



**Request for Proposals for Professional Services
DSP Employment Testing Services
Issued by Government Support Services
Contract Number GSS20730-DSP_Test**

Cost Proposal

PREPARED BY

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Table of Contents

Section 1 – Cost Proposal 1

- A. Applicant Testing Cost Proposal.....1
- B. Promotion Testing Cost Proposal.....6
- C. Additional Notes.....14
- D. Value-Added Services.....14

Attachment (see separate Excel File)

Appendix D - Pricing



SECTION I: Cost Proposal

A. Applicant Testing Cost Proposal

Category	Year 1 Cost	Total Across 5 years
<p><u>Job Task Analysis:</u></p> <ul style="list-style-type: none"> ▪ Provide specifications for interview/observation and panel review participants designed to be representative of the DSP Trooper position. ▪ Develop preliminary task list based on the previous job analysis conducted by PSI for the position of DSP Trooper in 2016 and additional work conducted by PSI with other state police agencies. ▪ Two PSI staff members on-site to conduct interviews/observations with troopers to obtain information needed to update the task list. ▪ Conduct panel review sessions with representative samples of troopers and supervisors of the position to finalize the task list. ▪ Develop Task and Duty/Ability/Characteristic Surveys for administration to incumbents. ▪ Use database from the DSP to computer generate two stratified random samples of approximately 50 incumbents each to take the Task and Duty/Ability/Characteristic Surveys. ▪ Provide survey samples to the DSP for scheduling of participants. ▪ We assume a mail-out approach will be utilized to administer the Task and Duty/Ability/Characteristic Surveys. ▪ Scan Task Survey data and enter data from the Duty/Ability/Characteristic Survey. ▪ Produce task (e.g., general and physical) summary ratings to include ratings of performance, frequency, importance, speed, amount of time, and physical effort. ▪ Identify essential job functions based on Task Survey data. ▪ Produce cognitive and physical ability and personal characteristic importance profiles. ▪ Compare the DSP Trooper duty, ability, and personal characteristic profiles with those developed for a general entry-level law enforcement officer position to provide criterion-related validity evidence in support of the use of the Law Enforcement Aptitude Battery (LEAB) in selecting DSP Troopers. 	<p>\$17,500</p> <p>(One-time fee across the five years)</p>	<p>\$17,500</p>



Category	Year 1 Cost	Total Across 5 years
<p>Written Test:</p> <ul style="list-style-type: none">Provision of up to six versions of camera-ready copy of LEAB examination booklets.PSI assumes that the DSP will copy LEAB examination booklets. As a result, a 10% reduction in the per candidate fee has been applied.Provision of LEAB candidate preparation guide.Provision of camera-ready copy of all administrative materials including oral and written candidate instructions, candidate non-disclosure form, test material accounting forms, and monitor instructions.Provision of LEAB scan sheets before each LEAB administration.Merge candidate demographic file provided by the DSP with LEAB candidate data file.Production of scores and consultation with the DSP regarding any cut-off scores and list production.Production of relevant adverse impact analysis and other summary statistics.Assumes the DSP will arrange for and provide the LEAB administration site and monitors.The Yearly Estimate is based on 384 candidates (the average number of candidates testing for DSP Trooper across the last two years). The DSP will be billed for the actual number of candidates.	<p>\$8,640</p> <p>(Yearly fee based on 384 candidates at \$22.50 per candidate)</p>	<p>\$43,200</p>



Category	Year 1 Cost	Total Across 5 years
<p><u>Oral Board Assessments</u></p> <ul style="list-style-type: none"> ▪ Development of candidate preparation guide to assist candidates in preparing for the Oral Board. ▪ Hold on-site meetings with DSP SMEs (e.g., recruiters, assessors) to identify Oral Board exercises and questions. ▪ Development of Oral Board exercises with up to six versions per exercise. ▪ Includes cultural/gender bias review and reading level analysis of the Oral Board exercises and questions. ▪ Conduct review of the exercises and questions comprising the Oral Board with DSP SMEs. ▪ PSI will provide camera-ready copies of all administrative materials needed for test administration including candidate written instructions, non-disclosure forms, preparation monitoring sheets, candidate preparation packets, and assessor scripts. ▪ PSI will provide camera-ready copies of all evaluation materials for assessors including note-taking and consolidation forms, rating scales, and pre-slugged scannable rating forms. ▪ Assumes the DSP will be responsible for securing facilities, monitors, and all related expenses. ▪ Assumes the DSP will be responsible for administering the Oral Board. ▪ Compute average ability scores and add those average ability scores together. ▪ Examine scores for evidence of panel and/or version differences and standardize scores by either function, as appropriate, to remove any advantages/disadvantages. ▪ Generate descriptive statistics (e.g., mean, standard deviation). ▪ Analyze results for differences by ethnic and/or gender group. ▪ Calculate the inter-rater reliability to assess the agreement among assessors comprising each board. 	<p>\$12,500</p> <p>(One-time fee across the five years)</p>	<p>\$12,500</p>



Category	Year 1 Cost	Total Across 5 years
<p><u>Preparation Study Guides:</u></p> <ul style="list-style-type: none"> ▪ Development and delivery of camera-ready and web-based candidate preparation guides to describe the test components (e.g., LEAB and Oral Board) and provide preparation suggestions and sample questions to candidates. ▪ The guides will be uploaded to a secure website for candidate access. ▪ Development of candidate instructions handout to access/print the guides. 	<p style="text-align: center;">\$0</p> <p style="text-align: center;">(Costs included within fees for each test component)</p>	<p style="text-align: center;">\$0</p>
<p><u>Train the Trainer Assessment Training:</u></p> <ul style="list-style-type: none"> ▪ Assumes the DSP will be responsible for securing training facility and assessors. ▪ PSI will provide assessor training manuals and PowerPoint training deck. ▪ PSI will train assessors to evaluate candidates’ oral responses or will conduct a train-the-trainer session for DSP staff to train the assessors. Alternatively, the DSP may want to consider videotaping the training session conducted by PSI and use the video to train new assessors. 	<p style="text-align: center;">\$0</p> <p style="text-align: center;">(Cost included in Oral Board Assessments fee)</p>	<p style="text-align: center;">\$0</p>
<p><u>Data Reporting:</u></p> <ul style="list-style-type: none"> ▪ Weight each test component by the assigned weight. ▪ Combine weighted test component scores to produce overall composite scores. ▪ Hand-score several scores at the low, middle, and high end of the score range to confirm the accuracy of the scoring process. ▪ Generate descriptive statistics (e.g., mean, standard deviation). ▪ Analyze results for differences by ethnic and/or gender group. ▪ Calculate the reliability for the overall examination. ▪ Create fixed score bands to be applied to all scoring groups so that candidates can carry scores forward. ▪ Provision of candidate score notice templates. ▪ The category cost is based on producing two eligibility lists per year. The actual cost will be based on the actual number of lists produced. 	<p style="text-align: center;">\$5,000</p> <p style="text-align: center;">(Yearly fee based on \$2,500 per eligibility list for a total of two eligibility lists per year)</p>	<p style="text-align: center;">\$25,000</p>



Category	Year 1 Cost	Total Across 5 years
Program Support: <ul style="list-style-type: none">Provide a report to describe and document the job analysis activities in compliance with the Federal Uniform Guidelines on Employee Selection Procedures (1978).	\$4,900 (One-time fee across the five years)	\$4,900
TOTAL*	\$48,540	\$103,100
*Notes – The one-time costs (e.g., Job Task Analysis, Oral Board Assessments, and Program Support) will be incurred once by the DSP across the five-year contract. The yearly costs (e.g., Written Test and Data Reporting) will recur annually and will be based on the actual number of candidates who complete the Law Enforcement Aptitude Battery and the number of final eligibility lists produced. The yearly costs are based off of past DSP Applicant testing conducted by PSI.		



B. Promotion Testing Cost Proposal

Category	SGT	LT	CAPT
<p><u>Job Task Analysis</u></p> <ul style="list-style-type: none"> ▪ PSI staff will conduct on-site job analysis panel sessions with 6 to 8 incumbents each from the Sergeant, Lieutenant, and Captain positions over 2 consecutive days. ▪ During the panel sessions, incumbents will review the job description from the most current administration and make changes necessary to ensure it reflects the current responsibilities of the position, provide relative importance of duty ratings, identify the knowledge sources and competencies that contribute to the successful performance of each job duty, and review and update the knowledge source subsection ratings (e.g., use, importance, and manner of use) from the previous administration. ▪ Incorporate changes to finalize the job description and forward to the DSP for posting on the promotion examination website. ▪ Based on the results of the panel session, develop Technical Knowledge Test Reading Lists (Sergeant and Lieutenant ONLY) and test plans for each examination. ▪ Review the DSP Rules for Promotion from the previous administration and make necessary changes based on the job analysis panel session results. ▪ Produce a camera-ready copy of Technical Knowledge Test Study Guides (Sergeant and Lieutenant ONLY) containing those subsections from the DSP Divisional Manual which are included on the reading list. ▪ Assumes PSI will provide a camera-ready copy of open- and closed-book Sergeant and Lieutenant Study Guides and that the DSP will produce copies of the Study Guides for candidates. 	<p>First Admin \$8,400</p>	<p>First Admin \$8,400</p>	<p>First Admin \$4,200</p>
	<p>Second Admin \$8,400</p>	<p>Second Admin \$8,400</p>	<p>Second Admin \$4,200</p>



Category	SGT	LT
<p><u>Written Test (Technical Knowledge for SGT and LT)</u></p> <ul style="list-style-type: none"> ▪ Development of Technical Knowledge Tests consisting of 100 items for Sergeant and Lieutenant. ▪ PSI will work with the DSP to identify the most efficient method to provide different versions of the test, as necessary. ▪ If SGT and LT Technical Knowledge Tests continue to be administered on the same day, assumes a small percentage of overlapping questions between positions. ▪ Includes cultural/gender bias review for all questions and reading level analysis of tests for each position. ▪ Conduct a review of the Technical Knowledge Test questions with DSP SMEs to finalize the tests. ▪ PSI will provide all materials needed for test administration including candidate oral and written instructions, non-disclosure forms, answer sheets, and monitor instructions. ▪ PSI will provide training on testing procedures to DSP monitors, as necessary. ▪ Assumes the DSP will be responsible for securing facilities and monitors. ▪ Visually inspect all answer sheets for potential problems before scanning. ▪ Scan each answer sheet twice and compare results to identify discrepancies and manually fix discrepancies, as necessary. ▪ Generate item analysis statistics (e.g., response selection percentages, difficulty level, and point biserial). ▪ Generate descriptive statistics (e.g., mean, standard deviation). ▪ Analyze results for differences by ethnic and/or gender group. ▪ Includes provision of Technical Knowledge Test review packet to resolve candidate appeals. ▪ Re-score Technical Knowledge Test based on appeal session results. ▪ Calculate section raw scores (closed- and open-book) and overall score. ▪ Assumes two PSI staff members on-site for one day or one PSI staff member on-site for two consecutive days to conduct the Technical Knowledge Test administration. 	<p>First Admin \$16,275</p>	<p>First Admin \$14,175</p>
	<p>Second Admin \$16,275</p>	<p>Second Admin \$14,175</p>



Category	CAPT
<p><u>Written Test (In-Basket for Captain)</u></p> <ul style="list-style-type: none"> ▪ Meet with DSP SMEs to identify In-Basket Test issues to be simulated, individual documents comprising each issue, and anticipated actions to be taken by candidates in resolving each issue. ▪ Development of Background Information Packet of stimulus information for candidates to consider in responding to the issues and response evaluation guidelines for each issue. ▪ PSI will work with the DSP to identify the most efficient method to provide different versions of the test, as necessary. ▪ Includes cultural/gender bias review and reading level analysis of the Background Information Packet. ▪ Conduct review of the Background Information Packet and Issue Evaluation Guidelines with DSP SMEs. ▪ PSI will provide all materials needed for test administration including candidate oral and written instructions, non-disclosure forms, background information packets, response booklets, and monitor instructions. ▪ PSI will provide all evaluation materials for assessors including consolidation booklets, evaluation guidelines, and rating and feedback forms. ▪ Assumes a PSI staff member will be on-site for one day to administer the In-Basket. ▪ Assumes the DSP will be responsible for securing facilities and monitors. ▪ Assumes the DSP will be responsible for monitoring the completion of In-Basket test scoring. ▪ Compute average ability scores and add those average ability scores together. ▪ Generate descriptive statistics (e.g., mean, standard deviation). ▪ Analyze results for differences by ethnic and/or gender group. ▪ Calculate the inter-rater reliability to assess the agreement among assessors comprising the In-Basket Test board. 	<p>First Admin \$15,225</p>
	<p>Second Admin \$15,225</p>



Category	SGT	LT	CAPT
<p><u>Oral Board Assessments</u></p> <ul style="list-style-type: none"> ▪ Meet with DSP SMEs to identify critical incidents to be simulated. ▪ Develop two exercises for Sergeant and Lieutenant, and three exercise for Captain with up to six versions of each exercise. ▪ Includes cultural/gender bias review and reading level analysis of the Oral Board Test exercises. ▪ Conduct review of the Oral Board Test exercises with DSP SMEs. ▪ PSI will provide all administrative materials including sign-in sheets, candidate written instructions, non-disclosure forms, preparation monitoring sheets, candidate preparation packets and assessor scripts. ▪ PSI will provide all evaluation materials for assessors including note-taking and consolidation booklets, rating scales, and rating and feedback forms. ▪ Assumes the DSP will be responsible for securing facilities and monitors. ▪ Assumes the DSP will be responsible for administering the Oral Board Test. ▪ Assumes at least one PSI staff member will be on-site to oversee the first day of CAPT and LT oral board test administrations. Due to the addition of a second path, two PSI staff members will be on-site for the SGT Oral Board Test administration. ▪ For the Written Validated Experience Summary, PSI will work with the DSP to publish rules for creation and submission and will redact candidate identifying information before providing to assessors for evaluation. ▪ Compute average ability scores and add those average ability scores together. ▪ Generate descriptive statistics (e.g., mean, standard deviation). ▪ Analyze results for differences by ethnic and/or gender group. ▪ Calculate the inter-rater reliability to assess the agreement among assessors comprising each Oral Board Test exercise board and Validated Written Experience Summary board. 	<p>First Admin \$16,275</p>	<p>First Admin \$15,225</p>	<p>First Admin \$14,175</p>
	<p>Second Admin \$16,275</p>	<p>Second Admin \$15,225</p>	<p>Second Admin \$14,175</p>



Category	SGT	LT	CAPT
<p><u>Preparation/Study Guides</u></p> <ul style="list-style-type: none"> ▪ PSI will develop a separate Candidate Preparation Guide for each promotion examination (e.g., Sergeant, Lieutenant, and Captain). ▪ The Candidate Preparation Guides will cover all test components (e.g., Written Examination, Validated Written Experience Summary, Oral Board Test, and In-Basket Test) comprising each promotion examination. ▪ PSI will provide the DSP with a camera-ready and an electronic copy of each Candidate Preparation Guide for distribution by the DSP and/or uploading to the DSP’s promotion examination website. ▪ Development of candidate orientation programs to cover all test components comprising each examination. ▪ Program materials to include PowerPoint slide deck for each position. ▪ PSI will provide copies of PowerPoint slide deck to candidates. ▪ PSI will provide a question and answer summary following the last orientation session for each position. ▪ Assumes that the orientation programs will be offered in two separate weeks for greater flexibility for candidates. ▪ Assumes one PSI staff member will be on-site for a total of 2 days across two consecutive weeks (i.e., one day per week). 	<p>First Admin \$10,100</p>	<p>First Admin \$10,100</p>	<p>First Admin \$8,100</p>
	<p>Second Admin \$10,100</p>	<p>Second Admin \$10,100</p>	<p>Second Admin \$8,100</p>



Category	SGT	LT	CAPT
<p><u>Train the Trainer Assessment Training</u></p> <ul style="list-style-type: none"> ▪ PSI will provide assessor training manuals and PowerPoint training deck. ▪ Assumes the DSP will be responsible for securing assessors and all related travel expenses. ▪ PSI will assign assessors to exercises/tests. ▪ Assumes the DSP will secure a site to train assessors. ▪ PSI will train assessors during a one-day session to evaluate candidates' oral/written responses to the Oral Board Test exercises, the Validated Written Experience Summary, and In-Basket Test, or PSI will conduct a train-the-trainer session for DSP staff to train the assessors. 	<p>Included in test fees</p> <p>\$0</p>	<p>Included in test fees</p> <p>\$0</p>	<p>Included in test fees</p> <p>\$0</p>
	<p>Included in test fees</p> <p>\$0</p>	<p>Included in test fees</p> <p>\$0</p>	<p>Included in test fees</p> <p>\$0</p>



Category	SGT	LT	CAPT
<p>Data Reporting</p> <ul style="list-style-type: none"> ▪ Weight each test component by the assigned weight. ▪ Combine weighted test component scores to produce overall composite scores. ▪ Hand-score several scores at the low, middle, and high end of the score range to confirm the accuracy of the automated scoring process. ▪ Generate descriptive statistics (e.g., mean, standard deviation). ▪ Analyze results for differences by ethnic and/or gender group. ▪ Calculate the reliability for the overall examination. ▪ Create score bands by multiplying the composite standard error of difference for the entire examination process by 1.96 (i.e., a standard constant used to achieve the target degree of confidence in normally distributed scores). ▪ Eligibility groupings (e.g., eligible, immediately eligible) can continued to be used for the Lieutenant and Captain final eligibility lists based on score bands and the number of candidates eligible for promotion over the life of the list. ▪ Provision of individual score notices mailed, or e-mailed, directly to candidates. ▪ Provision of individual feedback reports for distribution by the DSP. 	<p>First Admin \$1,250</p>	<p>First Admin \$1,250</p>	<p>First Admin \$1,000</p>
	<p>Second Admin \$1,250</p>	<p>Second Admin \$1,250</p>	<p>Second Admin \$1,000</p>



Category	SGT	LT	CAPT
<u>Program Support</u> <ul style="list-style-type: none"> ▪ Assumes one final project report to describe and document all project activities for all three positions in compliance with the Uniform Guidelines. ▪ The report will cover job analysis, test development, candidate preparation, test administration and scoring, and adverse impact reduction. 	First Admin \$4,000	First Admin \$4,000	First Admin \$3,200
	Second Admin \$4,000	Second Admin \$4,000	Second Admin \$3,200
SUBTOTAL (per administration)	\$56,300	\$53,150	\$45,900
SUBTOTAL (across all three positions per administration)	\$155,350		
GRAND TOTAL (across all three positions for two administrations*)	\$310,700		
<p>*Notes – Across the five-year contract, it is anticipated that a second administration of all three promotion examinations will occur. As illustrated above, the prices per category and overall for each position will remain fixed across the five-year contract period.</p>			



C. Additional Notes

For the Promotion Testing Cost Proposal, the DSP has administered a single version of the Sergeant and Lieutenant Technical Knowledge Test to all candidates at the same time across the last four administrations (2014 to 2020). In 2012, two versions of the Sergeant Technical Knowledge Test were created to accommodate a morning and an afternoon administration session. These versions contained the same questions, but the order of questions and response alternatives was scrambled across versions. In addition, there are administrative options such as sequestering candidates which can be used in place of multiple versions to ensure test security. We will work with the DSP to identify the most efficient administrative system considering test security and costs.

All proprietary materials or templates used to provide the services requested as part of this project will remain the intellectual property of PSI. This includes job analysis task lists and surveys, candidate preparation program materials (guides, PowerPoint decks, question and answer documents), assessor training manuals, rating scales, feedback protocols/developmental suggestions and all materials associated with PSI's proprietary LEAB examination including administrative materials, scoring protocols, and data/reports related to our normative LEAB candidate and incumbent databases. All other client-specific data and information (i.e., job analysis data, reports, tests and exercises, candidate scores and feedback) must be maintained in strict confidence to preserve test integrity and security. Our clients are given a reproduction license to cover the contract period and requirements (i.e., number of candidates), but may not make any information available to third parties without written permission from PSI.

Our cost estimate has been derived using our standard daily consultancy rates for public safety projects and is based upon, a) the scope of work outlined in the proposal and b) the timeline presented. If either the scope of work or timeline is changed, a modified cost proposal may be required. Our daily rates are based upon volume of work and related cost savings. Therefore, additional contract work may be conducted at slightly different rates. The cost estimate includes communications, mail and courier services from PSI; and general overhead. PSI's daily consultancy rates cover salary, benefits, rent, utilities, insurance, shared corporate services and general operating costs. The cost proposal assumes Priority Mail or Economy Courier Services; expedited services are available for an additional fee. The cost estimate excludes litigation support services or activities beyond the scope of work and acquisition and expenses associated with test facilities/equipment and monitors.

D. Value Added Services

1. **Litigation Support.** Any activity proposed during the course of the contract, that a) is quasi-legal in nature (e.g., activities performed in response to oversight from a court-appointed attorney/expert or oversight agency such as the Department of Justice pursuant to litigation and associated court requirements) including, but not limited to, supplementary data transfers, data analyses, reports, meetings and conference calls; or b) is related to existing or pending litigation (e.g., Expert Witness services, Fact Witness services) will be billed at the hourly rates specified in this Agreement.



DSP Employment Testing Services

When providing litigation support, PSI bills by the hour, at rates commensurate with the skills of our staff, as set forth in the Fee Schedule below. We organize client work in such a way as to attempt to minimize the cost to the client, while still meeting exacting standards of timeliness and professionalism. Expenses such as normal copying, communications (phone, fax and e-mail) and so forth are included in our hourly rates. Large copy jobs, shipping and travel expenses are billed separately. Travel time is billed at 50% of our standard hourly rates. No surcharge is added to out of pocket expenses.

Fee Schedule (Effective July 1, 2019)	
Lead Testifying/Consulting Expert (Dr. Rick Jacobs)	\$600/hour
Associate Testifying and Consulting Experts	\$450/hour
Senior Statistician/Data Manager	\$350/hour
Managing Consultants	\$350/hour
Consultants and Senior Consultants	\$250-\$300/hour
Associate Statistician	\$250/hour
Associate Consultants	\$150-\$200/hour
Interns	\$50-\$100/hour
Clerical and Paralegal	\$25-\$75/hour
Note - The “PSI Engagement Agreement for Litigation Support and Work Beyond Project Scope” in effect at the time the additional work is requested will be used to determine rates and policies.	

2. Work Beyond Project Scope. Any activity proposed during the course of the contract, that a) falls outside the scope of activities covered under the existing contract and requires any substantial use of consultant resources, and b) does NOT involve litigation related activities, will be billed at a fixed price or hourly rate established through the mutual consent of the consultant and client, and the existing contract will be amended, in writing, or a new contract will be entered. Whenever possible, activities subject to this requirement will be identified by PSI and approved by the client, in writing, before performing any such activity.

3. General Terms. If there are any questions about bills or requests for additional information, these questions or requests should be forwarded in a timely manner. We will assume that if no questions or requests have been made within 15 days of receiving an invoice, that the charges have been accepted as stated on the invoice.