* for the past 10 years. This section should include:

Basic descriptive information- (name, address, telephone number of employer, dates of employment, description of duties, supervisor name, reasons for leaving, etc.)

Performance and/or disciplinary incidents.

Section 5 – *Military History*; Dates of service, rank progression, disciplinary history, discharge status, etc.

Section 6 – *Marital Status, Family information*; Information regarding marriage, children, etc.

Section 7 – *Legal*; This section should contain a history of infractions, arrests, integrity violations and civil actions as well as dispositions of each.

Section 8 – *Substance use*; history of use of illegal substances and description of current use of legal substances.

Section 9 – *Applications to other agencies*; (includes dates of application and disposition).

Section 10 – *Other legal*; includes incidents of domestic violence.

2. **Life events report:** A summarization of the information described above to be used by background investigators and reviewers to identify pertinent issues prior to conducting their interview. The report should organize pertinent data into "life events" identified by background investigators as germane to evaluating applicant personal history. The life event report should include a "begin and end date" for each event(s) in question as well as the frequency of these events (if applicable).

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West Virginia State Police
RFQ#DPS0904



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3. **Critical Items report:** This report analyzes life event data and identifies critical items and negative indicators used to focus background investigation review as well as to generate specific risk scores used to assess applicant suitability. Critical items and Negative indicators are further defined below:

Critical Items: are items, which have been directly linked, through published research, to specific negative job outcomes in law enforcement.

Negative indicators: are items, which although linked to negative outcome by subject matter experts (background reviewers), have not, as yet, been empirically validated and, as such, are identified as items for investigator follow up.

4. **Biodata Summary:** This report should contain a listing of the various bio data indices as well as an overall risk rating for each applicant's background.

5. **Discrepancy Report:** This report should contain discrepancies identified when the applicant's responses are compared to previous applications to other law enforcement agencies in the vendor's database.

Response to Specification 1A:

The LESI[®] onlinePHQ[®] (a component of LESI[®]'s Multi-domain Assessment Process) is a standardized life history questionnaire presented in electronic format. It is used to derive investigative hypotheses and biodata (life history) values upon which on-the-job performance predictions are based. This questionnaire utilizes a unique data structure (U.S. Patent #7,346,541 issued 3/18/08) to store, organize and analyze complex life history information and allow LESI[®] to produce very detailed, well-organized and accurate reports in a very short amount of time. The information in these reports is used to support background investigations as well as identify critical items, discrepancies, and predict the likelihood of specific negative job outcomes.

LESI[®] onlinePHQ[®] reports are designed to provide the information required by West Virginia State Police Specification A. A detailed description of onlinePHQ[®] reports may be found in Exhibit 1, pages 8-10.

Specification 1B: An initial eligibility list, rank ordering applicants (typically 200 - 500) in terms of overall suitability for initial referral to subsequent selection efficiency, shall be available within 1 week of test administration. These scores shall specify at least 3 basic levels of suitability (essentially suitable, borderline suitability, and likely to be unsuitable). Within each suitability category, scores shall further differentiate by identifying number of areas of concern as well as the domain (life history, cognitive ability/educational achievement, interpersonal ability) in which these concerns exist.

Response to Specification 1B:

The LESI[®] Multi-domain screening process generates an ordered grouping of applicants in terms of overall suitability to complete training and perform the duties of a police officer and/or trooper. A detailed description of LESI[®] scores and levels of suitability may be found in Exhibit 1, pages 4-6.

Specification 1C: Screening reports, documenting and detailing life history, cognitive ability/educational achievement, and interpersonal ability scores into a single suitability prediction. The report shall also include specific findings in each of these areas for use by interviewers and background reviewers.

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West Virginia State Police
RFQ#DPS0904



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Response to Specification 1C:

The LESI® Multi-domain Preliminary Screener addresses findings in three performance rating areas, assigns the general level of suitability and identifies negative indicators. Detailed explanation of these scores may be found in Exhibit 1, pages 4-6.

Specification 1D: . Comprehensive suitability reports. These reports are generated on final candidates only (those who have successfully completed background review and oral interview/interpersonal skills evaluation). These reports combine results of the above measures (background, cognitive/educational tests, interpersonal ability/style tests) with an interview. The reports should provide specific performance related information for use by training officers and supervisors with reference to areas for remediation, supervisory focus, etc. Suitability scores must be available within 24 hours after candidate interviews. Comprehensive suitability reports must be available within 2 weeks of interview completion.

Response to Specification 1D:

The LESI® Comprehensive suitability report is generated on final applicants (those who receive a conditional offer of employment). This process includes a structured interview with an experienced police psychologist and addresses psychological suitability, presence of psychological conditions that would impede performance as a police officer, history of treatment for psychological issues, etc. This report conforms to all pre-employment screening guidelines as published by the International Association of Chiefs of Police. Detailed description of these reports may be found in Exhibit 2.

Specification 1E: Sample reports (life history reports, screening report, comprehensive suitability report) and description of scoring schema.

Response to Specification 1E:

Samples of LESI® Multi-domain screening reports may be found in Exhibit 3, pages 2-5. Samples of LESI® onlinePHQ® reports may be found in Exhibit 3, pages 7-21. Samples of Comprehensive suitability reports may be found in Exhibit 4.

Additional specifications:

In addition, information and predictions provided by this system shall conform to the following:

1. The instrument(s) selected shall sample information from multiple domains, such as cognitive ability, educational history, interactive ability, employment/life history, and vocational attitudes. Similarly, the initial eligibility rankings shall also be based on scores from multiple domains. Documentation describing the predictive validity of each domain to specific job outcomes, as well as the independent contribution of each domain in predicting these outcomes, shall be provided. Furthermore, the predictive validity of the instruments shall be shown to have been verified through specific criterion research.
2. The proposed process/instruments shall be shown to have minimal adverse impact on minority groups. Documentation to this effect shall be provided.

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Response to additional specifications:

Predictive validity of the LESI® Multi-domain screening process has been documented through specific criterion research. Representative results may be found in Exhibit 5. In addition, representative published research may be found in Exhibit 6.

The LESI® Multi-domain screening process has been found to have minimal adverse impact on minority groups. Representative documentation may be found in Exhibit 7.

Administration of the LESI® Multi-domain screening process can be done on-site by Department personnel. At no charge (beyond out of pocket travel, lodging and food expense), LESI® will provide training and supervision for test administration as well as unlimited Departmental support as needed. This support includes unlimited interpretive consultation to Department personnel, as well. Tests will be scored in the LESI® home office located, in Greensboro, NC.

LESI® continually gathers outcome data for ongoing validation research. The results of this research, which does not specifically identify nor compare participants, are offered to all participating client agencies at no cost. Specialized and/or custom research programs are also available.

Specification 1F: Cost of ancillary and/or support services (ongoing validation and effectiveness evaluation; training and decision making support; etc.)

Response to Specification 1F:

LESI® will provide unlimited Departmental decision support as needed via telephone at no charge. This support includes unlimited interpretive consultation to Department personnel as well as support to background investigators utilizing onlinePHQ®.

Note: The consultation and support described above does NOT include consultation for litigation support, expert testimony participation in pre-trial deposition or any other professional service which falls outside the scope of routine administration and use of the LESI® Multi-Domain screening report.

Specification F. i.: Qualifications of vendor and/or vendor's staff or other individuals who would perform the professional services.

i: Description of Company and Services.

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West Virginia State Police
RFQ#DPS0904



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Response to Specification F. i:

Law Enforcement Services, Inc. (dba LESI®) and its' Director of Psychological Services, Dr. Michael Cuttler, have provided psychological assessment services to law enforcement agencies since 1984. LESI® currently serves over 900 agencies on state and municipal levels in 18 States. In addition, LESI® designs selection processes, job knowledge tests and promotional assessment exercises as well as job analysis research and process validation projects in Law Enforcement and Criminal Justice Agencies. From its inception, LESI® has been a research oriented firm with a strong commitment to providing its' client agencies with valid, job related information. Our Multi-domain approach to pre-employment assessment (combination of bio-data with psychometrics) has been awarded U.S. Patent #7,346,541 and has been the subject of peer reviewed research published in the Journal of Applied Psychology and the Journal of Criminal Justice and Behavior (see Exhibit 6). In addition, LESI® continually documents the validity of the process through structured validation research. Our database currently contains data from more than 75,000 administrations of the LESI® Multi-domain Assessment Battery given in law enforcement agencies of varying sizes. Our ongoing research programs correlate the results of our assessment process with several academy and "on-the-job" performances measures. The Multi-domain Assessment System conforms to Federal Employment Guidelines, including ADA, civil rights rules/regulations, as well as all professional guidelines published by The Commission on Accreditation of Law Enforcement Agencies and the American Psychological Association.

Specification F. ii. Qualifications of principal service providers. Include education and professional license information for all proposed service providers. Indicate if these providers are full-time employees or sub-contractors.

Response to Specification F. ii:

The principal service provider will be Michael J. Cuttler, Ph.D., LESI® Director of Psychological and Personnel Research Services. Dr. Cuttler holds a Doctorate in Clinical Psychology from Kent State University and is a consultant to a number of law enforcement agencies within North Carolina. As principal author, his scientific research in pre-employment screening, psychological testing, and life history predictors has appeared in Journal of Applied Psychology and Journal of Criminal Justice and Behavior. He is responsible for the design and implementation of several innovative programs with North Carolina Law Enforcement Agencies.

In recognition of his contributions to the science and profession of psychology, Dr Cuttler has been elected a Fellow of the American Psychological Association. He is also a member of the faculty at UNC-Greensboro, Greensboro, North Carolina, where he holds the title of Graduate Adjunct Professor of Psychology. Detailed resume may be found in Exhibit 8.

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West Virginia State Police
RFQ#DPS0904



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Specification F iii. List of specific contacts and references including the number of similar assessments performed for each referenced client and the dates that these services were provided.

Response to Specification F. iii:

A representative client list, as well as list of specific contacts and references may be found in Exhibit 9.

Specification F. iv. Description of published, peer reviewed, research based on the data and/or processes to be utilized in this project.

Response to Specification F. iv:

Description of published, peer reviewed, research based on the data and/or processes to be utilized in this project can be found in Exhibit 6.

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