

**VILLAGE OF BRIDGEVIEW  
PERSONNEL BOARD**

**REQUEST FOR PROPOSALS**

**Pre-Employment Polygraph Testing Services  
for Law Enforcement Candidates**

**DUE BY 4:00 P.M. ON DECEMBER 26, 2014**

Village of Bridgeview Personnel Board  
7500 S Oketo Avenue  
Bridgeview, IL 60455

## **1. SCOPE OF SERVICES**

### **A. Purpose**

The Village of Bridgeview Personnel Board (“Personnel Board”) is soliciting proposals from qualified and licensed service providers for the performance of pre-employment polygraph testing for full-time and auxiliary police officers. These evaluations are a required part of the selection process for full-time and auxiliary police officers and are intended to provide the Personnel Board with information regarding the suitability of individual candidates for these job positions.

### **B. Services to be Provided**

It is anticipated that anywhere from fifteen (15) to fifty (50) candidates will be tested during a given two-year period, depending on the testing and hiring needs of the Village. The evaluations by the firm shall consist of the following:

- i. Selection, administration and interpretation of one or more tests with the demonstrated ability to identify and assess a candidate’s suitability for police work and/or a career in law enforcement; and
- ii. Submission of a written report on all candidates specifying, at a minimum, the scoring and interpretation of the test(s).

It is the expectation of the Personnel Board that the completion of all test(s) and written reports be submitted in an expeditious manner.

### **C. Term of Agreement**

The term of the service agreement will be for a period of two years, with the option to renew upon the mutual agreement of the parties.

### **D. Right to Amend or Withdraw RFP and Reject Proposals**

The Personnel Board may amend this RFP upon notification to all potential firms. This RFP may be withdrawn for any reason and the Personnel Board shall have no associated liability.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted. The Personnel Board reserves the right without prejudice to reject any or all proposals, or any parts thereof. The Personnel Board reserves the right to waive minor informalities or irregularities in the proposals received and to accept any proposal deemed advantageous to the Personnel Board. In no event shall the Personnel Board be required to accept any proposal over another for any reason.

## **2. PROPOSAL SUBMISSIONS**

The following information is required:

**A. Description of Firm**

Provide a brief history and description of the firm, including the size of the firm, number of employees and number of years in existence. Discuss the qualifications of any individuals who will provide direct oversight of the services to be proposed for this engagement.

**B. Experience**

Provide a summary of the firm’s experience in pre-employment polygraph testing, including its specific experience in public safety and law enforcement. List the most significant engagements performed in the last three years similar to the services described in this RFP. Provide additional information that may distinguish the firm from other firms.

**C. Cost Proposal**

List all costs associated with the firm’s plan to carry out the requested services.

**D. Oral Presentations/Interviews**

During the evaluation process, the Personnel Board may, at its discretion, request any one or all firms to make oral presentations and/or to appear for interviews. The Personnel Board reserves the right to determine which, if any, firms will be asked to make oral presentations and/or appear for interviews.

**E. References**

List three references that have knowledge of the firm’s experience with engagements that are similar in size and scope as the required services.

**F. Authorization**

All proposals must include a signature of an individual who is legally authorized to bind the firm to a service agreement.

**G. Seven (7) Copies Required**

Seven (7) copies of the firm’s proposal must be submitted to:

Village of Bridgeview Personnel Board  
Attn: Cathy Siciliano  
7500 S Oketo Ave  
Bridgeview, IL 60455

Copies may be submitted by hand or by mail but must be received by the Personnel Board Secretary prior to 4:00p.m. on Friday, December 26, 2014.

**3. REVIEW OF PROPOSALS**

**A. Selection Criteria**

All proposals will be reviewed by the Personnel Board and evaluated using the following criteria:

- i. *Mandatory Elements*

- a. The firm is independent and licensed to practice in Illinois.
  - b. The firm has no conflict of interest with regard to any other work performed by the firm for the Village of Bridgeview.
  - c. The firm adheres to the instructions in this RFP in preparing and submitting its proposal.
- ii. *Expertise and Experience*
- a. The firm's past experience and performance on similar engagements.
  - b. The firm's proposed approach to carrying out the proposed services.
  - c. The quality of the firm's professional personnel to be assigned to the engagement.
- iii. *Cost Proposal*

**B. Additional Information**

The Personnel Board may request additional information from potential firms as necessary to assist in evaluating the proposal.

**APPENDIX A  
CERTIFICATIONS**

1. The undersigned authorized officer of the firm certifies that the firm has the insurance coverage required by law or that is customary for the work to be performed. A copy of the firm's insurance policy shall be provided to the Personnel Board upon request.
  
2. The undersigned certifies that:
  - a. It is not barred from bidding or contracting with any unit of local or state government as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code or any similar state or federal offense relating to illegal bidding;
  - b. It is not delinquent in the payment of any tax administered by the Illinois Department of Revenue; and
  - c. It has a written sexual harassment policy as required by the Illinois Human Rights Act, a copy of which shall be provided to the Village upon request.
  
3. The undersigned agrees to:
  - a. Comply with the Equal Employment Opportunities requirements set forth in the Illinois Human Rights Act;
  - b. Comply with the civil rights standards set forth in Title VII of the Civil Rights Act; and
  - c. Perform all work in accordance with all applicable federal, state, and Village laws, ordinances, rules and regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_