



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

Request for Quotation

RFO NUMBER
DPS0904

PAGE
1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

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	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
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

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**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



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<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>						

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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>						

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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>						

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<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>						

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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:</p> <p>-----</p>						

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CONTACT PERSON (PLEASE PRINT CLEARLY):						

***** THIS IS THE END OF RFQ DPS0904 ***** TOTAL: _____						

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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 inter-personal abilities necessary to perform critical job components and duties of this position. They 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

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

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

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 an 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.

- 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

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:	\$ _____ Per Candidate
PHASE II	Comprehensive Evaluation Reports:	\$ _____ Per Candidate
	Administrative fee for non-complete or fail to appear for interview	\$ _____ Per Candidate
	TOTAL	\$ _____

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: _____

Authorized Signature: _____ Date: _____

