

## REQUEST FOR QUALIFICATIONS

### “PERSONNEL TESTING FIRM”

BID #11-13-14-01

#### SCOPE

The City of Danbury is seeking the services of a qualified firm to provide personnel testing and related services on an “as required” basis.

The selected firm will be required to develop, administer and score examinations for public sector civil service positions (police, fire and administrative jobs), including written and oral tests, physical performance/agility tests, training/experience examinations, work simulations and assessment centers. Requirements also include the ability to provide sound statistical data along with validation and reliability criteria.

The selected firm may also be required to provide consultative services on an as needed basis for some examinations held in-house.

The initial term of the contract will be for one (1) year from the date of award, with the option to renew for up to three (3) additional one (1) year periods, by mutual consent.

#### PROPOSAL

Interested firms are requested to submit five (5) copies of qualification data, including a fee schedule, to the Office of the Purchasing Agent, 155 Deer Hill Avenue, Danbury, CT 06810, during business hours by no later than 2:00 PM on Wednesday, November 27, 2013. Envelopes should be marked Bid #11-13-14-01 “Qualifications – Personnel Testing Firm”

Proposals should include the following:

1. Qualification data, to include company background, testing capabilities, resumes of key personnel and at least five (5) public sector references with contacts and phone numbers.
2. Fee Schedule, which should include “menu style” pricing for the testing services offered, reflective of applicant volume. Firms are also requested to supply hourly billing rates for any additional consulting services that may be required.

#### NOTES

1. Direct any questions regarding this bid to Charles Volpe, Purchasing Agent, 203-797-4571 or [c.volpe@ci.danbury.ct.us](mailto:c.volpe@ci.danbury.ct.us)
2. The City of Danbury reserves the right to reject any or all bids and to award the contract to the firm or firms deemed to be in its best interest.