

The Town of Taos is seeking a professional services certified psychologist to screen for any apparent indicators of psychopathology or significant mental or emotional difficulties which could reasonably be predicted to interfere with the applicant's intended duties as a Town of Taos Police Officer or Firefighter and that could prohibit completion of Town of Taos recruit training and for ongoing wellness and support.

Scope of Work

The successful proposer shall provide at a minimum the following services:

- A. Pre-Employment Psychological Testing
- B. General Psychological Testing
- C. Return to Duty Screenings
- D. Fitness for Duty Psychological Evaluations
- E. Threat Assessments
- F. Specialty Assignment Psychological Testing
- G. Specialty Assignment Annual Check-Ins
- H. Forensic Psychological Evaluations
- I. Conduct Monthly Check-Ins with Law Enforcement and Fire Department staff to assess the status of responder wellness
- J. Transition Assistance for Retiring Law Enforcement and Fire Department staff (transition from First Responder life to civilian status)

1.1. Proposer shall follow guidelines for Pre-employment Psychological Evaluations established by the International Association of Chiefs of Police and the National Fire Protections Association for both a written test and interview. Proposer shall provide detail as to their ability to meet these guidelines and their proposed methodology.

1.2. Guidelines include the following:

- A. Pre-employment psychological assessments should be used as one component of the overall selection process. The Town of Taos Human Resources Department (TOTHRD) will contact the Contractor to schedule appointment(s). The TOTHRD shall be allowed to cancel a candidate's appointment for testing and/or interview without charge with a 24-hour notice.
- B. Before conducting their own clinical assessments of candidates, practitioners must be familiar with the research literature available on psychological testing for public safety positions, as well as the state and federal laws relevant to this area of practice, including the Americans with Disabilities Act (ADA).
- C. Contractor must comply with any International Association of Chiefs of Police (IACP) Police Psychological Service Standards, New Mexico Peace Officer Standards and Training (NM POST), New Mexico Department of Corrections and National Fire Protection Association (NFPA) for both written and interview.

- D. Evaluations must be conducted by a NM licensed Psychologists trained and experienced in psychological test interpretation and law enforcement psychological assessment techniques. The psychologist must have expertise in clinical psychological testing and assessment, as well as in personal evaluation using measures of normal personality characteristics, skills, and abilities.
- E. Psychologists shall adhere to ethical principles and standards for practice in the State of New Mexico and the Town of Taos.
- F. Data on attributes considered most important for effective performance in a particular position should be obtained from job analysis, interview, surveys, or other appropriate sources. Selection, administration and interpretation of one or more tests should be used to identify and assess the psychological characteristics which include, but are not limited to:
- Psychosis
 - Character disorders (especially anti-social disorders)
 - Significant neurotic symptomatology (phobic personality, undue suspiciousness)
 - Mood disorders (bipolar, depression, anxiety)
 - Poor impulse control (anger/hostility patterns)
 - Need for high levels of excitement
 - Passive/aggressive tendencies in conflict situations
 - Gender, racial, ethnic prejudice
 - Poor self-esteem
 - Prediction of job performance problems (absence, tardiness, disciplinary problems)
 - Substance abuse tendencies
 - Interpersonal conflict measures (assertiveness, moodiness, social alienation, family discord)
 - Maturity
 - Responsibility
 - Integrity
 - Adequacy of socialization
 - Flexibility
 - Empathy
 - Social ability
 - Initiative/goal orientation
 - Truthfulness
 - Self-restraint
 - General academic potential
 - Any other psychological disorder that might manifest itself during the testing that would preclude the candidate from performing the duties of a police officer or firefighter
- G. Psychologists must be familiar with the essential job functions of the employee being evaluated and the literature pertinent to items listed in the scope of work especially that which is related to police and fire psychology.
- H. Proposer shall provide information regarding the benefits and limitations psychological assessment procedures so that realistic goals may be set.

- I. Provisions should be made for the security of all testing materials. Provisions should also be made for the security of, access to, and retention of the psychological report and raw data.
 - J. Prior to the administration of any psychological instruments and psychologist interview, the candidate should sign an informed consent to the conditions of the evaluation. The informed consent should clearly state the agency is the client.
 - K. The licensed psychologist should always retain responsibility to verify and interpret all psychological test results. Tests should be administered, scored, and interpreted according to the publishers' recommendations and consistent with established test administration standards.
 - L. Individual, face-to-face interviews with candidates must be conducted before a final determination of the applicant's psychological suitability is made. Special conditions may apply wherein a video interview may be conducted or an interview may be conducted in a secondary location; however, this condition would be on a case-by-case basis only after approval by the Human Resources Department Director or his/her designee.
 - M. A semi-structured, job-related interview format should be employed with all candidates.
 - N. Interviews should be scheduled to allow for sufficient time to cover appropriate background, test results verification.
 - O. The TOT HR Director shall be provided with a written report of the psychologist's evaluation. The report must contain at a minimum, a clear determination (i.e. recommended/not recommended) of the applicant's psychological suitability for employment based upon an analysis of all psychological assessment material, including background information, test data, and interview results. Any agency-specific restrictions or other requirements relevant to the format or content of the psychological report should be communicated to the psychologist in advance of the evaluation.
 - P. Specific cut-off scores should be used only when there is adequate statistical evidence that such scores are predictive of personality or mental health problems that are detrimental to job performance. If cut-off scores are used, the psychologist should acknowledge their use and be prepared to provide the justification for using the specific cut-off level. Conclusions concerning an applicant's qualifications should be based generally on consistencies across data sources rather than a single source; psychologists should justify exceptions to this guideline.
 - Q. Psychologists should be prepared to defend their procedures, conclusions, and commendations if a decision based, even in part, on psychological results is challenged.
 - R. The written evaluation report must be submitted either in electronic or written form within fifteen business days of the evaluations. Any need for further testing or follow-up evaluation shall be submitted to the TOTHRD. TOTHRD may request re-testing and/or re-evaluation of any applicant if determined necessary.
- 1.1.3 The proposer shall provide a comprehensive battery of tests to be used in the pre-employment recruitment process of hiring Police Officer Trainees. The tests are to be overseen by the TOTHRD and scored and evaluated by the contracted service provider.

- 1.1.4 The service provider shall provide test booklets, answer sheets, examiner instructions, taped and written instructions, and other materials as needed. The test should be easy to administer by a responsible staff person requiring no professional psychological skills.
- 1.1.5 The test services must be managed or overseen by a licensed psychologist. A copy of the license should be submitted with this proposal.
- 1.1.6 Interviews shall be conducted as part of the evaluation process. Proposer shall describe the timing and format of the interview process.
- 1.1.7 The service provider shall have a minimum of 5 years' experience in profile assessment testing of public safety candidates.
- 1.1.8 The results of the complete assessment should be available within 48 hours. The report should include a written hiring recommendation.
- 1.1.9 The testing instruments should be legally defensible in court and legal contentions.
- 1.1.10 The testing instruments should be sensitive to any cultural biases.
- 1.1.11 Service Availability: Please indicate in the proposal response, the typical response time of assessment results and hours of availability. Please also indicate method of submitting test results to the Town.
- 1.1.12 Test Results: Test results will be released only to the Human Resources Director or his/her designee. All information will be kept confidential with any written documents being filed with the appropriate Human Resources personnel.

1.2. Basis of Award:

Proposals will be evaluated according to the following criteria and weight at a minimum:

- A. Proposer's qualifications and experience (30 points)
- B. Proposer's methodology in accordance with guidelines (30 points)
- C. Proposed Fee Schedule (25 points)
- D. References (15 points)
- E. Resident Business or Resident Veteran Business Preference, *if applicable* (up to 10 points)

Resident Business Preference

New Mexico companies or contractors who wish to obtain a five percent bidding advantage on all contracts are required to obtain a valid resident business certificate or resident contractor certificate issued by the State Taxation and Revenue Department. The application for preference may be downloaded at the following website: <http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>

Veterans' Preference Certification

For the Respondent to receive a Resident Veteran Business Preference, the business shall complete,

sign, and include with the proposal the attached certification form, along with a copy of a valid Resident Veteran Business Preference certificate issued by the New Mexico Taxation & Revenue Department. The application for preference may be downloaded at the following website:

<http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>

The Resident Veteran Business Preference is separate from the Resident business Preference and is not cumulative with that preference. However, Resident Veteran Businesses can still receive the resident business Preference once the Resident Veteran Business Preference cap is exceeded

Please attach a copy of your Resident Business Preference or Resident Veterans' Preference Certificate, if applicable.

Proposals shall be evaluated by a selection committee. The Town reserves the right to determine a short list of finalists for further consideration.

- 1.3. Copies: One (1) unbound, printed and signed original and two (2) identical, printed copies of the proposal and supporting documents must be submitted in response to this RFP. All responses must relate to the specifications as outlined.
- 1.4. Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this RFP must be submitted in writing and emailed to the contact person listed in the RFP.
- 1.5. Contract Period: The initial contract period shall be for a period of one (1) year or (12 months) and prices shall remain firm through that period. This contract may be renewed for up to three (3) additional twelve (12) month periods, if all contracting parties so agree, if services provided by the contractor have been performed satisfactory and if funding is available.
- 1.6. Acknowledgement of Addenda, if applicable: All addenda issued in connection with this event must be acknowledged in the proposers' response. It is the responsibility of all vendors for determining and acknowledging all addenda issued in connection with this event.
- 1.7. Contractor shall provide names and contact information for at least three (3) references.
- 1.8. The contractor shall be a "responsible" contractor that is both ethically and financially in good standing within the industry, as determined by the Town. If the contractor's local office has had a contract terminated for default during the past three (3) years, this fact shall be disclosed in the quote response along with the contractor's position on the matter(s). If the contractor has experienced no such terminations for default in the past three years, then it should so indicate.

Please include the following information in your submittal:

- Company name & local business address (Include any regional offices and/or headquarters.)
- Year established (Include former names and year established, if applicable)
- Type of ownership and parent company, if applicable;

- Project manager who will be working the project for the company

1.9. Proposal Format: Proposals shall be submitted in the following format and include the following information:

- A. Detailed description of qualifications and testing abilities as requested.
- B. Proposed methodology for performing these services.
- C. Fee Proposals per to be provided by Offeror
- D. References from clients utilizing similar services.
- E. State License Certificate
- F. The attached Campaign Disclosure form must be signed and included in your response.

The successful respondent will be required to enter into a written Agreement with the Town of Taos.

Any cost incurred by the respondent in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the respondent.

A public log will be kept of the names of all respondents who submit proposals. Consistent with Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing respondents prior to contract award.

The Procurement Officer reserves the right to amend and/or cancel this bid/proposal invitation prior to the time and date of the bid opening.

The Procurement Officer reserves the right to correct any bid/proposal awarded erroneously as a result of a clerical error on the part of the Town of Taos. The Procurement Officer reserves the right to waive any minor or technical irregularities in any proposal that do not alter the price, quality or quantity of services, systems or items of tangible personal property being offered and the right to reject any proposal mistakenly awarded as a result of clerical, arithmetical, or other error on the part of the Town of Taos.

Procurement Under Existing Contract NMSA 1978, § 13-1-129: Under the terms and conditions of the RFP all local-area public bodies allowed by law may issue orders for the goods and/or services as described herein. The terms and conditions of this RFP shall form a part of each order issued herein. This RFP is available for use by all Town of Taos departments, Taos County, Village of Questa. Village of Angel Fire and other agencies, as provided by law, at the discretion of the contracted vendor. The Town of Taos accepts no responsibility for the performance of the contracted vendor or payments owed by other agencies for services performed under this procurement.

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

Contact Information & Deadlines

Any questions or clarifications regarding this RFP may be directed to:

Tamara Chavez, Human Resources Director
575-751-2011

Shirley Mondragon, HR Administrative Assistant
(575) 751-2009

EQUAL EMPLOYMENT OPPORTUNITIES

The Contractor and his subcontractors shall not discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to his hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, national origin or ancestry. Breach of this covenant may be regarded as a material breach of the contract. (Laws 1949, Ch. 161, S.5) (New Mexico Statutes relating to Equal Employment Opportunities on Government Contracts.) The Contractor and his subcontractors shall comply with the Federal Civil Rights Act of 1964 and Title 7 of that Act revised in 1979.

Scope of Procurement

The Town of Taos intends to enter into an initial one-year contract with the successful Respondent for the services contemplated by this Request for Proposals. Any such contract is subject to **availability of funds, and/or other terms and conditions.** In no case will the contract, including all renewals, exceed a total of four (4) years in duration. Subsequent contracts for the same services will be subject to a new RFP process and Management approval as called for by law and Town ordinances and policies.

Please forward your response to the RFP to: Shirley Mondragon, HR Administrative Assistant, Town of Taos, 400 Camino de la Placita, Taos, New Mexico 87571; fax: 575-737-2666. Proposals must be received in the Town's Human Resources Department by 4:00PM June 20, 2019.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with the state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY AND PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAD MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or un-reimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services or construction

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS applies to contributions made to the following Public Officials:
DANIEL R. BARRONE, MAYOR**

COUNCIL MEMBERS:

**NATHANIEL EVANS
GEORGE "FRITZ" HAHN**

**DARIEN D. FERNANDEZ
PASCUALITO M. MAESTAS**

Contribution made by: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) made: _____

Amount(s) of Contributions(s) _____

Nature of Contributions (s) _____

Purpose of Contributions(s) _____

Signature

Date

Title (position)

OR

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250)
WERE MADE to an applicable official by me, a family member or representative.**

Signature

Date

Title (Position)