

SOLE SOURCE DETERMINATION

The Purchasing Division has been requested to approve a sole source purchase for the commodity or service described below. Pursuant to West Virginia Code 5A-3-10c, the Purchasing Division is attempting to determine whether the commodity or service is a sole source procurement. If you believe your company meets the required experience and qualification criteria stated below, please e-mail the Purchasing Division Buyer at Tara.L.Lyle@wv.gov with a copy to William.M.Sheets@wv.gov to express your interest in the project. Please forward any and all information that will support your company's compliance with required qualification and eligibility criteria along with any other pertinent information relative to this project to the Purchasing Division no later than 1:30 PM on 08/20/2012.

Requisition Number: COR61567

Department/Agency: Division of Corrections

Detailed Description of Project: West Virginia Division of Corrections has need for a comprehensive online psychological/behavioral hiring Corrections Officer Assessment.

Proposed Sole Source Vendor: Insight Worldwide, Inc.
660 Hawthorne Avenue, SE
Salem, OR 97301

Specific Eligibility Criteria:

General Requirements:

Specific Eligibility Criteria: The Corrections Selection Inventory pre-employment Screening Program must be owned and supported by the Vendor. The vendor must provide a single point-of-contact for technical support, available for resolving issues related to all services and hardware, if any, provided by the Vendor. Vendor software must adhere to WVDOC policies. The Vendor must agree to customize the Corrections Selection Inventory pre-employment Screening Program to meet the WVDOC's current and future accounting needs

Comprehensive on-line psychological/behavioral hiring assessment instrument that has been validated tested and developed

specifically for correctional officers, to include a situational judgment component that includes a measurement for core competencies including; respect for authority, self-esteem, work ethic, cooperation/teamwork, self-control, attention to detail, dependability, principled behavior, communication skills and stability.

Assessment results (scoring) must be available for review instantly after an applicant completes the exam. Additionally, program must include an electronic scoring filter to identify top percentages of qualified applicants and be available for viewing from local facility administrator and/or specific state departments as required by West Virginia Department of Corrections. In addition, assessment results must separately identify applicant results for the categories; "Self Control" and "Principled Behavior".

Applicant results pages must include an applicants' overall success potential with an overall score (numeric).

Training and re-training must be provided when required of the program at no additional cost to each correctional facility.

Assessment must include an overt, counterproductive behavioral scale to identify applicants with a propensity for workers' compensation fraud, illegal drug use, job dependability, theft, and violence.

INSIGHT REQUIREMENTS:

Assessment will have Prison Rape Elimination Act (PREA) propensity related questions.

Assessment must include categories reflecting aggressive behaviors and tendencies.

Shall provide on-line structured behavioral interview questions based on applicant-specific scoring results.

Assessment must identify if an applicant meets specific job requirements.

Assessment must include a retention scale to identify an applicants' likelihood of being committed and remaining with the organization.

Assessment must include a social desirability scale to determine if the applicant has responded to the questions in a forthright and realistic manner.

Assessment must also provide for a comprehensive on-line psychological/behavioral hiring assessment instrument that has been validated, tested and developed specifically for non-security positions including; Administration, Education, Leadership, Professional Services, Medical, and Support Services.

Assessment must include electronic results mechanism in a format acceptable to the WV Division of Corrections, Regional Jails and Corrections Facility Authority, Division of Juvenile Services and the West Virginia Division of Personnel.

Assessment must include a customizable "Hiring Policy" feature for use by all test administrators.

All test results must be made available upon demand to Central Office Human Resources, within the Division of Corrections (and their facilities), Regional Jails and Correctional Facility Authority Central Office, and the Division of Juvenile Services Central Office.

Overall assessment results must be provided to Division of Personnel electronically.

Results must be received electronically as soon as test is submitted

Must be able to ensure an applicant for employment cannot take the assessment instrument more frequently than one (1) time a year.

Shall provide on-line structured behavioral interview questions based on applicant-specific scoring results.

Assessment must include a social desirability scale to make sure applicant has responded to the questions in a forthright and realistic manner.

Specific Qualification Criteria:

Vendor must be able to meet all requirements listed above without disruption to current operations.

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. Any such renewal must be in accordance with the original terms and conditions of the original contract and shall be limited to two (2) one (1) year renewal periods.