

United Nations Procurement Division

REQUEST FOR INFORMATION (RFI)

DESCRIPTION OF REQUIREMENTS

1. Introduction

The United Nations (UN) is an Organization providing

2.2.1 Testing

- a. As part of the Psychological Testing, the vendor will administer to the candidate a written psychological test ("Written Tests") battery relevant to the purpose of the evaluation. The test instruments should have documented reliability, validity, and other empirical evidence supporting their use in the pre-employment evaluation of armed public safety applicants or in the fitness-for-duty evaluations of incumbent security officers.
- b. vendor will be responsible for all aspects of the Written Tests, which includes the following:
 - Making all necessary arrangements to prepare for the screening
 - Make all arrangements to conduct the screening at the United Nations Headquarters in New York for the testing dates;
 - Obtaining and transporting all Written Tests and other required assessment materials to the Screening Facility;
 - Providing sufficient staff to proctor the Written Tests;
 - Assisting Applicants; and
 - Collecting, safeguarding and storing all Written Tests upon completion.
- c. A testing battery including objective, job-related, validated psychological instruments shall be administered to applicants by the vendor. The vendor must be able to score these tests, and arrange for tests to be scored, so that the results are available before a psychologist conducts screening interviews on the same day. The written tests that are used should be validated for use with armed public safety personnel consistent with local law enforcement standards.

2.2.2 Interview

- a. Individual face-to-face interviews with applicants should be conducted before a final determination of the applicant's psychological suitability is made.

2.2.3 Evaluation

- a. The forensic psychologist will provide written reports to the Security and Safety Service, directly to the Chief of Service for use in making employment and other managerial decisions.
- b. These reports should evaluate the suitability of the candidates for the position based upon an analysis of all psychological material including test data and interview results.
- c. The reports should contain a rating and/or recommendation for employment or **ÖKNÑMHHÉ** for-duty based upon the results of the screening, justification for the recommendation and/or rating, and any reservations that the psychologist might have regarding the validity or reliability of the results.

3. Vendor Minimum Requirements and Qualifications

- a. At least 10 years of experience in provision of conducting pre-employment and **ÖKNÑMHHÉ** for-duty psychological evaluations, or who provide comparable psychological testing services to employers and managers of armed public safety personnel consistent with local law.
- b. Bidders must provide at least three (3) references related to a contract of similar scope and magnitude as described in this SOW.
- c. Bidders must provide a minimum of 2 Psychologists and a summary of individuals who will be dedicated to performing the Services and evaluators who possess the required forensic psychologist or psychiatrist credentials including the certification and licensing requirements.

4. Proposed Price:

The forensic psychologist vendors shall submit an all-inclusive unit price per candidate being evaluated for the requested services to nicha.bhandhumani@un.org.

Please include in your response:

- a. The company name
- b. The contact person name, phone number, and email address
- c. The quotation: price per candidate following the requirements provided in no.2 Scope of Service. This quotation must be all-inclusive.

VENDOR RESPONSE

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (



