



**REQUEST FOR PROPOSAL**  
**FOR**  
**EMPLOYEE PSYCHOLOGICAL TESTING SERVICES**

SUBMISSION DUE: WEDNESDAY, OCTOBER 31, 2012 AT 11:00 AM

NAME:

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ADDRESS:

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CITY, STATE, ZIP:

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PHONE:

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FAX:

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EMAIL:

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The Burlington County Bridge Commission ("Commission") is seeking Proposals from qualified firms ("Firm") through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. The Firm will provide the Commission with employment related psychological testing services.

The Firm will be required to coordinate all its activities with the Commission's Health & Benefits Coordinator.

The Firm shall:

- a. Provide a setting in which a Commission employee or employee candidate will participate in a clinical interview and assessment.
- b. Notify the Commission's Health & Benefits Coordinator by telephone that the interview has been completed and provide an initial assessment within 24 hours.
- c. Generate a written report from each interview and forward to the Commission's Health & Benefits Coordinator for review.
- d. The Firm will be required to provide immediate notification to the Commission's Health & Benefits Coordinator in the event that the safety or health of the employees or facilities of the Commission could be compromised.

Any questions regarding this Request for Proposal should be directed to Mr. Scott Greenwald, Contracting Officer via email at [sgreenwald@bcbridges.org](mailto:sgreenwald@bcbridges.org) by fax at 856-829-5205.

Proposals must be received by the receptionist during regular Commission business hours no later than Wednesday, October 31, 2012 at 11:00 AM, prevailing time ("Submission Deadline"), addressed to the Burlington County Bridge Commission, 1300 Route 73 North, PO Box 6, Palmyra, NJ 08065-1090, ATTN: Purchasing. All submissions must be enclosed in sealed envelopes and should bear the name and address of the Firm and "Request for Proposals for Employee Psychological Testing Services" on the outside, including on the outside of any delivery service envelope. Regular Commission business hours are Monday through Friday, 8:30 AM to 4:30 PM subject to Commission Holidays.

Facsimile Submissions shall not be accepted. Late Submissions will not be accepted and will be returned unopened to the Firm. The Commission reserves the right to reject any and all Submissions, to waive any requirement of the RFP, to modify or amend (with the consent of the Firm) the Submission, and to effect any agreement deemed to be in the best interest of the Commission. All Submissions become the sole property of the Commission.

The preparation of the RFP Submission shall be at the expense of the Firm. The Commission will not reimburse any Firm for any costs associated with the preparation or submittal of any Submission. It is the responsibility of the Firm to fully examine the RFP and to respond accordingly.

The Commission reserves the right to conduct interviews with those Firms submitting proposals.

## **PROPOSAL REQUIREMENTS**

The Firm shall submit a proposal along with a copy in an electronic format on CD-R to include the following:

### **1. Technical Proposal**

- a. Letter of transmittal [not to exceed one (1) single-sided, letter-sized (8 ½" x 11") page, using 12 point font or larger].
- b. Technical Proposal to include: A narrative discussing the following key issues [not to exceed ten (10) single-sided, letter-sized (8 ½" x 11") pages, using 12 point font or larger]:
  - Services to be Provided to the Commission.
  - Project Approach.
- c. Proposal questions shall be submitted by email to Mr. Scott Greenwald, Purchasing Agent at [sgreenwald@bcbridges.org](mailto:sgreenwald@bcbridges.org) or by fax at 856-829-5205. Responses to questions will be distributed to all Firms via email or fax.

### **2. Relative Experience**

- a. Provide project descriptions for no more than five (5) similar projects [not to exceed five (5) single-sided, letter-sized (8 ½" x 11") pages, using 12 point font or larger] performed during the past five (5) years including both previously completed as well as currently active projects which are deemed to be relevant to the services being procured with this Proposal.
- b. Provide resumes of five (5) key personnel who will be assigned to this account [each resume not to exceed two (2) single-sided, letter-sized (8 ½" x 11") pages, using 12 point font or larger]. Furnish relevant experience including dates of assignments and professional qualifications as appropriate, including copies of licenses.
- c. Provide an organization chart identifying key personnel [not to exceed one (1) single-sided, letter-sized (8 ½" x 11") page, using 12 point font or larger]. Identify the Account Manager and individual personnel for each of the various tasks.

### **3. Compensation Proposal**

- a. The Firm will provide a schedule of rates for both part-time and full-time potential employees, as well as employees considered for promotion and fitness for duty examinations.

- b. Invoices will be submitted as services are rendered. Invoices will not be submitted more than thirty (30) days from the date of service.

#### **4. Basis of Award**

Proposals will be evaluated by the Commission on the basis of the most advantageous proposal, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field;
- b. Knowledge of the subject matter to be addressed under the contract;
- c. Knowledge of New Jersey public entity statutes, rules, and regulations as they apply to the Commission;
- d. Cost proposal;
- e. Sufficient staff to complete the assigned tasks in a timely manner;
- f. Other factors if demonstrated to be in the best interest of the Commission.

#### **5. Additional Information:**

- a. Prior to award, the Firm shall provide a copy of the Firm's New Jersey Business Registration Certificate as required by P.L. 2004, c. 57 and P.L. 2009, c.315 as amended (N.J.S.A. 52:32-44).
- b. Prior to award, the Firm shall provide a list of all owners or major stockholders who have a 10% or more interest in the company as required by P.L. 1977, c.33 (N.J.A.C. 52:25-24.2). The list will include the name and address.
- c. Prior to award, the Firm will provide a current copy of the Firm's NJ Certificate of Employee Information Report.
- d. Upon award, the Firm will be required to sign an agreement in a form provided by the Commission.

Price Sheet

**Vendor Name:** \_\_\_\_\_

<b>Service Description</b>	<b>Price</b>
New Part-time Employee Candidate	_____
New Full-time Employee Candidate	_____
Employee Promotion	_____
Employee Fitness for Duty	_____

The above prices shall be in effect for the period from December 1, 2012 through November 30, 2013.